

MODEL INSTITUTIONAL CODE OF CONDUCT

CODE OF CONDUCT FOR OFFICE/MAINTANANCE/SECURITY STAFF

Disciplinary measures may be instituted against all office/maintenance/security staff members of the college if incontrovertible evidence of the following is received by the authorities.

Reasons for Disciplinary measures:

- Neglect of duty
- Want of due diligence in the performance of duties
- Dereliction of duty connected with work related to the University examinations
- Engaging in any unauthorized work, gainful or otherwise
- Violation of orders regarding attendance and discipline
- Misappropriation and deflection of college fund
- Insubordination or disregard or violation of the written orders of the superior authority
- Bring or attempt to bring any political or other outside influence to bear upon any superior authority to further her/his interests in respect of matters pertaining to her/his service in the college
- Failure to adhere to published rules/regulations
- Commission of any offence involving moral turpitude including sexual, racial or other kinds of harassment towards colleagues or students
- Damage or misuse of college property or data
- Falsification of attendance, employment application, and/or other records/documents
- Unauthorized / unverified comment in the public domain (world wide web, electronic and print media) that will cause false alarm, disrepute, inaccurate representation in the public mind about the college, or propagate hate and intolerance
- Conviction by a criminal court
- Tampering with official records
- Unauthorized absence
- Being in the college premises in an intoxicated state and or in possession and / or in use of illegal drugs or controlled substances
- Being in the college premises with any weapons
- Bigamy