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Code of conduct for Administrative

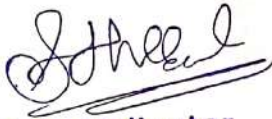
1. Administrative staff must adhere to high standards of honesty, punctuality and professional ethics.
2. They should work within the organizational policies, practices to fulfill the vision and mission of the organization. They should have a proper understanding of the duties, responsibilities and limitations of their positions.
3. They should study the pros and cons of the job properly so that they can meet the needs of teaching staff, general administration and students.
4. Staff should cooperate and co-operate with colleagues and external agencies necessary for the development of the college.
5. Administrative staff should maintain decorum, dignity and integrity in their speech and conduct. They should acquire skillful communication skills. They should adhere to maxims of cooperation and politeness in their verbal and non-verbal communication.
6. Administrative staff should behave in a professional and friendly manner towards colleagues, regardless of their relative position, gender or position in the organizational hierarchy.
7. Administrative staff should maintain harmonious relations with other staff and students.
8. Administrative staff shall keep confidential information related to the conduct of examinations and any other policy, unless directed to disclose by the institutional authority.
9. The administrative staff should strictly follow the directions and instructions of the authority. Contribute constructively to the development of the college and students. The sanctity of the educational environment should be maintained.

10. Administrative staff should maintain proper portfolio records.
11. Administrative staff should strive for continuous development through training programs, workshops and skill development activities.
12. Administrative staff should respect and maintain hierarchy in administration. They should be sensitive about following the rules of protocol in the organization.
13. All administrative staff maintain honesty and fairness in all work. They should exercise self-discipline, always be patient and interact positively with staff, students and the public.
14. Administrative staff must strictly avoid divulging official secrets, forging, concealing, manipulating, tampering with false official documents. They should not interfere with or misuse the resources of the college.
15. They should avoid spending time on social networking sites during working hours and should not waste office time for personal reasons.
16. They should stay away from party politics
17. They should assign appropriate time limits to meet the regular needs of students. They should also demonstrate the necessary provisional time and proper procedures for obtaining various documents.
18. They should avoid delay in daily office work. They should adopt zero pending files policy. They should maintain a pro-active and speculative work strategy.
19. Office employees should not indulge in any form of addiction during office hours
20. They should not be absent from duty without official approval or sanctioned leave.
21. They should use e-resources and electricity judiciously, promote office automation and implement paper free practices to make them more eco friendly.
22. Attend college and be available full-time and work in such capacity at such places as he/she may be directed from time to time.
23. Follow the provisions of laws, regulations, standards codes, ordinances, regulations, and governance rules and guidelines and decisions. Maharashtra, Deptt.
25. College Education and other concerned authorities. Ensure smooth running of student admissions, exam issues and college/institute and administration activities.

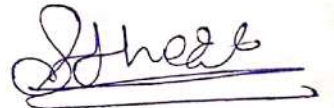
26. Obey and obey all orders and instructions given to him/her from time to time.

27. Show the utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He will work hard for the interest of the college and the welfare of the students.

28. Maintain absolute integrity and honesty at all times, show dedication to duty and avoid unnecessary actions unbecoming of an employee of the College.



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