

# S.N.K.P. GOVT. (P.G.) COLLEGE NEEMKATHANA

## Code of Conduct for Teaching Staff

First and prime duty of Professor is: teaching being a noble profession it is expected to the professor to uphold the honor and dignity of the profession.

- Being a government servant they are advised to abide by the Rules & Policies of the Government (Rajasthan Service Rules)
- They must provide quality education.
- Be impartial, friendly, helpful, 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.
- Teachers are essentially required to observe the scheduled working hours, must be present at the place of work while performing their duties.
- Prior permission is required 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 confidentiality 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