



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
MAHARSHI KARVE MAHILA MAHAVIDYALAY, SATARA

Affiliated to S.N.D.T.Women's University, Mumbai

NAAC Accredited with 'B+' Grade

Govt. Sanction letter no. NGC/1000/NMV/ (167/2000)/Mashi-3 Date 29 June 2000.



CODE OF CONDUCT FOR NON-TEACHING STAFF

The non-teaching staff should

1. Be cooperative with colleagues, students and parents working in the college.
2. Follow the rules and regulations of the college as prevalent from time to time.
3. Insist on timely presence of himself and others and completion of the assigned duties and dedicate their best efforts for the progress of the college.
4. To maintain leave record and biometric record of staff. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
5. Keep the note of all credits and debits of the college and complete the account ledger and cashbook daily.
6. Deposits the fees of the college as and when collected.
7. To fill and maintain the records of various scholarships for the students, timely submitting it to the concern higher offices.
8. Always respect the institutional authorities and carry out the work allotted to them with responsibility and devotion.
9. To carry out the admission responsibilities assigned to them during the admissions of the students and maintaining the admissions files of the students.
10. Maintaining the service book of all the staff of the institute.



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- 11.The staff should take care, protect and maintain AMC's of the equipment's and property of the college with various agencies
- 12.To forward mails to concern cell heads and distribute different letters to concern staff.