



Code of Conduct for Non-Teaching Staff




BLDE ASSOCIATION'S
VACHANA PITAMAHU DR. P. G. HALAKATTI
COLLEGE OF ENGINEERING AND TECHNOLOGY

Adarsh Nagar, Ashram Road, Vijayapur 586103, Karnataka, INDIA

RULES/REGULATIONS ON THE ROLES AND RESPONSIBILITIES

Code of Conduct for Non-Teaching and Administrative staff

1. All the staff members shall comply with rules and regulations and HR policies of BLDEA's Management notified from time to time.
2. All the staff members shall discharge the duties assigned in a professional, honest and cooperative manner with total commitment.
3. All the staff members shall attend and participate in meetings, activities called/assigned by principal/vice principal/HoD/Coordinators/Management
4. The staff members shall follow decent and formal dress code.
5. The faculty shall not accept or proceed to undertake any duties or works outside the college without prior approval of the principal
6. Duty hours in different departments and sections of the institution shall be followed as notified from time to time.
7. All the staff members shall be present 5 minutes before the scheduled time. Disciplinary actions in case of non adherence to duty timing shall be as per HR Policy.
8. All the staff members shall be present for the flag hoisting ceremony compulsorily on 15th August (Independence Day) and 26th January (Republic Day) and also on other important college functions.
9. All the staff members are to be present at their designated place of work during working hours.
10. Any staff members not found at his/her workplace during working hours is liable to be treated as absent for the duty.
11. In case of emergency/important works, staff members going out of campus shall take permission from Principal or respective Heads and enter information in movement register.


Principal
PRINCIPAL
B.L.D.E.A.'s V.P. Dr P.G.H
College of Engg. & Tech
BIJAPUR