

GOVERNMENT PG COLLEGE KEKRI

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 the 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 in 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 the head of the institution.
- ❖ shall create an environment for proper interaction with students.
- ❖ practice mutual respect, trust, and confidentiality .
- ❖ care for the institute properly.
- ❖ promote a work culture that 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 indulge in any corrupt practices.

Violations of the code of conduct by non-teaching staff are subject to disciplinary action, a show cause notice, a memo, and an enquiry committee as per the guidelines of the RSR.

By order,
Principal,

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