



**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**

# **CODE OF CONDUCT ADMINISTRATION**

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**





## **CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

1. The administrative professional shall act as a trusted agent in professional relations, implementing responsibilities in the most competent manner.
2. Shall be fully conversant with all aspects of the institute's policies and procedures and should be prepared to implement them.
3. Shall adhere to those policies to the best of their ability.
4. Shall maintain an evenhanded and consistent professional tone in all their interactions with faculty, staff and management in the institute.
5. They shall demonstrate courtesy and respect in all dealings with students, academic employees and support staff.
6. The administrative professional shall strive to maintain and enhance the dignity, status, competence and standards of the profession.
7. Shall meet all deadlines.
8. Shall not make remarks or engage in behavior that could reasonably be considered racist, discriminatory according to the law.
9. Shall not promote their personal, religious, political, social or business agendas.
10. Staff must use computing and communication facilities and services only for the purposes for which they are authorized.
11. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or that might be perceived by others as harassment or intimidation.
12. Administrative staff will abide by all copyright laws, which applies to the internet as well as paper.
13. Staff wishing to copy original work shall receive written permission from the copyright owner prior to copying.
14. Shall practice fiscal responsibility to ensure that all expenditures fall within budget and should use commonsense in the expenditure of college funds.



15. Shall avoid activities which might give rise to a perception of favoritism.

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