

Gokhale Memorial Girls' College

1/1, Harish Mukherjee Road
Kolkata - 700020



Code of Ethics and Conduct for Office Staff

The Office Staff (the Non-teaching personnel) is the staff that is required to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities. The roles dawned by non-teaching personnel range in various forms depending on individuals' roles and students' specific needs. A professionally effective relationship between teaching and non-teaching personnel are essential to meet the diverse needs in the best interest of the students' community. For today's students, our approach should be moulded professionally. If we fail in satisfying the students' needs, the message carried by them may deteriorate the standard of the Institution

There are five Major Codes of Ethics to be strictly adhered to by any employee. They are 1) integrity, 2) objectivity, 3) professional competence, 4) confidentiality and 5) professional behavior. Based on these, the following Code of Conduct for the Non-Teaching Staff is outlined:

1. Every member employed in the College shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the college authority.



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Akshita 30/8

Principal

Gokhale Memorial Girls' College

2. Every member should display the highest possible standards of professional behavior towards the college authority, the teachers, the students and their fellow office staff.
3. Every member should be punctual and disciplined in their work.
4. Every member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every member should cooperate with students, colleagues & superiors.
6. Every member should maintain the reputation of the College through standards of dress, general courtesy, etc.
7. Every member should respect the rights and opinions of others.
8. Every member should follow all norms and job details assigned by the college authority from time to time.
9. Every member must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
10. Non-teaching Staff members shall not indulge in any activity deemed sexual harassment.
11. Every member must protect the assets of the College and keep the resources in all its facets secured and fully functional for the benefit of the stakeholders. Resources include physical, intellectual, electronic or digital, information, ICT systems, and IPRs.
12. Grievances and contentious issues shall be dealt with by the Internal Complaints Committee of the College.



Alankar 30/8
Principal
Gokhale Memorial Girls' College