

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

Digha Ghat P.O., Patna – 800 011, Bihar, India
NAAC Accredited with 'A' Grade (3rd cycle)

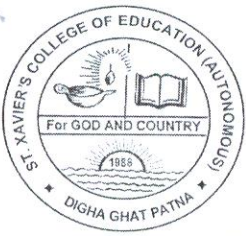
www.sxcepatna.edu.in E-mail: sxcepatna@gmail.com Phone : +91 0612 2567153, 6201161517

Affiliated to Aryabhata Knowledge University, Patna

CODE OF CONDUCT FOR SUPPORT STAFF

As members of the support staff at St. Xavier's College of Education (Autonomous), Patna, the role is essential in ensuring the smooth functioning of the institution and creating a welcoming and efficient environment. This Code of Conduct outlines the expectations and standards of behaviour for all support staff, emphasizing professionalism, dedication, and alignment with the college's mission and values.

1. Support staff shall strictly follow the rules, regulations, and policies prescribed by the competent higher authorities of the college.
2. Support staff must maintain the highest standards of professional behaviour and ethical conduct, contributing positively to the institution's reputation.
3. Support staff shall be punctual, disciplined, and efficient in their duties to ensure the smooth functioning of the institution.
4. Support staff must maintain the confidentiality of student records, staff information, and any other sensitive matters related to the institution.
5. Support staff should foster a spirit of cooperation with superiors, faculty, colleagues, and students to promote a harmonious work environment.
6. Support staff shall maintain a professional and neat appearance, adhering to the institution's dress code and upholding its image.
7. Support staff shall respect the rights, dignity, and opinions of others, regardless of differences in caste, creed, race, religion, gender, or community.
8. Support staff must perform their assigned tasks and responsibilities with full dedication, aligning with institutional goals and standards.
9. Support staff must refrain from any form of harassment, intimidation, or unlawful discrimination against anyone within the institution.
10. Support staff should respect and uphold the institutional hierarchy, ensuring effective communication and adherence to organizational norms.
11. Support staff shall handle institutional property, equipment, and resources responsibly, ensuring they are maintained and used efficiently.
12. Support staff must contribute to maintaining a clean, safe, and orderly campus environment.
13. Support staff shall seek to resolve conflicts amicably and professionally, avoiding disruptions to the institutional environment.
14. Support staff should seek opportunities for professional development and skill enhancement, aligning with the institution's commitment to excellence.



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15. Support staff must be accountable for their actions and decisions, ensuring transparency and responsibility in their roles.
16. Support staff should exhibit loyalty to the institution, safeguarding its interests and maintaining a positive image in the community.


Prof. (Fr.) Ignatius Topno, S.J.
Principal **PRINCIPAL**
St. Xavier's College of Education
(Autonomous)
Digha Ghat, Patna-800011