

# **GOVERNMENT COLLEGE MALAKHERA (ALWAR)**

## **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, and enquiry committee as per guidelines of RSR.