



Gyanroshani Lok Kalyan Sanstha, Khokhara

P.O. Janjgir, Dist - Janjgir-Champa 495 668 (C.G.)

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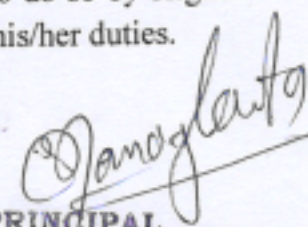
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Date: 11/09/2019

Code of Conduct for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 30 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Maintain self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- 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 duties.


PRINCIPAL
GYANROSHANI LOK KALYAN SANSTHA
KHOKHARA, JANJIR (C.G.)