



M.V.P. Samaj's
K.G.D.M. Arts, Commerce & Science College, Niphad Dist. Nashik

RULES & REGULATIONS AND CODE OF CONDUCT FOR NON-TEACHING STAFF

Every non teaching staff employed in the KGDM College Niphad will discharge his/her duties professionally and attentively and shall bind to the Code of Conduct as follows:

- He / She will be loyal to this college and remain punctual at his duties.
- He / She will abide with integrity by being in words and actions.
- He / She will be supportive and cooperate with other staff members.
- He / She will establish healthy relationship with fellow staff and students through sound interactions.
- He / She will maintain professional boundaries with staff and students.
- He / She will give dignity by treating students with care and benevolence.
- He / She will be responsible and meet the required standards for every assigned task.
- He / She will respect every staff members and give mutual respect, trust and confidentiality.
- He / She will be committed to the wellbeing of individuals, the wider community and the common good of all people.
- He / she must value and respect the hierarchy in the Administration.
- He /she should adhere strictly to the official resumption/ closing time and must wear uniform as decided by the MVP Samaj Nashik.
- He / she must respect and maintain the hierarchy in the Administration
- He / she must respect and maintain the hierarchy in the Administration Must not use unlawful individuals to perform official duties.