

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. Administrative staff should work in the manner that upholds the dignity of their profession.
2. Administrative staff should have acceptable standard in method, manner and spirit in dealings with students, teaching staff and visitors.
3. Administrative staff should update themselves with changing rule and workings of the Government of Gujarat and the Gujarat University which the college affiliated to.
4. Administrative staff should practice financial responsibility, ensure due process and fair bidding in the expenditure and should not finagle records.
5. Administrative staff should demonstrate courtesy and respect in dealings with students, academic staff and support staff.
6. Administrative staff should not abstain the dues or financial benefits, promotions, withdrawals by any staff members.
7. Administrative staff should maintain transparency in allotment of student's scholarships and ensure timely distribution.
8. Administrative staff should refrain from apprehending any favors from students in preparing their Transcripts, NOC, Bonafide, Certificates etc. and avoid activities that may give rise to a perception of favoritism.
9. Administrative staff should work diligently to ensure the supply of gadgets, material, instruments etc. facilities to academic staff as and when required to perform their job and act promptly to resolve the problem faults occurring in them.
10. Administrative staff should keep vigilance on the working of the support staff and ensure that everybody should stay in clean and healthy surroundings under their surveillance and work comfortably.
11. Administrative staff should be responsible by meeting the required standards for every assigned task.
12. Administrative staff should follow all rules of Gujarat University, MHRD, UGC and Government of Gujarat.