

# Acharya Girish Chandra Bose College

## CODE OF CONDUCT FOR NON-TEACHING STAFF

All Non-teaching staff of this College should follow the **CODE OF CONDUCT** stipulated by the affiliating University and the Higher Education Dept. Govt. of West Bengal. The purpose is to ensure that the Institute which provides a high quality service to the students and stakeholders in accordance with the existing rules, acts, regulations of the University and Govt. Higher Education Department should achieve its goal. It has been drafted by the college authority to comply with Institute's governance policies and procedures while executing the existing rules, acts, regulations of the University and the Govt. Higher Education Department from time to time. The College has put forward its code of ethics for the Non-teaching staff along the following lines that they should read this **CODE OF CONDUCT** carefully and follow the same which it raises.

### ➤ **[A]: Professional Conduct**

- The Non-teaching staff should be aware of and should follow the College policies and procedures to ensure the services towards the staff, students and stakeholders to their best ability. They should normally communicate and discharge their services through the proper channel of the office of the Principal.
- The Non-teaching staff should exercise and contribute the highest possible standard of professional behaviour that is required in an Educational Institution. Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.
- The Non-teaching staff should seek to co-operate with their colleagues providing support, help and guidance as required by them and the college authority to enable effective communication to the staff, students and stakeholders.
- They should avail of leave with prior intimation to the extent possible. In case of sudden exigencies, information on their absence should be promptly forwarded to the College Authority.
- The Non-teaching staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he/she engage himself/herself in any trade or business within college premises. They should not use their position in the college for personal advantage or gain.
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.

➤ They should not engage in remarks or behaviour that might be considered disrespectful to their colleagues, teaching staff or students.

### ➤ **[B]: Workplace Conduct**

➤ The Non-teaching staff should attend their place of work punctually in accordance with their service conditions as they agreed with the existing Rules, Acts, Regulations of the Affiliated University and the State Govt. from time to time. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities. Those unable to avoid being late or absent should whenever possible give such notice to the Principal so that alternative cover arrangements be made.

➤ They should also be responsible for the proper use and maintenance of college equipments and furniture.

➤ No employees should be under the influence of drugs or alcohol during office hours.

➤ The support 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.

➤ They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

➤ The Employees should show no discrimination on basis of gender, caste or religion.

➤ Staff shall maintain the appropriate levels of confidentiality with respect to students and records of the staff and other matters. They should take care not to discuss issues of particularly sensitive matters within the college community which could cause distress to the staff, students or stakeholder.

### ➤ **[C]: Professional Relationship**

➤ Interactions between the non-teaching staff and students are frequent as for example during counselling, admissions, fees collections, issuance/collection of the document of examination related documents, examinations and so on. On a regular basis, the students come into contact with the employees in libraries, office and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

➤ The non-teaching staff should give due 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 an institution depends upon mutual goodwill and trust.

▶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.

▶The non-teaching staff are the first to come into contact with the guardians of the students. They must keep in mind about the fact that their behaviour will be considered as the reflection of the institution. They should thus interact patiently and politely with the guardians.

▶Investigations of alleged breaches of this Code will be covered under the disciplinary procedures as per existing rules.

### ▶**[D]: Disciplinary Rules**

The following are examples of behavior which the Institution finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

▶Any form of physical/verbal violence, actual or threatened towards the students, staff or the visitors to the college.

▶Sexual offences, sexual insults or sexual discrimination against the students, other staff or visitors to the College.

▶Racial offences, racial insults or racial discrimination against the students, other staff or visitors to the College.

▶Theft of college property/items/articles and that of for the students, colleagues or visitors to the College. Removal of property/items/articles from college premises which are not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.

▶Deliberate falsification of documents such as office documents for the students, staff and stakeholders including financial/service documented papers for the purpose of personal gain.

▶Acceptance of bribes or other corrupt financial practices from the students, staff and stakeholders.

▶Wilful damage of college property or belongings to the students, staff or visitors to the college. Any wilful act which could result in actionable negligence for compensation against the College. Wilful disregard of safety rules or policies affecting the safety of the students, other staff or visitors to the College.

▶Refusal to comply for reasonable instructions/order given by staff as per existing/established rules with a supervisory responsibility. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.

► Unauthorised absence from work/duties, gross neglect of duties and responsibilities and unsatisfactory timekeeping without permission.

► Being untruthful and/or engaging in deception in matters of importance and deliberate breaches of confidentiality particularly on sensitive matters within the College.

► Conduct which substantially brings the name of the College into disrepute or which seriously undermines confidence in the employees.

► Behaviour towards other employees, the students and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.

► **[E]: Some Specific Aspects:**

► **Discrimination:** The non-teaching staff must follow the equal opportunity policies for staff and students and treat the students, parents and other stakeholders in accordance with those policies.

► **Health and Safety:** The non-teaching staff must take care of their personal hygiene, safety and welfare and that of other persons who may be affected by their acts or omissions.

► **Fire:** The non-teaching staff must familiarise themselves with the fire precautions, procedures and drill routines. They must practice fire drills or building evacuations in a positive manner.

► **Copyright:** The non-teaching staff shall observe copyright laws on computer software, audio-visual and printed material. It is the responsibility of all employees to ensure the Institution's compliance with the **Data Protection Act**. All non-teaching staff should maintain the security of all computerised databases of information on individuals whether they are staff, students or to the official authority for public. Staff should refer any queries to the Principal.

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