


NATIONAL INSTITUTE OF AYURVEDA
JORAWAR SINGH GATE, AMER ROAD
JAIPUR - 302002 (RAJASTHAN) INDIA

PART III

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
2. Non-Teaching staff should wear a decent dress.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the Institute account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 5 p.m.
10. Non- Teaching staff is expected to maintain and improvise their skills constantly to provide better services to the institute.
11. It is expected from the non-teaching staff that they should understand their responsibility in the Institutional Progress.


(**प्रो. संजीव शर्मा**)
(**PROF. SANJEEV SHARMA**)
निदेशक DIRECTOR
राष्ट्रीय आयुर्वेद संस्थान
NATIONAL INSTITUTE OF AYURVEDA
जयपुर / JAIPUR

12. The clerical staff is expected to complete the official work well in time and maintain, keep the records in organized manner and furnish the asked information without undue delay.

Disciplinary Action

Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry as per rules.



Director

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