



# ST. PAUL TEACHERS' TRAINING COLLEGE BIRSINGHPUR

(Under Aegis of Parmeshwar Neeta Education Trust)  
Recognized by NCTE, Bhubaneswar

Affiliated to L.N.Mithila University, Darbhanga (B.Ed.) & Bihar School Examination Board Patna (D.El.Ed.)

## CODE OF CONDUCT FOR OTHER STAFF

1. Every staff member of the college abides by the rules of the college.
2. Establish and maintain co-operative and congenial relationships with other administrative staff members.
3. Staff should discharge their duties with full dedication.
4. Staff should work diligently to ensure that the college provides faculty and staffs with the necessary items to perform their assigned work.
5. Staff should act promptly to solve the problems like classroom problems as and when faced by the faculty or other staff of the college.
6. Staff should use the college funds judiciously.
7. The grievance of students for matter related to admission, examination or any other matter related thereof should be taken care immediately.
8. A confidential report of the department should be part of the personal file of that employee and should be kept confidential by staff members working with this department.
9. The supportive staffs of the college should report half an hour before the college time and maintain cleanliness in the college.
10. Supportive staff should do all the work assigned by the principal/Head of the department and other staffs.

**IQAC**  
Co-ordinator  
SPTTC, Samastipur (Bihar)

Secretary  
St. Paul Teachers' Training College  
Birsinghpur  
Jhahuri, Samastipur  
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PRINCIPAL  
St. Paul Teachers' Training College  
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