

Sri Tika Ram Kanya Mahavidyalaya, Aligarh

Affiliated to Raja Mahendra Pratap Singh State University, Aligarh (Statutory Body)

Office: 9219402438

Email: trkmvpgcollege@gmail.com

Web: www.trkpgcollege.com



Prof. SHARMILA SHARMA

M.Ed., Ph.D

Principal

Ref. 207/2023-24

Date 30-03-2024

CODE OF CONDUCT FOR NON-TEACHERS

- 1) Every employee shall maintain highest order of integrity with regard to his work and conduct.
- 2) Every employee shall comply with the orders or directions of the Management and the Principal (including the orders or directions issued in the implementation of the orders of the State Government or the University).
- 3) The Principal of the college will maintain the character roll of every employee in which the confidential report about his work and conduct shall be recorded every year. Adverse entries shall be communicated to the employee concerned as soon as possible so that he may improve his work and conduct accordingly.
- 4) An employee aggrieved by an adverse entry may represent to the manager of the college through the Principal for the expunction of the adverse entry. The power to expunge the adverse entry. The power to expunge the adverse entry on the basis of justification therefore shall vest in the Managing Committee of the college concerned
- 5) A Service book of every employee shall be maintained under the control of Principal.
- 6) An employee who disobeys any one or both of provisions of clause of statute shall be liable to disciplinary action.
- 7) An employee shall be liable to be removed from service.

Handwritten signatures and initials:
H. H. H.
H. H. H.
H. H. H.

Principal's Stamp:
Principal
Sri Tika Ram Kanya Mahavidyalaya,
Aligarh