



THE ASSAM

ROYAL GLOBAL UNIVERSITY

The Assam Royal Global University, Guwahati Code of Conduct for Staff Members

INTRODUCTION:

The Code of Conduct for staff members of a university helps establish clear expectations and expected standards of behaviour for all employees in non-academic roles, that are equally crucial to the smooth functioning of the university. The Assam Royal Global University is committed towards maintaining a positive and respectful work environment for all its employees. This Code of Conduct outlines the expectations and standards of behaviour for non-teaching staff members of this University. By adhering to this code, they are expected to contribute towards the University's mission and uphold its commitment towards excellence.

SCOPE:

The provisions of this Code of Conduct are applicable, without exception, to all non-teaching staff members of the University (henceforth staff members), whether permanent or contractual. Such staff members as under the purview of this Code of Conduct will be liable to strict disciplinary action, if proved or established through due procedure, for breach of any of the provisions of the Code of Conduct.

PRINCIPLES:

1. In the performance of their duties, staff members are expected to conduct themselves professionally. This includes treating colleagues, students, parents, and visitors with respect, courtesy, and fairness.
2. In discharging their duties, staff members should understand the importance of integrity, honesty, and accountability in all job-related activities and ensure that the same is upheld.
3. Staff members should maintain confidentiality of sensitive information in their words and behaviours so as to ensure the maintenance of the University's image and reputation.
4. Staff members are expected to be familiar with and adhere to all University policies and procedures.
5. Staff members should comply with the University's policies and regulations at all times in their conduct, including attendance, punctuality, leave, and other

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employment-related matters. They should also adhere to the University's policies in the utilisation of resources.

6. Staff members should constantly work towards enhancing their skills and knowledge related to their work profiles through participation in training and development programmes.
7. In the eventuality of any dispute that arises, staff members should aim to resolve conflicts and disputes in a healthy and constructive manner.
8. Staff members should be alert to and follow safety guidelines and procedures, and contribute towards promotion of a culture of well-being and wellness within the workplace.
9. Staff members should accept any responsibility, keeping in mind the ethos and ethics of the University, assigned to them by the higher authorities, over and above the responsibilities allotted to them at the time of their appointment.
10. Staff members should not be involved in any moral turpitude at any stage during their employment in the University.
11. Staff members should be diligent in engaging with Divyangjans and issues related thereto.


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