



## DEWAN ABDUL GANI COLLEGE

Harirampur, Dakshin Dinajpur, West Bengal- 733125

### **Code of Conduct for the Non-Teaching Staff**

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1. All Non-Teaching staff of the institution should be aware of her/his assigned duties and should abide by the orders of the Head of the Institution and the prevailing rules & regulations.
2. All Non-Teaching staff of the institution must be punctual and sign on the daily attendance register. They should abide by their assigned time of duty.
3. All Non-Teaching staff of the institution should attend to the students' grievances promptly.
4. All Non-Teaching staff of the institution should be cooperative and kind to students, teachers, and visitors.
5. All Non-Teaching staff of the institution must abide by the institutional policy of equal opportunity and shall not discriminate between students on any ground whatsoever.
6. All Non-Teaching staff of the institution should be flexible and cooperative in matters pertaining to administrative work and institutional duties as prescribed by prevailing rules and regulations and/or as directed by the Head of the Institution.
7. All Non-Teaching staff of the institution should exercise due diligence and ensure that order and decorum is maintained in the campus.