

**J.T.S.S.P.M.**

**SHRI SHIV CHHATRAPATI COLLEGE, JUNNAR**  
**ARTS, COMMERCE & SCIENCE**

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**CODE OF CONDUCT FOR THE NON-TEACHING STAFF**

1. The technical and administrative staff should strive to achieve the common goal of the college.
2. Co-operate whole heartedly with the authorities of the College in the fulfilment of mission and goals of College.
3. Shall perform duties efficiently as per the college norms.
4. Always wear clean uniform prescribed by college.
5. Always maintain the campus neat and clean.
6. Regularly perform the irrigation practices to garden plants and maintain the greenery on the campus.
7. Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with ward's educational matters.
8. Respect the faculty members to look after the education of the students and provide all assistance needed.
9. Develop friendly and co-operative relationship with the faculty members.
10. Provide full co-operation and support to the faculty members for the development of laboratory in the maintenance and proper functioning of equipment.

11. Should work in connection with an examination conducted by the University or college time to time.
12. Refrain from passing information about colleagues to any individual or agency without permission.
13. Participate and Involve actively in training programs arranged for them.
14. Perform all professional activities through proper channels.
15. Should follow all norms and job details assigned by the College from time to time with dedication.
16. Any staff availing the casual leave facilities should do so with the prior permission of the Principal.