

## **CODE OF CONDUCT FOR ADMINISTRATORS**

The Administrators are expected to

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conservant with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
- Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
- Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non administrative staff for the smooth conduct of the Institution.
- It becomes the responsibility of the divisional head to provide the necessary infrastructure and a conducive & fair ambience to all the team members impartially in order to achieve the desired goals.
- Be very precise and clear in communicating all the information to the concerned teaching and non teaching members.
- Ensure all the expenditures are within the budget approved by the Institute and also ensure that a fair practice is followed in budget allocation.
- Exercise caution to avoid favourism and shall not involve or encourage in any kind of activities that cause any disrupt between the team members.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- Ensure that they shall not misuse their authoritative powers, which shall affect the reputation of the Institution.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.