



SRIPAT SINGH COLLEGE

P.O. Jiaganj, Dist. Murshidabad, West Bengal, PIN 742 123

Phone:03483-255351, Fax: 03483-256961

Email: _____

Web _____


Memo no.- _____

Date: _____

Code of Conduct

Non -Teaching Staff:

- 1.Punctuality : Report to duty on time and remain dedicated during college hours.
- 2.Compliance : Adhere rigorously to college laws and regulations.
- 3.Respect : Uphold hierarchy in administration, treating everyone with honesty, integrity, and fairness.
- 4.Professionalism: Demonstrate self-discipline, foster positive relationships with stakeholders, and safeguard official information.
- 5.Financial Integrity : Prohibit interception or misappropriation of college funds.
6. Attendance : Seek official approval for absences or sick leave.
- 7.Technology Use : Refrain from social networking during working hours.
- 8.Confidentiality: Maintain stringent confidentiality regarding sensitive information.
9. Development : Actively engage in continuous professional development for skill enhancement.
10. Communication : Foster transparent communication with superiors, collaborate proactively with colleagues, and professionally resolve conflicts.


08.12.23
Principal
Sripat Singh College
Jiaganj, Murshidabad