

SEVAYATAN SIKSHAN MAHAVIDYALAYA

A Govt. Sponsored College
Established in 1959



(Affiliated to VU & WBUTTEPA and Recognized by the NCTE: Letter No. ERC/7-87.6(1). 3/2008/11885)
Revised Letter No. - ERC/NCTE/(APE00720)/B.Ed.(Revised Order)/2015/32494, Dtd. 30-05-2015.

P.O.: Sevayatan, Dist. - Jhargram, PIN 721514:: **WBUTTEPA Code No. 16024**

E-mail: ssmahavidyalaya@yahoo.co.in Web: www.ssmahavidyalaya.ac.in

Ref. No. :-----

Date:-----

CODE OF CONDUCT FOR OTHER STAFF

- Staff members should be fully conversant with all aspects of the college's policies and procedures and will be prepared to implement them.
- Every staff member of the college abides by the rules of the college.
- Establish and maintain co-operative and congenial relationships with other administrative staff members.
- Staff should discharge their duties with full dedication.
- Staff should work diligently to ensure that the college provides faculty and staff with the necessary items to perform their assigned work.
- Staff should act promptly to solve the problems like classroom problems as and when faced by the faculty or other staff of the college.
- Staff should use the college funds judiciously.
- The grievance of students for matters related to admission, examination or any other matter related thereof should be taken care of immediately.
- A confidential report of the department should be part of the personal file of that employee and should be kept confidential by staff members working with this department.
- The supportive staff of the college should report half an hour before the college time and maintain cleanliness in the college.
- Supportive staff should do all the work assigned by the Principal / Head of the department and other staff members.

1. Professionalism:

- Uphold high standards of professionalism in all interactions and tasks.
- Treat all colleagues, students and visitors with respect and courtesy.

2. Attendance and Punctuality:

- Adhere to scheduled work hours and arrive punctuality for duty.

3. Communication:

- Communicate clearly and effectivity with colleague, supervisors and students.
- Respond promptly to emails, phone calls and other forms of communication within reasonable time frames.

4. Ethical Conduct:

- Adhere to ethical standards in all professional dealings and decision-making processes.
- Avoid conflicts of interest and maintain integrity in all actions.

5. Responsibility:

- Fulfill job responsibilities diligently and efficiently.
- Take ownership at assigned tasks and strive for excellence in performance.

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Sevayatan Sikshan Mahavidyalaya

Principal
Sevayatan Sikshan Mahavidyalaya