

# Jatindra-Rajendra Mahavidyalaya

ESTD--1986

**NAAC ACCREDITED INSTITUTION**

P.O.--Amtala ♦ Dist.--Murshidabad ♦ Pin Code-742121



Ref. No.---

Date.....

## Code of Conduct of the Non-teaching Staff:

1. Non-teaching staff shall acquaint themselves with the college policies and perform the duties assigned to them punctually, sincerely, diligently, and with honesty and integrity.
2. Non-teaching staff should create and maintain an amicable relationship with students and faculty by proper interaction, cooperation and maintenance of professional boundaries.
3. Non-teaching staff should treat the students with care and kindness, and maintain their dignity.
4. Non-teaching staff shall not discriminate against students on the basis of gender, caste or religion. They should support and guide the students in any kind of need in college regarding exams, scholarships etc.
5. Non-teaching staff shall maintain the confidentiality of the information available with them for the best interest of the college.
6. Non-teaching staff should protect the equipment and property of the Institute, in general, assigned to him/her.
7. None of the employee should indulge in any anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
8. All Staff members are to refrain from harassment or discrimination relating to gender, sexuality, marital status, religion etc. with regard to their colleagues, teaching faculty and students.
9. Mobile phones should be kept either in silent mode or switched off/airplane mode while attending any meeting.
10. No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
11. Before undertaking any honorary/social work, which may hamper the regular duties, a written permission from the principal should be obtained by the concerned staff.
12. In case of any staff who gets involved in any legal proceeding, he/she shall inform the same to the principal.
13. They should cooperate personally and collectively with the policies of the institution which have been made by the higher authorities of the institution.
14. They should contribute to carrying out functions related to the administrative responsibilities of the college such as advising and counselling of students as well as assisting the contact of university and college examinations, which includes all types of examination-related works.
15. Non-teaching staff must visit the College Website regularly.
16. Non-teaching staff must keep the college neat and clean. Smoking and indulging in other types of intoxication are strictly prohibited in the college premises. The college has been declared a tobacco and plastic free zone. Non-teaching staff must ensure to achieve these goals by their activities.

contd.---



# Jatindra-Rajendra Mahavidyalaya

ESTD--1986

**NAAC ACCREDITED INSTITUTION**

P.O.--Amtala ✧ Dist.--Murshidabad ✧ Pin Code-742121



Ref. No.---

Date.....

17. Non-teaching staff must maintain the spirit of unity and integrity among themselves and with all other staff members of the college.
18. Non-teaching staff must not divulge official information or documents to any outsider. They must never tamper, delete, hide, alter or forge official documents/receipts.
19. Non-teaching staff must refrain from enjoying unauthorized leave/s. Leaves must be taken with prior permission from the authority.
20. Non-teaching staff should uphold, advocate and inculcate fellow feeling and respect teaching staff as per the position.
21. Non-teaching staff should wear dress cognizant to their profession and social dignity.
22. Non-teaching staff must make themselves habituated with the use of modern technology to keep pace with the fast-growing technology and to keep them afloat in the digital age for sustainable development. They should upgrade their professional knowledge and skill to meet the needs of the institution.
23. No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.
24. The non-teaching staff of the college shall discharge their duties efficiently and diligently in accordance with the standards and performance rules laid down by the U.G.C, the affiliating University and the Governing Body of the college.

G. Lalit Bera  
22.06.23

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
F.O. Amtala, Dist. Murshidabad