

SHRI BINZANI CITY COLLEGE
Umrer Road, Nagpur

CODE OF CONDUCT for ADMINISTRATIVE STAFF:

The Administrative Staff is an important pillar of the Institution. They are as essential as the other stakeholders and should adhere to the following:

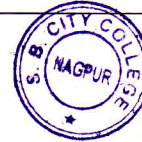
1. Every staff employed in the College must discharge his/her duties to the best of his/her abilities. They should be efficient, punctual and dedicated towards their work.
2. Every staff must obey and follow the orders of the Head of the Institution in doing office-related duties.
3. Every Staff must carry their I-card at all times.
4. No Staff will remain absent from duty without prior permission from the Head of the Institution. In case of any medical leave, the staff should submit Medical Certificate within one week of joining back in the prescribed format.
5. Lunch Break will be before half an hour duration every day. Other than this duration, the staff is expected to be on duty. In case of any work outside the Institution, the staff will be required to make suitable entries in the Movement Register.
6. No staff shall engage in any political activity, canvassing or contesting any political election.
7. No staff shall criticize or denounce the policies of the Government either directly or indirectly or participate in activities which will bring disrepute to the Government.
8. Every staff is expected to behave politely with the students and parents/guardians and to resolve their grievance in a time-bound fashion.
9. The Staff should maintain good relations with each other. They should help students, in general, and Divyangjan, in particular.



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10. Every staff must refrain from smoking, consuming tobacco, alcohol and other narcotics in and around the campus. They should also promote Solid waste management and e-Waste management practices.
11. Every staff is expected to extend help to the teaching fraternity regarding College work for smooth functioning of the Institution.
12. In the absence of any Administrative Staff member, the other Staff members should cooperate in discharging his/her duty.
13. Every Staff is expected to maintain the infrastructure of the Institution and also maintain cleanliness in and around the Institution. He /She is expected to prevent any action as would be hazardous to the reputation of the institution.
14. Every staff is expected to conserve electric energy and use water diligently to preserve nature.

Created by :	DR. N. V. RAGHATATE <i>Raghata</i>
First Version Created on :	27 th JAN 2021
Approved by :	DR. S. G. METRE <i>S.G.M.</i>
Revised date :	29 th SEPT 2021
Revised by :	DR. N. V. RAGHATATE <i>Raghata</i>
Approved by :	DR. S. G. METRE <i>S.G.M.</i>



Principal
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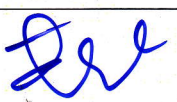
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