



OFFICE OF THE PRINCIPAL
VISHWA BHARATI WOMEN'S COLLEGE
RAINAWARI SRINAGAR KASHMIR - 190003

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NO. VB/WC/1124-34

Date: 24/07/2025.


CIRCULAR

Vishwa Bharati Women's College has been a reputed institution with a vibrant constitution (By-Laws) that provide guidance and directions on the core functions of official service rules for all employees, and other auxiliary staff/workers. All the employees of this college have to adhere its rules and regulations to ensure the institutional discipline, developmental productivity and a positive workplace environment. Official correspondence and official documents/applications of issues and grievances/complaints should be submitted through proper channel to Hol (Principal-P2/ (h) as described by the by-laws). The constitution strongly emphasizes that any official correspondence/official documentation or any other communications to the higher authorities of the college/ to government or non-governmental offices are not permitted except through proper channel and should be addressed to the Principal for redressal and if unaddressed, then redressal may be addressed to higher authorities that too through proper channel.

- Use official proper channels for all internal and external communications.
- Maintain confidentiality of all sensitive and propriety information.
- Use official communication and potential documentation responsibly and refrain from unauthorized execution of assignments that do not come under your work domain.
- Adhered to prescribed dress code and formal attire during working hours (office time).
- Report any misconduct, safety hazard and policy violation immediately to the Hol.
- Avoid conflicts of interest.

Employees are informed to adhere the service rules of regular attendance and late arrivals. The casual leaves beyond the permitted leave quota will not be allowed unless pre-approval is acquired on urgency basis.

(Note): All employees (teaching/ non-teaching, auxiliary staff/ other workers) must follow this circular directions in letter and spirit. Non-compliance may attract disciplinary action as per the college constitution).


Sandeep Principal

Copy to:-

1. Secretary Vishwa Bharati Women's College Rainawari Srinagar.
2. Convener, Disciplinary Committee.
3. Accounts Office and Accounts Officer.
4. General Staff Room/ Male Staff Room.
5. Establishment Section.
6. Admission Section.
7. Library.
8. I/C MTS.
9. Record File.
10. If website forwarding on college website.

