Dr. PANJABRAO DESHMUKH COLLEGE OF LAW

Morshi Rd, Amravati

CODE OF CONDUCT

Dr. Panjabrao Deshmukh College of Law runs LLB Three years, LLB 5 years and LLM. These are professional courses, the non-teaching and technical staff appointed to this college is expected to follow a proper discipline. For this purpose a code has been set by the college in conformation with Sant Gadge Baba Amravati University.

Part B

Code of Conduct for Non-Teaching

Code of Conduct for Non-Teaching Staff

(1)   In an educational institution role of non-teaching staff is very crucial. Non-teaching staff cater the needs of the students and satisfy their various queries.

Explanation: The term non-teaching staff includes Administrative staff, Library staff, Technical experts, Class IV employees.

(2)   The entire Non-teaching staff are required to follow a proper code of conduct which mainly include their i) behavior towards the students ii) dedication iii) integrity towards the work iii) professionalism iv) technical skills. The detailed code of conduct is as follows:

(3)   Code of Conduct: The code of conduct for the non-teaching staff is as follows

    a.   To remain present on time in the college every day.

    b.   Not to remain absent without reasonable cause.

c. To be prompt in their work and avoid to keep the students waiting.

d. To maintain all the accounts, records, registers, inwards and outwards, etc.

e. To actively involve in CET rounds and further admission procedures.

f. To be accessible to teachers as well as students.

g. To coordinate and participate in the activities conducted by the college.

h. Library staff to maintain records of inward and outward of the books.

i. Library staff to maintain pin-drop silence in the library.

j. To maintain peace and security in the college campus.

k. To keep the classes and the surrounding clean.

l. To keep water drinking areas and urinals clean.

m. Staff responsible for the parking area should take care of the vehicles and not to allow students to roam the student without any reason.