

**Veer Bajiprabhu Kreedha v Vyayam Mandal's**  
**Chhatrapati Shivaji Kala Mahavidyalaya, Asegaon Purna**  
**Code of conduct for various stakeholders**

Title	Follow up
Governing Body	It is expected that the governing body should support the aims and objectives and act honestly and diligently in promoting the interests of the college. It should work within the parameters set out for its financial and other activities. While working in the area of education, it should keep transparency in its working process. It should take care of the students, the staff and the surrounding society and think about their holistic development
Principal	As a head of the Institution, it is expected that the principal should act judiciously and wisely to ensure fair atmosphere in the campus. It is expected that He/She should prepare an elaborate work scheme and inform all to the stakeholders. He/She should play the significant crucial role in administration and implementation of various schemes. He/She is expected to follow transparency in every sector of the Institution. He/She should deal the staff members objectively with personal bias and prejudice. He should always think about the welfare of his staff and academic excellence of the students. He/She should guide the staff members and students in case of difficulties.
Student	The code of conduct for the students is incorporated in the Annual Prospectus. At the beginning of the session, the Principal- Students Meet is conducted in which the Principal interacts with the students and guides them to follow the rules and regulations. The college observes the dress code in its campus and no student is allowed without Identity Card. The use of Mobile phone in the college campus is strictly prohibited. It is compulsory for the students to attend classroom activities. Ragging is strictly prohibited in the college campus as per the law formed by the Government. All the students are instructed to avoid any type of discrimination to maintain the healthy atmosphere. Any type of violation is never entertained. Formation of any organisation in the campus without permission is not acceptable.
Teacher	The college has framed the Intuitional Code of Conduct for the teaching staff. Through the Hand Book, they are suggested to follow the professional ethics framed by the Apex Bodies. Head of the institute remind about the duties and correlation among the staff. They are advised to prepare an academic plan and to follow it at the possible level. Teachers perform their duties in the form of

	teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication. Healthy atmosphere between teaching and non teaching is best example for the upliftment of the institute. It is compulsory for them to set an ideal example before the students.
Librarian	The librarian should be cooperative to the students and the staff. He/She should conduct reading week and birth anniversary of S.R.Rangnathan as a library day. He/She should create a reading and motivation space in the library. He should conduct activities like book exhibition and news clipping. He/She is expected to follow the professional ethics and should work for the noble cause of education.
Director of Physical Education	Physical Director should administrate physical education and promote good health of students to build they fit. Keep record of sports equipment's as well as supervise the all athletic activities. Encourage the students for participation in various sports and also promote team play. Train the assistance about regular activities. Also arrange the tournaments, competitions and events.
Non-teaching staff	Non-teaching staff should respond to written and verbal inquiries from students regarding college admission procedures, admission tests and results. Type and format correspondence such as letters, memos and reports. Maintain paper and electronic records such as staff and student information. Ensure that all staff and student information is kept confidential.
Peon	Peon should work and duty performed which are assigned by higher authorities of college and Cleaning of classroom, office and entire college campus.





Principal

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