



CODE OF CONDUCT

- a. Every Employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an Employee of an Institution.
- b. Every Employee shall abide by and comply with the rules and regulations of the Institution and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is to deal during the course of his/her duties.
- c. Every Employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal during the course of his/her duties.
- d. Every Employee shall endeavor to promote the interest of the Institution and shall not act in any manner prejudicial thereto.
- e. No Employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, assist in any other manner any political movement or activity.
- f. No Employee shall join or continue to be a member of an association with objectives or activities that are prejudicial to the interest of the sovereignty of India or the public order or morality. IF any organization engages in activities prejudicial to the interest of the sovereignty and integrity of India or public order or morality, the institution shall follow the decision taken by the state government
- g. No Employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary Artistic or Scientific Character, the employee shall obtain prior permission of the authority.
- h. An Employee of the Institution shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not be under the influence of any intoxicating drink or drug during the course of his duties at any time is not affected in any way by the influence of such a drink or drug.
- i. Obligation to maintain secrecy every Employee shall maintain the strictest secrecy regarding the Institution affairs and the affairs of its Constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the

Institution Employee, unless completed to do so by his/her superior officer in the discharge of duties.

j. An Employee of the Institution shall not, without the prior Permission of the Management engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage solicit or seek any employment or office while on duty on leave, whether stipendiary or honorary.

k. No Employee of the Institution shall enter into any partnership, accept any fees, endowment or commission whatsoever from any person other than the college, except with the prior permission of the Management