



Village Uplift Society's

Est : 1984

# ANNASAHEB GUNDEWAR COLLEGE

GUNDEWAR MARG, CHHAONI, KATOL ROAD, NAGPUR - 440 013. (M.S.) INDIA  
Website : www.gundewarcollege.com • E mail : Info@gundewarcollege.com, ag.college@yahoo.in

**DR. GAJANAN B. PATIL**

M. Com., M. A. (Eco.), M. Phil. (Com. & Eco.), Ph. D., M. B. A., M. L. S.  
Principal

(O) 0712 - 2591008

Fax : 0712-2591735

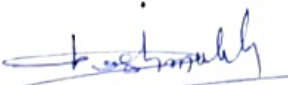
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Date : 15.08.2021

## Code of Conduct for Non-Teaching Staff

### **Administrative/ Support staff would**

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. Maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.
12. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
13. Maintain their professional knowledge & skills updated himself / herself professionally for the proper discharge of duties assigned to him/her.
14. Must join/attend the duty punctually every day.
15. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
16. Respect the right and dignity of the student for assisting them any kind of help/guidance etc. Speak respectfully and behave with polite to the everyone of the college.i.e. The Principal, teachers, Students, visitors, parents etc.

  
[IQAC COORDINATOR]

  
Principal  
Annasaheb Gundewar College  
Katol Road, Nagpur.