

Code of Conduct

Web link : <https://www.coekharod.org/media/files/CODE%20OF%20ETHICS.pdf>

The screenshot shows a PDF viewer interface with a dark theme. The title bar at the top reads 'CODE OF ETHICS.pdf' and '1 / 4 | - 100% +'. On the left, a sidebar shows a thumbnail of the document and page numbers '1' and '2'. The main content area displays the following text:

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(Managed by The Anandwar Progressive Education Trust)
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(Gujarat) Pin - 387005 www.coekharod.org
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NAAC ACCREDITED 'B' GRADE
એન.સી. (એચ.ઈ.) ૪૦૬૧૦૬

કોલેજ ઓફ એજ્યુકેશન, ખરોડ
(શી સંસ્થાના આંદોલન એજ્યુકેશન ટ્રસ્ટ દ્વારા સંચાલિત)
મુ. ખરોડ, તા. અંદોલવાડ, જિ. બાવણ.
પીન - ૩૮૪ ૧૧૫

CODE OF CONDUCT
CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. The administrative staff should familiarize themselves with College policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.
2. Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer.
3. All staff of the Institute is responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damage to the Institute's assets including all kinds of physical assets, movable and immovable property.