



Dhempe College of Arts & Science, Miramar, Panaji

CODE OF CONDUCT FOR THE ADMINISTRATIVE STAFF OF DHEMPE COLLEGE

1. Administrative staffs are expected to demonstrate courtesy and respect in all dealings with students, academic employees, and support staff.
2. Establish and maintain co-operative and collegial relationships with other administrative staff members and shall avoid any false, malicious, or indiscriminate injury to or criticism of the professional reputation or work of others.
3. The administrative staff should work diligently and maintain a respectful, co-operative and collaborative approach to all working and work related relationships and take all reasonable steps to resolve issues at the lowest possible level in a fair and timely manner
4. They should be fully conversant with all aspects of the College policies and procedures and be prepared to implement them.
5. The administrative staff strives to avoid conflicts of interest.
6. Communications and information either given in confidence or such that confidentiality is required to serve the best interests of the immediate employer shall not be revealed by the administrative staff.
7. The administrative staff shall not accept outside employment or accept any form of compensation from outside sources which would impair the efficiency and effectiveness of the administrative section.
8. The administrative shall strive to maintain and enhance the dignity, status, competence, and standards of the profession and seek training in those areas where they are not equipped to meet the priorities of the College. Make reasonable efforts to actively engage in learning and in personal and professional development to continually improve skills and knowledge relevant to the role and area of expertise and for personal growth.
9. The administrative staff will cooperate with other members in extending public knowledge and appreciation of the profession and its achievements and will strive to protect it from misrepresentation and misunderstanding.
10. Administrative Staff shall resist, and if necessary report to the proper authorities, instances in the workplace of harassment for reasons of sex, creed, race, or age.
11. The administrative staff must consider the promotion and preservation of the safety and welfare of the students and other staff to be the paramount duty.
12. The administrative staff will behave in a way that upholds the Mission both as individuals and as representatives of the College and be committed, respectful, honest, courages and maintain sustainability.
13. The administrative staff should have a fundamental concern for justice and equity and for the dignity of all human beings. They should value and celebrate difference and diversity and the ideas, contributions, choices and approaches of others. behave and communicate

in a manner that does not intimidate, offend, degrade or humiliate, and which does not harass, sexually harass, unlawfully discriminate or bully

14. The administrative staffs are required to show consideration for the workplace and property of the College and others and behave in ways that uphold the Mission, values, reputation and name of the College.
15. The administrative staff should respect the confidentiality and privacy of students, other staff.
16. Use all forms of social media platforms and online activities belonging to or connected with the University in a responsible and appropriate manner, and will not bring the College into disrepute through the personal use of social media.
17. Be accountable in all work that they do and act with authenticity, sincerity and truthfulness; disclose all relevant information applying to effectively performing my role at the College. Perform duties diligently, ethically and conscientiously and in accordance with reasonable and lawful supervisory directions and comply with College policies and procedures.
18. Not engage in unlawful behavior.
19. Avoid any conduct, including alcohol or substance abuse or misuse, which would adversely affect the work performance.
20. Only make public comment when relevant to do so and will not bring the College into disrepute through my comments.
21. Admit and take responsibility for the mistakes or involvement in situations that result in unfavorable outcomes and work to rectify problems as quickly as possible.
22. Provide constructive and accurate comments and feedback to students, staff and other members of the College community.
23. Work for Sustainability and the protection of the environment more broadly. Use the resources of the College as efficiently and effectively as possible and to avoid waste.
24. Actively participate and contribute to the workplace to foster productivity and equity in workload and a positive inclusive workplace culture

A failure to comply with this Code will be viewed seriously and may lead to disciplinary action.