



Panchur College

(A Fully Aided College of Government of West Bengal)
(Affiliated to The University of Calcutta)

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Code of Conduct for employees (Non-teaching Staff)

College employees (Non-teaching staff) play a vital role in academic and administrative functioning of the institution and their conduct significantly influences the reputation, discipline and effectiveness of the college. Panchur College has adopted the following Code of Conduct for the smooth running of the institution.

Non-teaching employees shall:

- Comply with the rules, regulations, statutes and notifications issued by the Government, the University of Calcutta and the college authorities.
- Uphold the values, dignity and reputation of the college.
- Be punctual, regular and disciplined in attendance and work.
- Perform assigned duties efficiently, diligently and responsibly.
- Maintain courteous and respectful behavior towards students, teachers, colleagues and guardians.
- Avoid any conduct that may cause inconvenience, harassment or discrimination.
- Protect the confidentiality of official records, documents and sensitive information.

