

**Dnyanprassarak Mandal's College and Research Centre,
Assagao, Bardez, Goa 403 507.**

SERVICE CONDITIONS

1. DUTY HOURS : As laid down from time to time
2. Be at the disposal of the college for full duty hours and serve in such capacity and at such place as he may from time to time be so directed.
3. Be punctual, honest and show devotion to duty.
4. Do nothing which is unbecoming of an employee of the college.
5. Arrive few minutes before the official opening time and limit the lunch hours.
6. Make an effort to be at your desk well before the starting time and avoid rushing off immediately at closing time.
7. Listen to and obey the superiors and that too pleasantly – if you anticipate difficulties – bring them up later.
8. Refuse to listen to or repeat office gossip, scandal and rumour.
9. Keep everything in its place.
10. Avoid time wasting chit-chat that has no part in the affairs of the office.
11. Do not use your working time to attend to personal affairs.
12. Maintain secrecy.
13. Make yourself available for college work on public holidays and Sundays, if required.




CHAIRMAN
DNYANPRASSARAK MANDAL