

# **H L Code of Conduct for Non-Teaching Staff**



**H L College of Commerce  
Ahmedabad**

1. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall adhere to the rules and regulations.
2. It shall be the duty of the staff employed in the college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.
3. No staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
4. No staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work, specific sanction of the college authorities in writing shall be obtained.
5. (a) No staff employed in the college shall send any application for employment under any other agency, except through the college management.  
(b) The college management shall not withhold any such application. It shall, however, be open to the Principal to prescribe reasonable conditions for relieving him.
6. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties, prior permission of the college management in writing shall be obtained.
7. Any staff employed in a college when involved in criminal proceedings shall inform the committee of such proceedings.
8. No staff employed in the college shall engage himself/herself in any political activity. He / She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

9. No staff employed in the college shall contest or participate in or canvas for any candidate in any election.
- 10.No staff employed in the college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
- 11.No staff employed in the college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
- 12.No staff employed in the college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the Government.