

ডোমকল গার্লস্ কলেজ

স্থাপিত-২০১১

ডোমকল, মুরশিদাবাদ, ৭৪২৩০৩

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ফোন নং: ০৩৪৮১-২৩০১৪৯ / M-৭৪০৭০০৭৮৮



[ Govt. Aided ]

Affiliated to University of Kalyani

Recognised by the UGC u/s 2(f)

Website: domkalgirlscollege.org

DOMKAL GIRLS' COLLEGE

ESTD-2011

Domkal, Murshidabad, 742303

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Ref.No.: DGC/N/174/2024

Date: 27/03/2024

The Non-teaching staff of our institution are, hereby, informed to follow the following '**Code of Conduct for Non-teaching Staff**' to ensure the peaceful atmosphere within the college campus and general well-being of the institution.

### **CODE OF CONDUCT FOR NON-TEACHING STAFF MEMBERS**

1. Every member should follow a common set of guidelines to promote professionalism to fulfil the general aims of the college.
2. Every staff-member will help to establish an environment, suitable for a empathetic service, and promote excellences in the field of education.
3. All non teaching staffs are expected to respect and uphold the long tradition of service to humanity including respect for the campus, fellow stakeholders, and for the general well-being of the institution.
4. All members are expected to be polite to each other in all professional matters.
5. Any kind of difference in opinion should be discussed and settled through such processes as may be prescribed by the various administrative levels of the institution.
6. Grievances should be communicated through the institutional redressed procedures. These grievances will be redressed along the same laid out procedures.
7. Employees must be sensitive to maintain gender equality, and behave mutually as well as respectfully irrespective of gender of an individual. They should encourage equal opportunities to all sections of society.
8. Sense of absolute impartiality must be followed by all.
9. All should take special care for the differently abled persons to meet their special needs.

10. All are expected to associate amicably, with a spirit of tolerance and mutual respect. Hurtful statements, meant to injure the sentiments of fellow stakeholders, should be strictly abjured.
11. All are advised to assist and co-operate in all activities of the institution, academic and extracurricular to achieve overall excellence of the institution.
12. All are expected to uphold the culture of the institution in their conversation, clothing, and manner.
13. For the creation of responsible, dutiful and socially aware citizenry, every member should try to contribute to impart quality learning.

Sd/-

(Dr. Alak Kumar Das)

Principal

Ref. No. DGC/N/174(1/3) /2024 Date: 27/03/2024

Copy forwarded to:

1. The coordinator, IQAC for information and keeping records
2. Office Copy
3. The system in-Charge, for wide circulation in college website



Date:27/03/2024

Dr.Alak Kumar Das  
Principal

**PRINCIPAL**  
Domkal Girls' College  
Domkal, Murshidabad