



Shri Shivaji Education Society, Amravati's  
**Shri Pundlik Maharaj Mahavidyalaya, Nandura**  
Reaccredited by NAAC with 'C' grade  
ISO 9001:2015

\*\*\*\*\*

**Code of Conduct for Non-teaching staff**

1. Nonteaching staff should perform all professional activities through proper channel.
2. They should follow all norms and job details assigned by governing body.
3. They should perform his /her role in professional manner.
4. Non-Teaching Staff assigned to Laboratories should keep the laboratories clean.
5. They should co-operate with authorities of the institute or institutes in the fulfilment of goals and mission.
6. They should respect colleagues and cooperate them in activities related to administrative and academic development of the institute.
7. Non-Teaching Staff, working in the Lab shall maintain a stock register for all the articles, equipment, chemicals etc.
8. They should not involve in any unethical activities.
9. Absence on duties without prior permission of the authorities is not considerable.
10. They should improve their technical and nontechnical skills related to their jobs.
11. They should support for the development of department, laboratories and maintenance of equipment's and instruments.
12. They should ensure a cordial relationship with students, teaching, nonteaching and other administrative staff for the smooth running of the institution or institute.
13. All non-teaching staff shall perform duties efficiently as per the institutional norms



**Principal**  
Shri Pundlik Maharaj Mahavidyalaya  
NANDURA-443 404 Dist. Buldana