



(સંસ્થાનાં: ૧૯૬૬)

UNI TRUST SURAJBA MAHILA ARTS COLLEGE

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

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

Ref No :

Date

To,

Date: 10/07/2019

Subject: Code of Conduct and Responsibility.

Code of Conduct for Non-Teaching Staff:

1. All 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. All Staff members shall maintain the appropriate levels of confidentiality with respect to student and records and other sensitive matters.
5. All staff members should cooperate with student, 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.