

Code of Conduct for Non-Teaching Staff of Bhim Rao Ambedkar University, Agra

Introduction

The Bhimrao Ambedkar University, Agra, values its non-teaching staff as an integral part of the university community. This Code of Conduct has been established to ensure that all non-teaching staff members uphold the highest standards of professionalism, integrity, and ethical behavior while performing their duties at the university.

Section 1: Professionalism

1.1. Diligence: Non-teaching staff members shall perform their duties with diligence and dedication, striving for excellence in their work.

1.2. Punctuality: All staff members should be punctual and attend work regularly, adhering to the official working hours.

1.3. Teamwork: Cooperation and collaboration with colleagues, faculty, and other staff members are essential for maintaining a productive and harmonious work environment.

1.4. Confidentiality: Non-teaching staff should maintain the confidentiality of sensitive university information and not disclose it to unauthorized individuals.

Section 2: Respect and Courtesy

2.1. Respect for All: Staff members must treat all individuals with respect, irrespective of their background, beliefs, or status.

2.2. Collegiality: Promote a culture of mutual respect and support among colleagues and superiors.

2.3. Courtesy: Interact with students, faculty, and other staff members with courtesy and professionalism.

Section 3: Ethics and Integrity

3.1. Honesty: Conduct all duties with the utmost honesty and integrity, avoiding any form of academic dishonesty or misconduct.

3.2. Conflict of Interest: Disclose any potential conflicts of interest and avoid engaging in activities that may compromise the integrity of the university.

3.3. Gifts and Favours: Refrain from accepting gifts, favors, or benefits that may influence impartial decision-making.

Section 4: Professional Development

4.1. Continuous Learning: Staff members are encouraged to engage in continuous professional development to enhance their skills and knowledge.

4.2. Training: Attend training programs and workshops provided by the University for personal and professional growth.

Section 5: Campus Facilities

5.1. Care of Facilities: Non-teaching staff is responsible for the care and maintenance of campus facilities, ensuring a safe and clean environment.

5.2. Resource Management: Use University resources responsibly and efficiently, avoiding wastage or misuse.

Section 6: Safety and Security

6.1. Safety Protocols: Adhere to safety protocols and guidelines to ensure a safe working environment for all.

6.2. Emergency Procedures: Familiarize one with emergency procedures and act responsibly in case of emergencies.

Section 7: Grievance Resolution

7.1. Reporting Violations: If any staff member observes violations of this Code of Conduct, they should report it to the appropriate authority.

7.2. Confidentiality in Grievances: Maintain confidentiality when reporting grievances or violations.

Section 8: Discipline and Enforcement

8.1. Consequences of Violations: Violations of this Code of Conduct may lead to disciplinary actions in accordance with university policies.

8.2. Due Process: All staff members are entitled to a fair and impartial disciplinary process.

This Code of Conduct serves as a framework for guiding the behavior and expectations of non-teaching staff members at Bhimrao Ambedkar University, Agra. Adherence to this code will contribute to the university's mission of providing a positive and productive educational environment for all stakeholders. This code of conduct aims to provide a comprehensive guideline for non-teaching staff at Bhimrao Ambedkar University in Agra. It covers professionalism, ethics, respect, integrity, and various other aspects of their responsibilities.

In embracing this Code of Conduct, non-teaching staff members play a crucial role in upholding the values and reputation of the University. By adhering to these principles, they contribute to a positive and harmonious academic environment, fostering excellence, respect, and integrity in every facet of their roles.