



The Shikshan Prasarak Mandal, Kamptee's
**SETH KESARIMAL PORWAL COLLEGE OF ARTS AND
SCIENCE AND COMMERCE, KAMPTEE**

Established in 1965 | NAAC Accredited with B++ Grade
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Principal
Prof. Dr. Vinay Chavan


Ref. SKP / DC

Date 18/07/2023

Code of Conduct for Supporting Staff

As a vital part of SKPC are essential to the day- to-day operations of our institution and provide immense support to our students, faculty and administrators. This code of conduct is designed to promote a culture of professionalism, respect and accountability among our non-teaching staff, and to ensure that our institution maintain the highest standards of excellence and integrity. By embracing the principles outlined in this Code, non-teaching staff affirm their commitment to supporting the mission of our institution and to providing exceptional service to our students and Community.

- 1. Professional Integrity:** Committed to upholding the highest standards of integrity, ethics, and professionalism in all aspects of my role, and to maintaining the confidentiality of sensitive information pertaining to students, staff, and the institution.
- 2. Respect and Courtesy:** Committed to fostering a culture of respect, courtesy, and dignity, treating all students, faculty, colleagues, and visitors with kindness and professionalism. I also pledge to promote an inclusive and welcoming environment, free from discrimination and harassment, where everyone feels valued and supported.
- 3. Commitment to Duties:** Committed to fulfilling my responsibilities with diligence and reliability, completing all assigned duties to the highest standards. I also pledge to maintain punctuality in my attendance and task completion, ensuring timely and efficient delivery of my work.
- 4. Communication:** Committed to practicing effective communication, utilizing clear, respectful, and professional language in all interactions. Additionally, I pledge to employ active listening skills, attentively responding


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to concerns and queries from students, faculty, and visitors in a timely and courteous manner.

5. Use of Resources: Committed to responsible stewardship of institutional resources, utilizing them efficiently and effectively to support the college's mission. I also pledge to prevent waste and misuse of college property and resources, promoting a culture of sustainability and accountability.

6. Personal Conduct: Committed to presenting a professional image, maintaining a respectful and dignified appearance and demeanor in all interactions. Furthermore, I pledge to uphold the highest standards of integrity, avoiding conflicts of interest and disclosing any potential conflicts in a transparent and timely manner.

7. Collaboration and Teamwork: Committed to fostering a spirit of teamwork and collaboration, working closely with colleagues to achieve common goals and providing support and assistance as needed. Additionally, I pledge to contribute to a positive and cooperative work environment, promoting a culture of mutual respect, trust, and open communication.

8. Continuous Improvement: Committed to ongoing professional growth and development, actively seeking opportunities to enhance my skills and knowledge through training, education, and other professional development activities. Additionally, I pledge to foster a culture of continuous improvement, seeking and providing constructive feedback to promote excellence and growth.

9. Safety and Security: Committed to prioritizing safety and security, adhering to all institutional protocols and procedures designed to protect students, staff, and visitors. I also pledge to remain vigilant and proactive, promptly reporting any safety hazards or security concerns to the relevant authorities, ensuring a secure and supportive learning environment.

10. Compliance with Policies: Committed to upholding the highest standards of compliance, adhering to all institutional policies, rules, and regulations that govern my role. I also pledge to remain informed and adaptable, staying current with changes in policies and procedures to ensure seamless integration and effective implementation.


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