



Uday Pratap College , Varanasi (An Autonomous Institution)

Accredited B Grade by NAAC
Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi

A College with Potential for Excellence ,DST FIST & DBT Star College (Star Status)



CODE OF CONDUCT FOR NON-TEACHING STAFF

The code of conduct for non-teaching staff is based on UGC's *MulyaPravah* Guidelines

- Administrative/ Support staff would carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Encourage the staff to maximize their efficiency.
- Create conditions that inspire teamwork.
- Act timely to readdress the genuine grievances.
- Maintain the confidentiality of the records and other sensitive matters.
- Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- Care for the institute's property.
- Facilitating congenial environment.
- Refrain from any form of discrimination.
- Not accept bribes or indulge in any corrupt practices.
- Make every effort to complete the assigned work in a time-bound manner.
- The staff union would support the administration for developmental activities. Raise the issues in a dignified manner.