



GOVT. GIRLS' GENERAL DEGREE COLLEGE

Office Supporting Staff Code of Conduct

Prepared by

INTERNAL QUALITY ASSURANCE CELL

All Government of West Bengal staff should follow the Code of conduct specified by the State Government. Following are Codes of conduct of Teaching support staff as stipulated by the Government Girls' General Degree College, West Bengal.

- *The Teaching support staff should be loyal and sincere towards college policies.*
- *They should be honest and punctual towards their professional duty.*
- *Should not involve in works other than College duties within college hours.*
- *Any leave should be availed with prior intimation following institutional regulation.*
- *They should not engage themselves in political or anti-secular activities.*
- *Should not show any ill-mannered, antagonistic, or rude behaviour towards their non- teaching colleagues, teaching staff, or students.*
- *Should be responsible for the protection of college equipment and furniture.*
- *Should not be under the influence of drugs or alcohol during office hours.*
- *Should be respectful towards the confidentiality of certain matters like examination- related documents or any other confidential documents of college etc.*
- *Should not show any biases towards gender, caste, or religion.*
- *Should seek help of all teaching and non-teaching staff at the time of their difficulties rather than taking actions in their own.*

Principal