



***Shri Govind Guru Government College
Banswara Rajasthan***

Code of Conduct for Teaching Staff

- First and foremost, teaching being a noble profession it is expected of the teacher to uphold the honor and dignity of the Profession.
- Being a government servant they are advised to abide by the '**Government Rules & Policies**'. (Rajasthan Service Rules)
- They must provide quality education.
- Be impartial, friendly, help, guide, encourage and assist the students and enact as good counselors and facilitators.
- A teacher must be devoted and honest towards his/her duty exhibiting utmost loyalty and sincerity towards the best interests of the College.
- Are essentially required to observe the scheduled working hours, must be present at the place of work performing their duties especially related to students mentoring.
- Prior permission be sought by the teacher in case of taking leave.

Code of Conduct for Non-Teaching Staff

- Must report to duty on time and remain present during college hours.
- Follow strictly the rules and regulation laid down under 'Rajasthan Service Rules'.
- Exercise self-discipline, honesty and integrity.
- Take utmost care and maintain secrecy pertaining to official documents and must not divulge, alter or forge them.
- Must take prior permission before availing any leave.
- Must respect and maintain hierarchy in administration.