

K.G.R.L.COLLEGE OF PHARMACY

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

The administrative staff at our institution plays a pivotal role in ensuring smooth operations and contributing to the institution's vision and mission. The following guidelines outline the expected standards of professionalism, ethics, and behavior:

1. **Professional Ethics and Conduct:**

- ✓ Uphold high standards of honesty, punctuality, and professional ethics in all activities.
- ✓ Act with integrity, self-discipline, and fairness, fostering a positive and collaborative work environment.

2. **Institutional Alignment:**

- ✓ Work in alignment with the institution's policies and practices to fulfill its vision and mission.
- ✓ Respect and adhere to the hierarchy within the administration while following established protocols.

3. **Awareness of Duties and Responsibilities:**

- ✓ Understand the duties, responsibilities, and limitations of the assigned role.
- ✓ Evaluate the requirements of teaching staff, students, and general administration to ensure efficient support.

4. **Communication and Collaboration:**

- ✓ Exhibit tactful communication skills with colleagues, students, and external agencies.
- ✓ Maintain politeness and cooperation in both verbal and non-verbal interactions.

5. **Confidentiality and Integrity:**

- ✓ Safeguard the confidentiality of examinations and institutional policies unless authorized by the institution.
- ✓ Avoid activities such as divulging official secrets, tampering with records, or misusing college resources.

6. **Professional Development:**

- ✓ Actively participate in training programs, workshops, and skill development activities to enhance professional capabilities.

7. **Time Management and Accountability:**

- ✓ Avoid procrastination and adopt a "zero-pending files" approach to office tasks.
- ✓ Set clear timelines for student-related processes and display procedural requirements transparently.

8. **Eco-Friendly Practices:**

- ✓ Utilize e-resources judiciously and embrace paperless practices to support environmental sustainability.

9. **Behavior and Conduct:**

- ✓ Maintain dignity, courtesy, and professionalism in speech and behavior at all times.
- ✓ Abstain from any form of addiction or party politics during office hours.

10. **Attendance and Availability:**

- ✓ Be present during designated work hours and avoid unauthorized absences.
- ✓ Ensure full-time availability to address institutional needs as directed.

11. **Student and Administrative Support:**

- ✓ Facilitate smooth admission processes, examination management, and administrative tasks.
- ✓ Work diligently to promote the welfare of students and uphold the college's reputation.

12. **Commitment to Excellence:**

- ✓ Strive for continuous improvement and efficiency in all responsibilities.
- ✓ Avoid personal distractions, such as social networking, during work hours.

13. **Adherence to Institutional Directives:**

- ✓ Follow all orders and instructions issued by the authority constructively, contributing to the institution's development.
- ✓ Foster a harmonious work environment and support the academic and administrative goals of the college.

By adhering to these principles, the administrative staff ensures a professional, ethical, and student-centric atmosphere that aligns with the institution's mission and values.