



. GOVERNMENT DEGREE COLLEGE (W)

NIDADAVOLE, WEST GODAVARI DISTRICT-534301

(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)

Phone: 08813 221418, E-mail: nidadavolew.jkc@gmail.com



CODE OF CONDUCT FOR NON TEACHING STAFF:

- All the nonteaching staff must maintain college timings. Giving Bio metric attendance in both sessions is mandatory
- They are directed to maintain dress code.
- They should reside in headquarters and give residential address to the Head of Office.
- They are eligible for leaves as per A.P. Leave Rules 1932. 15 Casual leave in a calendar year 7 Special casual leave (to be used in two spells) in a calendar year 5 Special CLs for women employees Prior permission is necessary for applying leave.
- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations of the Govt./University from time to time
- It is mandatory for the staff to do any work in connection with examinations
- No Staff employed in the college shall absent himself from his/her duties without prior permission.(In case of sickness or absence on medical ground exemption)
- No Staff employed in the college shall engage directly or indirectly in any trade or business.
- They should co-operate with the Principal in maintaining discipline, campus cleaning etc.
- All the correspondence regarding his/her service matters or grievance shall route through proper channel
- Any staff employed in a college when involved in criminal proceedings shall be suspended without notice.
- No staff employed in the college shall engage himself/herself in any political activity either regular/adhoc/contract/out sourcing.
- Staff should not indulge in any criticism of the policies of the Government either directly or indirectly or participate in such activities .
- It is the responsibility of the staff to safeguard the image and reputation of the prestigious institution .