



स्व० श्री पूरन रामप्रकाश दीक्षित महाविद्यालय

गहरौली - मुस्कस - हमीरपुर

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प्रबंधक/ प्राचार्य
पत्रांक

दिनांक :

CODE OF CONDUCT FOR NON-TEACHING STAFF

SPRPD endeavours by means of enforcing this Code of conduct to pioneer and administer discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system growth through individual and collective responsibility.

All officials/employees are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.

JURISDICTION

1. The College shall have the jurisdiction over the conduct of the officials/employees associated /on roll with the College and to take cognizance of all acts of misconduct including incidents of behaviour or otherwise which are taking place on the College campus or in connection with the College related activities and functions.
2. The College may also exercise jurisdiction over conduct which occurs off-campus violating the conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:
 - a. Any violations of the Sexual Harassment Policy of the College against students of the College.
 - b. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including colleagues and students of the College;
 - c. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - d. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

OFFICIAL RESPONSIVE BEHAVIOUR-Non-Teaching Staff

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 4.30 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)
2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
3. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
4. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
6. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.

Compliance with the Code

It is the responsibility of the staff who voluntarily signs this Code to comply with it.

Poor Professional Performance: A failure by the appointed staff to meet the standards of competence (whether in knowledge, skill or the application of knowledge and skill or both) that can be reasonably expected.

Professional Misconduct Disgraceful or dishonourable conduct either in the course of the registered teacher's profession or otherwise than in the course of the registered teacher's profession if the conduct is of such a serious nature as would bring disrepute.

Compliance with the Code

It is the responsibility of the employee who voluntarily signs this Code to comply with it.

Besides above-mentioned code of conduct, the employees of the college are governed by service rules of the state government.

The recruitment, promotion and superannuation of teaching and non-teaching staff members, are governed by the service rules of Dept. of Higher Education state government as amended from time to time.

Internal Quality Assurance Cell (IQAC)

NOTIFICATION

Code of Conduct for Non-Teaching Staff

The following traits are expected from the non-teaching staff.

He / She must adhere to the following:

1. Report to duty at least 30 minutes in advance.
2. Remain on duty during College hours.
3. Adhere strictly to the laws and regulations of the College.
4. All the staff members should follow the rules and regulations of the Institution as prevalent from time to time.
5. Respect and maintain the hierarchy in the Administration.
6. Maintain honesty, integrity, fairness in all activities.
7. Maintain self-discipline and restrain at all times and deal positively with staff, students and the general public
8. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
9. Must not be absent from duty without official approval or approved sick leave.

Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by Higher authority or unless instructed to do so by a superior officer in the discharge of his/her.


PRINCIPAL

Late Shri. Poojan Prakash
Dixit Mahavidyalay Gahruli (Hamirpur)

Principal

(Dr. Lokendra Nath Pandey)