



**SMT. KAMALADEVI GAURIDUTT MITTAL
COLLEGE
OF ARTS & COMMERCE
Accredited by NAAC B+**



PROFESSIONAL ETHICS & CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non-teaching staff of the college shall discharge their duties efficiently and diligently to match with the administrative standards and performance norms laid down by the UGC/ University/ College/ Management from time to time
- Maintain their professional knowledge & skills updated professionally for the proper discharge of duties assigned to him/ her
- Must join/ attend the duty punctually every day
- Assist in carrying out functions relating to the administrative responsibilities of the college and the University such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including all types of examination work
- Respect the right and dignity of the student for assisting them with any kind of help/ guidance etc.
- Speak respectfully and behave politely (To the Principal, teachers, students, visitors, parents etc.)
- 7. Consuming alcohol, gutkha and smoking is strictly prohibited in the premises of the college.
- Decent behavior with colleagues has to be ensured, irrespective of gender 9. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Argument with the security person relating to violation of prescribed rules/ regulations will not be tolerated and is liable for disciplinary action
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand 12. Co-operate personally

to the policies of the institution which have been made by higher authorities of the institution

- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession 14. Every employee should behave and perform fair and committed to the best interest of the college
- Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises
- Should maintain the positive relationship with all colleagues & teaching staff and the students of the college .
- No employee should act in any manner that violates the norms of decency or morality in his/ her conduct or behavior inside or outside the college campus
- Everyone should maintain the reputation, discipline & culture of the college at public places/ in the society
- Employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity. 20. Parking is not a matter of right and using of public transport has to be resorted to, in order to conserve environment
- Avoid conflicts between professional work and personal interest 22. They should not, by acts or deeds degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession 23. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave
- Shall report to the Principal, if there is any criminal complaint, action, proceeding lodged against him/ her in any Police Station, Court or Forum 25. Be punctual & careful in availing professional opportunities for career development
- Every employee should respect the functional superiority of those set in authority over him/ her by the Management/ Principal