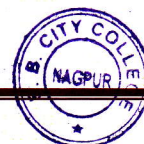


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Code of Conduct for Support Staff:

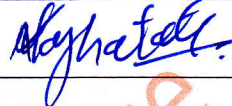

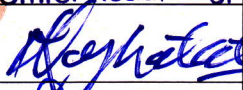

The Supporting Staff is the backbone of any Institution. They are as important as the other stakeholders and should adhere to the following:

1. The Support Staff need to be punctual, efficient and dedicated towards the work given to them.
2. The Staff should obey the Head of the Institution while performing institutional duties.
3. The Staff should not remain absent without prior intimation to the authorities.
4. The Staff should be present in the College in Uniform given to them by the Institution. In case of any damage to the uniform, they should inform the authorities immediately.
5. The Staff should maintain good relations with each other. They should help students, in general, and Divyangjan, in particular.
6. The staff should cooperate in maintaining cleanliness of the place before any program / event organized in the College and should leave only when the work is over.
7. The Staff should help in maintenance of the infrastructure of the Institution and will also nurture the flora and fauna around the College.
8. Every staff must refrain from smoking, consuming tobacco, alcohol and other narcotics in and around the campus
9. He /She is expected to prevent any action as would be hazardous to the reputation of the institution.
10. In case of any issue, the staff should contact the Head Clerk and get the issue rectified immediately.
11. Every staff is expected to conserve electric energy and use water diligently to preserve nature.



SHRI BINZANI CITY COLLEGE
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12. Every staff is expected to maintain the dignity and reputation of the Institution and check behavior which will be detrimental to the Institution.

Created by:	DR. N. V. RAGHATATE 
First Version Created on:	27 th JAN 2021
Approved by:	DR. S. G. METRE  Principal
Revised date:	29 th SEPT 2021
Revised by:	DR. N. V. RAGHATATE 
Approved by:	DR. S. G. METRE  Principal



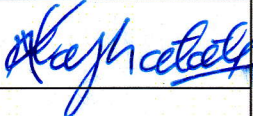
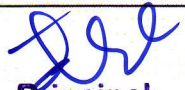
Principal
Shri Binzani City College
Umrer Road, Nagpur

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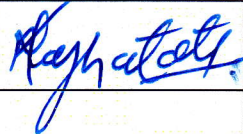
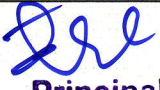


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