



**Govt. Girls' P.G. College, Ujjain**

**A Centre for Excellence,**

**"A" Graded by NAAC in Two Cycles**

**Internal Quality Assurance Cell**

# Code of Conduct for Non-Teaching Staff

Published by

**IQAC**

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1. Wear mask in any situation, unless health reasons prescribed by doctor.
2. Use Sanitizer and/or intermittent handwash.
3. Maintain physical distancing.
4. Come to the college only when colleges reopen through govt. orders and with prescribed documents.
5. Combat fake information on COVID and spread scientific awareness in the society.
6. Report to duty at least 30 minutes in advance.
7. Remain on duty during college hours.
8. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
9. Adhere strictly to the laws and regulations of the college.
10. Respect and maintain the hierarchy in the Administration.
11. Maintain honesty, integrity, fairness in all activities.
12. Exercise self-discipline and always restrain and deal positively with staff, students and the general public
13. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/ receipts.
14. Must not intercept or misappropriate college money.
15. Must not be absent from duty without official approval or approved sick leave.
16. Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
17. No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
18. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
19. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
20. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
21. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

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Dr. Neeta Tapan  
IQAC Coordinator

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Principal