



(2010/11/001)

UNI TRUST SURAJBA MAHILA ARTS COLLEGE

(Managed By : Sardar Vallabhbhai Samajseva Trust)
New Shorock Mill Road, NADIAD - 387 001. (GUJARAT)

Ph No. 0268 - 2566555, 2565425

utsmahilaarts@yahoo.in www.mahilaarts.org "NAAC" Accredited Grade : "B"
Re Accredited "B" with 2.92 CGPA

Ref No :

Date- 10/07/2015

To,

.....
Subject- Code of Conduct and Responsibility.

Code of Conduct for Non-Teaching Staff:

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behavior.
3. All Staff members should be punctual and discipline towards their work.
4. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff members should cooperate with students, colleagues & superiors.
6. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
7. All the staff members should respect for the rights and opinions of others.




Principal

U.T.S. Mahila Arts College
NADIAD.



(સંસ્થાનું સ્થાપન : ૧૯૬૬)

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Date- 10/07/2016

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Ref No :

Date- 10/07/2018

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A handwritten signature in blue ink, appearing to be "A. J. Patel".

Principal
U.T.S. Mahila Arts College
NADIAD.



(201401:1999)

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Ref No :

Date- 10/07/2019

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Ref No :

Date- 10/07/2020

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Subject- Code of Conduct and Responsibility.

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