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Shri. Shivaji Shikshan Prasarak, Mandal's

## SHIVAJI COLLEGE, HINGOLI

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NAAC- Accredited with 'B' Grade

Mr. Vasantao Pawar  
Secretary

Dr. B. G. Gaikwad  
Principal  
(M.Com, M. Phil, Ph. D)

### Code of Conduct for Non-Teaching Staff

1. To uphold the highest standards of professionalism, honesty, and integrity in all interactions and activities related to the institute.
2. To treat all individuals, including students, faculty, staff, and visitors, with respect, courtesy, and dignity, irrespective of their background or position.
3. To maintain confidentiality of sensitive information and data related to the institute, students, faculty, and staff, following applicable laws and regulations.
4. To adhere to ethical principles and guidelines in all aspects of work, including avoiding conflicts of interest, refraining from accepting gifts or favors that may compromise objectivity, and maintaining transparency and fairness in decision-making processes.
5. To maintain regular attendance, punctuality, and adherence to work schedules, demonstrating commitment and responsibility towards assigned duties
6. To follow safety protocols and guidelines, ensuring the well-being and security of individuals, infrastructure, and assets within the institute premises.
7. To foster a spirit of collaboration and cooperation with colleagues, promoting teamwork, effective communication, and the sharing of knowledge and resources.
8. To seek opportunities for professional development, upgrading skills and knowledge, and staying updated with relevant practices and technologies to enhance job performance.
9. To familiarize oneself with the institute's policies, rules, and regulations, and comply with them in all work-related activities.
10. To provide prompt, efficient, and courteous service to students, faculty, staff, and visitors, responding to their needs and concerns in a helpful and respectful manner.
11. To utilize institute resources, such as equipment, facilities, and supplies, responsibly and efficiently, avoiding misuse or wastage.
12. To use information technology resources and systems in an ethical and responsible manner, following guidelines and policies related to data security, privacy, and acceptable use.

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



13. To handle financial transactions and resources with honesty and integrity, maintaining accurate records and complying with financial policies and procedures.
14. Handle conflicts and disagreements professionally, seeking resolution through open and respectful communication, and following established procedures for conflict resolution.
15. To maintain a professional appearance and adhere to dress codes or uniform policies, as applicable.

A handwritten signature in blue ink, appearing to be "J. S. L.", written over the printed name "Principal".

Principal  
Shwaji College, Hingoli  
Tq. Dist. Hingoli (MS)