



कार्यालय प्राचार्य, शासकीय स्वामी आत्मानंद स्नातकोत्तर
महाविद्यालय नारायणपुर जिला- नारायणपुर (छ.ग.)

दूरभाष नं. 07781-252655, 252755,

Email - narayanpurcollege@gmail.com

CODE OF CONDUCT FOR NON- TEACHING STAFF

Being the employees of the Government of Chhattisgarh, all the Non - Teaching Staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the Non - Teaching Staff along the following lines.

PROFESSIONAL CONDUCT

1. The Non-Teaching Staff should acquaint themselves with the college policies.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information of their absence should be promptly forwarded to the college authority.
4. The non-teaching staff should not, on any account, undertake any other job within the stipulated office hours.
5. They should not engage in remarks or behaviour that might be considered disrespectful to their non- teaching colleagues, teaching staff or students.

WORKPLACE CONDUCT

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
2. They should also be responsible for the proper use and maintenance of college equipments and furniture.
3. Non-teaching staff should be under the influence of drugs or alcohol during office hours.
4. The non-teaching staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.



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Government Post Graduate College
Narayanpur, Dist.- Narayanpur
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5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

6. The non-teaching Staff should show no discrimination on basis of gender, caste or religion.

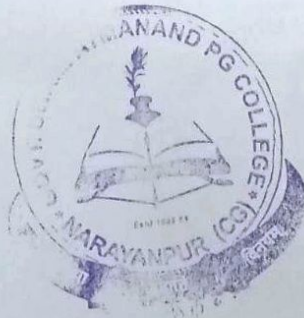
PROFESSIONAL RELATIONSHIP

Interactions between non-teaching staff and students are frequent as for example during admission, disbursement of financial aid and examinations and so on. On a regular basis the students come into contact with non-teaching staff in libraries and laboratories. It is expected that they behave in a helpful friendly and patient manner towards the students.

1. The non-teaching staff should respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour. As the progress of the college depends upon mutual goodwill and trust.

2. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. There should be harmonious environment.

3. The non-teaching staff is the first to come into contact with the guardians of the students during admission and examination time they must keep in mind the fact that their behaviour will be considered to reflect that of the institution.



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