

## **Code of Conduct for Administrative Staff**

- Familiarize with college policies that are relevant to your responsibilities.
- Maintain a supportive environment for working and learning
- Update knowledge and skills to contribute more to the institute
- Use computing and communication facilities and services only for the purposes for which they are authorized
- Use and maintain all equipment and stationeries provided by the college for various use, due to concern.
- Demonstrate courtesy, respect, patience and willingness to help to the students and stakeholders in any context.