SIR SYED COLLEGE
NIRF-2023 Ranked (101 - 150 Band)
Affiliated to Kannur University, Kerala

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KARIMBAM PO, THALIPARAMBA- KANNUR
https://sirsyedcollege.ac.in/
https://sirsyedcollege.ac.in/iqac/naac
04602203217

Code of Conduct for Administrative Staff

Sir Syed College expects its administrative staff to adhere to the highest standards of professionalism, integrity, and ethical conduct. This Code of Conduct serves as a guideline to ensure efficiency, accountability, and harmony in the workplace.

1. General Conduct

1.1 Staff members must uphold the vision, mission, and values of Sir Syed College in all professional dealings.
1.2 Maintain punctuality, discipline, and a positive work ethic.
1.3 Act with honesty, integrity, and fairness in all professional responsibilities.
1.4 Respect the dignity and rights of colleagues, students, and other stakeholders.
1.5 Refrain from engaging in any activity that may bring disrepute to the institution.

2. Professional Responsibilities

2.1 Perform assigned duties diligently and efficiently.
2.2 Ensure confidentiality and security of official documents and institutional data.
2.3 Avoid any conflict of interest that may affect professional integrity.
2.4 Follow all institutional policies, procedures, and government regulations.
2.5 Use institutional resources, including office equipment and technology, responsibly.

3. Workplace Behavior

3.1 Maintain a professional and respectful attitude toward all members of the institution.
3.2 Avoid discrimination, harassment, or any form of unfair treatment based on gender, religion, caste, or social background.
3.3 Promote a collegial and collaborative working environment.
3.4 Dress in a manner appropriate to the work environment and maintain personal hygiene.

4. Interaction with Students and Faculty

4.1 Provide timely and courteous assistance to students, faculty, and visitors.
4.2 Ensure transparency and fairness in administrative processes.
4.3 Avoid favoritism and uphold impartiality in all interactions.

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4.4 Guide students and faculty in accessing institutional services effectively.

5. Compliance and Accountability

5.1 Adhere to college policies, government regulations, and university guidelines.
5.2 Report any unethical activities or policy violations to the relevant authorities.
5.3 Be accountable for any assigned duties and responsibilities.
5.4 Participate in professional development programs for continuous improvement.

6. Confidentiality and Data Protection

6.1 Safeguard personal and institutional data from unauthorized access or misuse.
6.2 Do not disclose confidential information without proper authorization.
6.3 Follow cybersecurity protocols and ensure the integrity of institutional records.

7. Grievance and Redressal

7.1 Address workplace grievances through proper channels with professionalism.
7.2 Engage in constructive dialogue to resolve conflicts amicably.
7.3 Abide by the decisions made by the college administration and grievance redressal committee.

8. Disciplinary Actions

8.1 Violations of this Code of Conduct may result in disciplinary action, including warnings, suspension, or termination, as per institutional policies.
8.2 All staff members have the right to appeal against any disciplinary action through the designated channels.

This Code of Conduct shall be reviewed periodically and updated as necessary. All administrative staff members are required to acknowledge and adhere to these guidelines to ensure the smooth functioning of Sir Syed College.