

CODE OF CONDUCT FOR ADMINISTRATION STAFF

1. They shall work with mutual trust and respect in the Institute.
2. They shall uphold the confidentiality and secrecy of the information available with them in the best interest of the college.
3. They shall strictly adhere to the various rules, standing orders and regulations of the college.
4. They shall always be unbiased and disciplined with their attitude and behaviour.
5. They shall always discharge their duties with utmost care & no negligence would be shown in discharging any duty.
6. They shall always be utmost hospitable and accountable towards all the stakeholders of the institute.
7. They must work with the sense of brotherhood and pride towards institution.
8. They must be conscious towards the environment & energy conservation.