



Phone : 2627-2490 (College Off.)
Principal : 9903389092
Whatsapp : 8697383305
Fax : 91-33-2627-3241
E-mail : klb.college@gmail.com
Website : www.drklbcollege.ac.in

DR. KANAILAL BHATTACHARYYA COLLEGE


(Affiliated to the University of Calcutta)
Re- Accredited with 'B' Grade by NAAC
15, KONA ROAD, RAMRAJATALA,
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No.

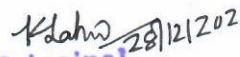
Date : 28/12/2021

CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. Non-Teaching Staffs must always abide by all the rules and regulations of the college, the University and the Govt. of West Bengal.
2. Non-Teaching Staffs must always sign the Attendance Register after arrival and they must provide the time of departure while leaving the college.
3. Non-teaching Staffs must maintain the spirit of unity, integrity and harmony among the students, colleagues and the larger society.
4. Non-teaching staffs must always properly execute the duties assigned to them by the higher authority within the stipulated time. They must respect and honour the hierarchy in the Administration.
5. Non-teaching staffs must refrain from enjoying unauthorized leave/s. Leaves must be taken with proper prior permission from the authority.
6. Non-teaching staffs must maintain regularity and punctuality.
7. Non-teaching staffs must abide by the service rules.
8. Non-Teaching Staffs must report to duty well in advance.
9. Non-Teaching Staffs must maintain honesty, integrity, fairness in all activities.
10. Non-Teaching Staffs must maintain self-discipline and lead a life of ideal for public servant.
11. Non-teaching Staffs must not divulge official information or documents to outsiders. They must never tamper, delete, hide, alter or forge official documents / receipts.
12. Non-Teaching Staffs must always maintain the true spirit of campus life by being a helping hand to the students and the larger community.


(DR. MANTU BISWAS)
Coordinator,
IQAC,

Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4


Principal
Dr. Kanailal Bhattacharyya College
Ramrajatala, Howrah-4