



Shikshan Prasarak Mandal, Kamptee's

## SETH KESARIMAL PORWAL COLLEGE OF ARTS AND SCIENCE AND COMMERCE, KAMPTEE

Principal

**Dr. M. B. Bagade**  
M. Sc., Ph. D.

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur  
NAAC Accredited with 'A' Grade

Ref. SKP/DC \_\_\_\_\_

Date 24/04/2019

### Code of Conduct for Non – Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

- ❖ Punctual and sincere in his work.
- ❖ Remain on duty during college hours.
- ❖ Adhere strictly to the laws and regulations of the college.
- ❖ Respect and maintain the hierarchy in the Administration.
- ❖ Maintain honesty, integrity, fairness in all activities.
- ❖ Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- ❖ Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- ❖ Must not intercept or misappropriate college money.
- ❖ Must not be absent from duty without official approval or approved sick leave.
- ❖ Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.



*M. B. Bagade*

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Seth Kesarimal Porwal College of  
Arts & Science & Commerce, Kamptee