

**SHRI VANRAJ ARTS AND COMMERCE COLLEGE, DHARAMPUR
: Code of Conduct :**

Code of Conduct for the Non-Teaching Staffs

- Non-teaching staff will carry out their duties as instructed by the concerned authorities of the institution.
- Non-Teaching staffs must report in time to duty as per the working hours prescribed and shall be available in the campus unless and otherwise they are assigned duties elsewhere.
- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Non-Teaching staff shall not leave the College premises without permission before 5.00 p.m.
- All non-teaching staffs will avoid social networking sites such as Facebook, Whats app, etc during the working hours.
- All non-teaching staffs will respect and maintain the hierarchy in the Administration.
- All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Each staff will remain on duty during college hours.
- All staffs will adhere strictly to the laws and regulations of the college.
- Every staff has to obey the orders of the Principal of the College.
- The peons will have to put on uniform during working hours in the college.

