



Est.1998

Vasant Shikshan Prasarak Mandal's

College Code 150

LATE BHIMRAO CHAVHAN ARTS & SCI. COLLEGE CHAVHANVADI

Chavhanvadi (Barhali) Tq.Mukhed Dist.Nanded - 431715

Affiliated to Swami Ramanand Teerth Marathwada University,Nanded.

Er.Shri Sheshrao Bhimrao Chavan

President

Cell : 9158225599

I/C. -Dr.Shivaji Lachiram Rathod

Principal

Cell : 8408836294

Web Site - WWW.Kbccollege.com

E-mail : bcchavanvadi@gmail.com



/2022/23/

Code of conduct for the non- teaching staff

1. Professionalism and Integrity:

- Demonstrate professionalism, honesty, and integrity in all aspects of work and interactions with students, faculty, staff, and the community.
- Uphold the values and mission of the college through ethical conduct and responsible behaviour.
- Maintain confidentiality of sensitive information related to students, faculty, staff, and the college.

2. Respect and Courtesy:

- Treat all individuals with respect, regardless of their background, ethnicity, gender, or religion.
- Foster a positive and inclusive work environment that promotes teamwork, collaboration, and mutual support.
- Communicate courteously and professionally with students, faculty, staff, and visitors.

3. Confidentiality and Privacy:

- Safeguard confidential and sensitive information related to students, faculty, staff, and the college.
- Respect the privacy rights of individuals and ensure that personal information is handled with discretion and confidentiality.
- Follow the college's policies and guidelines regarding data protection and privacy.

4. Professional Development:

- Seek opportunities for professional development and enhance job-related skills and knowledge.
- Stay updated with relevant policies, procedures, and best practices in your field of work.
- Actively participate in training programs and workshops organized by the college.



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5. Collaboration and Teamwork:

- Collaborate effectively with colleagues, teachers, and other staff members to achieve common goals.
- Foster a spirit of cooperation, open communication, and mutual support.
- Respect and value the contributions and expertise of others.

6. Health and Safety:

- Prioritize the health and safety of oneself and others in the college community.
- Comply with health and safety guidelines and procedures established by the college.
- Report any potential hazards or safety concerns to the appropriate authorities.

7. Timeliness and Attendance:

- Adhere to the college's policies regarding attendance, punctuality, and leave.
- Notify appropriate personnel in advance if unable to fulfill work responsibilities.
- Complete assigned tasks and responsibilities within designated timelines.

8. Customer Service Orientation:

- Provide excellent customer service to students, faculty, staff, and visitors.
- Respond promptly, courteously, and effectively to inquiries, concerns, and requests.
- Strive to exceed expectations and contribute to a positive college experience for all stakeholders.

9. Financial Responsibility:

- Handle financial transactions and resources with honesty, accuracy, and accountability.
- Comply with financial policies, procedures, and guidelines established by the college.
- Maintain accurate records and documentation related to financial transactions and resources.

10. Community Engagement:

- Promote a positive image of the college in interactions with the local community and stakeholders.
- Support community outreach initiatives and participate in college events and activities.
- Act as a responsible representative of the college and its values in the community.


Principal

**Late Bhimrao Chavan Art's &
Science College Chavanwadi(Barhali)
Tq.Mukhed Dist.Nanded**