



Hitkari Sahakari Mahila Shiksha Mahavidhyalaya

Aarampura (Dhakarkhedi) Kaithoon Road, Kota - 325001 (Raj.)

(Affiliated to University of Kota & Approved by NCTE, NRC)

Ph. No. : 0744-2385137

Web Site :- www.hcwt.org.

E-Mail id :- hcwtbedcollege@gmail.com.

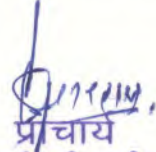
Mob. : 98292-30743

S. No. :- H.C.W.T.T./B.Ed/B.A/B.Sc/

Date :-

Code of Conduct for Non – Teaching Staff

- Report for routine duty on time and remain in the campus during the working hours.
- Report for duty on the reopening day and the last working day of each semester, or academic year.
- Append his/her signature on the attendance register while reporting for the duty.
- Always wear the identity card issued while inside the college premises.
- Comply with instructions issued by the administrative head, from time to time.
- Perform the duty assigned consistently.
- Avoid using cell phones during working hours.
- Dress neatly and modestly.
- Be conversant with the rules and regulations, and the relevant procedures.
- Endeavour towards having a basic working knowledge of the computer.
- Co-operate with the members of other faculty or sections.
- Behave with due dignity and decorum, or even composure with others.
- Be responsive to students inquiring with due concern, and make it worth to ensure all possible help.
- Treat the students and other stakeholders, impartially, regardless of caste, creed, religion, political, economical, or social.


प्रिन्सिपल

हितकारी सहकारी महिला शिक्षा महाविद्यालय
आरामपुरा (धाकडखेडी) कैथून रोड कोटा 325001