



SIVANATH SASTRI COLLEGE
(Formerly City College Com. Dept. South Kolkata (Morning))
[City College South Kolkata Women's Branch]
[Accredited by NAAC]

23/49, Gariahat Road, Kolkata-700029
Phone : 2460-1521, 2461-2689
E-mail : sivanathsastricollege@yahoo.in
website : sivanathsastricollege.org

CODE OF CONDUCT FOR NON-TEACHING STAFF

SCOPE

As employees of Sivanath Sastri College, the non-teaching staff members have to follow the code of conduct prescribed in the statute of the University of Calcutta in performing their duties so as to ensure the set standards achieved. The College has put forward its code of ethics for the non-teaching staff members along the following lines.

CONDUCT

Following codes of conduct are applicable to all full time and part time staff members of the college:

1. Professional Conduct

- i. The non-teaching staff should acquaint themselves with the college policies and adhere to them to their best ability.
- ii. Each of them should perform the assigned duties sincerely and diligently as well as with accountability.
- iii. Leave should be availed by them with prior intimation to the extent possible. In case of sudden contingencies or leave due to emergency, information on their absence should be given promptly to the college authority.
- iv. They should not leave the place of work during working hours without permission from the person in charge of the office or department concerned except on official business.
- v. Any non-teaching staff should not, under any circumstances, undertake any other job within the stipulated office hours. Nobody can engage themselves in any trade or business within college premises.
- vi. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- vii. They should not hamper the functioning of the college by engaging themselves in political or antisecular activities.
- viii. They should not involve in any offence related to moral turpitude.

Ran Biswa





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2. Workplace Conduct

- i. They should be punctual since their on-time arrival is required daily for the commencement and smooth functioning of college activities. Orders regarding attendance and office discipline must be ensured
- ii. They should also be responsible for the proper use and maintenance of college equipments and furniture.
- iii. They should not be under the influence of drugs or alcohol during office hours.
- iv. The non-teaching staff members often have access to confidential information regarding examination matters and other matters relating to other staff and students, through official records. They should maintain the confidentiality of such matters.
- v. They should not exhibit any discrimination on basis of gender, caste or religion and they should not involve in offence related to moral turpitude
- vi. They should perform their duties with honesty and integrity and conduct necessary due diligence in performing those duties. There should be no falsification of official documents entrusted to them.

3. Professional Relationship

- i. Interactions between non-teaching staff members and students are frequent. For example, during counseling, admissions, disbursement of financial aid, examinations, work at office, work at science laboratories, work at computer laboratories etc. students comes into contact with non-teaching staff members, on a regular basis. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- ii. The non-teaching staff members should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably, as the progress of an institution depends upon mutual trust, performance and goodwill.
- iii. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- iv. They should interact patiently and politely with the guardians of students.



Renu Biswas



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ANY OTHER MISCONDUCT

In the occasion of any other misconduct unbecoming of an employee of the college, and for other good and sufficient reasons be imposed upon the employee by the appointing authority or by any other authority superior to the appointing authority:

- Censure
- Withholding increment and promotion
- Demotion to a lower pay scale
- Compulsory retirement
- Removal or dismissal from service.




Principal
Sivanath Sastri College