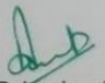


Code of Conduct for Non-Teaching Employees

1. Every employee at all times shall serve efficiently, act in a disciplined manner, and maintain complete integrity and devotion to duty.
2. As a full-time employee of the college, he/she is expected to carry out the instructions of the officers diligently and devote his/her whole time to the services of the office in which employed.
3. Save in exceptional circumstances, no employee shall absent himself/ herself from his /her duties without prior permission of the competent authority.
4. In the matters of leave and general conditions of service, an employee will be governed by the rules of the Jyoti B.Ed. College Managing Committee.
5. No employee shall take part in, subscribe to any or assist in any movement which tends to promote feeling of hatred or enmity between the different classes or subject of the Indian Union, or to disturb public peace.
6. The employee should not engage in any private trade or take up additional work which is likely to interfere with the discharge of his/her normal duties without the permission of the Secretary, Jyoti B.Ed College Managing Committee.
7. An employee shall avoid habitual indebtedness or insolvency.
8. No employee shall in any manner criticize adversely in public the administrative actions of the college authorities.
9. During the period of an employee's employment in this office, if any employee's wants to apply for a post elsewhere, he/she must get his/her application forwarded by the Principal.
10. No employee shall except in accordance with any general Code or special order of the college authorities or in performance in good faith of the duties assigned to him communicate directly or indirectly any official document or information to any employee or to any other person, to whom he is not authorized to communicate such document or information.
11. No employee shall, except with the previous sanction of the College authorities engage, directly or indirectly, in any trade, occupation or business or undertake any employment.
12. Raising question of caste, creed, religion, race or sex in his dealings within the institution is prohibited.


Principal
Principal
Jyoti B.Ed. College
Rampur, Fazilka