

Code of conduct for office staff/ supporting staff

General Rules:

- All the college office staff members should take pledge to do their respective duty for maintaining and enhancing the reputation and dignity of the institution.
- The students interest should be their prime concern
- They should be punctual and do their respective duties sincerely.
- They should be neutral and transparent in their conduct and behavior.
- They should strictly follow the rules, regulations and norms as prescribed by the government and the affiliating university.
- They should follow the parking rules and put their vehicles only at the designated place.
- They should work in amity and the togetherness with the whole staff should be their core value
- They should work for institutional benefit, and use the ICT/and other facilities available in a healthy way.
- They should keep the administration informed in case of leave / absence / or station leave.
- Progress and enhancement of the college should be ultimate aim.

