

VIDHYASHRAM INSTITUTE OF TEACHER'S TRAINING, JODHPUR

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- All the staff members should follow the rules and regulations of the institution as are Prevalent from the governing body from time to time.
- Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior Officer.
- Staff members must appear in good and decent official dress on all working days.
- The staff of the institute is responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damaged to the institute assets including all kind of physical assets, movable and immovable property.
- The staff should be aware of maintaining green and environmental hygiene by avoiding use of plastic.
- Cell phones must be made silent in college premises and avoid using phones in the corridors.
- Staff must refrain from any form of harassment or unlawful discrimination based on Existing legislative requirements relating to gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy, physical features, disability or impairment (physical disability or medical status).
- The administrative staff should familiarize themselves with college policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.
- The administrative staff should not be engaged in any inappropriate relationship with Students.
- Staff members shall join hands with college Management committee and head of the Institution to maintain calmness, discipline and regularity in college premises.
- Staff members must be prepared to attend to the problems of stakeholders.
- The staff must be ready to accept any additional responsibility or work assigned by College Management committee.
- The staff should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- The staff should not engage in remarks or behaviour that might be considered disrespectful to their teaching staff, Non-teaching staff or students.