



CODE OF CONDUCT FOR NON - TEACHING STAFF

All the non-teaching staff members employed in the college :-

- ❖ shall discharge his/her duties efficiently, sincerely and gently as per the guidance of the Principal and rules and regulations laid by the State Government of Rajasthan (RSR).
- ❖ should adhere strictly to the official resumption and closing time and must dress decently and appropriately .
- ❖ make every effort to complete assigned work in a time bound manner .
- ❖ must be punctual and disciplined toward his /her work.
- ❖ maintain the confidentiality of the records and other sensitive matters.
- ❖ be supportive and cooperative with other staff members, teaching staff members and with the head of Institution.
- ❖ shall create an environment for proper interaction with students.
- ❖ practise mutual respect, trust and confidentiality .
- ❖ care for the institute properly.
- ❖ promote work culture which inspires teamwork.
- ❖ carry out official decisions and policies faithfully and impartially seeking to maintain the highest possible standards of performance.
- ❖ act timely to redress the genuine grievances.
- ❖ must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender /sex/age /marital status.
- ❖ not accept bribes or indulged in any corrupt practises.

Violations of code of conduct by non teaching staff are subjected to disciplinary action, show cause notice, memo, enquiry committee as per guidelines of RSR.

By order

Principal,
Samrat Prithviraj Chauhan Govt. College, Ajmer