

LZEBRA GIRLS COLLEGE, KOTA



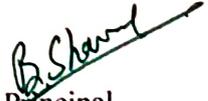
Sydney Street, Shivpura, Kota (Raj.) India.
Affiliated with University of Kota, Statutory Approval from NCTE

Code of Conduct for Staff

All staff members of the College are required to adhere to the following Code of Conduct in the interest of institutional discipline, integrity, and development:

1. All staff members shall devote their time and best efforts for the overall development and progress of the College. They shall actively contribute to the attainment of the College's Vision, Mission, and Objectives during working hours.
2. Staff members shall maintain the highest standards of professionalism, including honesty, sincerity, punctuality, and discipline.
3. Staff shall work as per the working hours prescribed by the Institution, including a one-hour lunch break on all working days.
4. Every staff member shall maintain strict confidentiality with respect to student records, staff records, and any other sensitive or official information.
5. All staff members shall refrain from any form of harassment or unlawful discrimination against colleagues, teaching staff, or students on the basis of gender, sexuality, marital status, religion, or any other protected characteristic.
6. Staff members shall work in a cooperative and collaborative manner in academic and administrative activities to achieve the institutional goals.
7. No staff member shall show partiality or bias towards any student or group of students.
8. Staff members shall be entitled to Casual Leave, Medical Leave, Earned Leave, and Vacation Leave as per the rules and regulations of the College and the applicable University/State Statutes.
9. Prior approval is mandatory for availing any leave. In case of emergency, the concerned staff member must immediately inform the nearest senior officer/authority.
10. All staff members shall comply with the rules, regulations, and policies of the College as amended from time to time.

Non-compliance with the above provisions shall invite disciplinary action as per the institutional rules.


Principal
Principal
Lzebra Girls College

CC:

1. All staff Members
2. College website