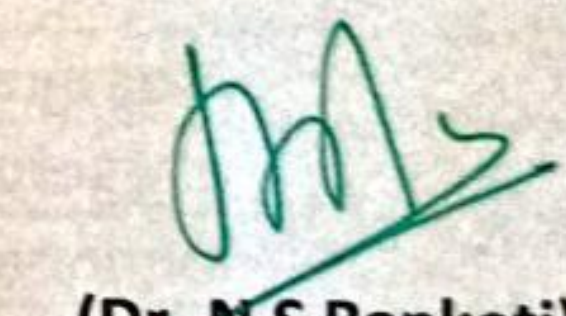


CODE OF CONDUCT FOR THE NON-TEACHING STAFF

The non-teaching staff should

- Report for routine duty on time and remain in the campus during the working hours
- Report for duty on the reopening day and the last working day of each semester, or academic year
- Append his/her signature on the attendance register while reporting for the duty
- Always wear the identity card issued while inside the college premises
- Comply with instructions issued by the administrative head, from time to time
- Perform the duty assigned conscientiously
- Avoid using cell phones during working hours
- Dress neatly and modestly
- Be conversant with the rules and regulations, and the relevant procedures
- Endeavour towards having a basic working knowledge of the computer
- Co-operate with the members of other faculty or sections.
- Behave with due dignity and decorum, or even composure with others.
- Be responsive to students' inquiries with due concern, and make efforts to ensure all possible help
- Treat the students, and other stakeholders, impartially, regardless of caste, creed, religion, political, economic, or social.


IQAC COORDINATOR
M.B. GOVT. P.G. COLLEGE
HALDWANI (NAINITAL)


(Dr. N S Bankoti)

Principal
M.B. Govt. P.G. College
Haldwani (Nainital)