

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



CODE OF CONDUCT OF ADMINISTRATORS



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Code of Conduct of Administrators	
Short Description	Guidelines on mandatory conduct for administrators	
Scope	This policy and procedures is applicable to all administrators	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1		
Policy No.	SDUAHER/KLR/POLICY/035	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date	27 th April 2022	
Approval Authority	Board of Management	
Responsible officer	Vice Chancellor	
Name of the Policy/ Guidelines	Code of Conduct of Administrators	
Details of Revision	Date of Revision	Approved by

CODE OF CONDUCT FOR ADMINISTRATORS

SDUAHER, KOLAR

INTRODUCTION

- This code shall specify the rules for the conduct of the Administrator in the administration and shall aim at increasing public confidence in their professionalism and morals as well as at enhancing the prestige of the service.
- The activity of the administrator shall be carried out in compliance with the principles of legality, loyalty, honesty, impartiality, political neutrality, responsibility, and accountability.

PROFESSIONAL CONDUCT

- Be fully conversant with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
- Administrator shall assist the Institution with high professionalism, impartiality and proactively in elaborating and conducting policy as well as in implementing the decisions taken and in exercising its powers.
- Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
- When performing their official duties Administrator shall follow a conduct creating confidence in the authorities, they assist that they can trust them and count on them.
- Administrator shall perform their duties honestly and impartially not allowing to be influenced by personal political bias.
- It becomes the responsibility of the institutional/divisional/section head to provide the necessary infrastructure and a conducive & fair ambience to all the team members impartially in order to achieve the desired goals.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- When making proposals before the higher authority, Administrator shall provide the entire information related to taking the specific decision.
- Ensure all the expenditures are within the budget approved by the Institute and ensure that a fair practice is followed in budget allocation.
- Administrator shall be obliged to observe official hierarchy and to execute strictly the acts and the orders of the superior bodies and officials of the administration.

- Administrator shall not be obliged to carry out an unlawful order issued under the established procedures when it contains an offence that is apparent to them.
- Administrator may require a confirmation in writing of the official act when the oral order directed at them contain an offence that is apparent to them.
- Administrator may not receive gifts or gains that might be perceived as a reward for performing work that is part of their official duties.
- Administrator shall not express personal opinions in a manner that might be interpreted as an official position of the administration they work in.
- In performing their official duties Administrator shall protect the property assigned to them with due care and shall not allow its use for personal ends. Administrator shall be obliged to duly inform their immediate superiors on the loss or damage of the property assigned.
- The documents and data in the institution may be used by Administrator only for carrying out their official duties in compliance with the regulations on the protection of information.
- Administrator shall be obliged to observe the established working time for performing the duties assigned to them

CONFLICT OF INTERESTS

- When being assigned an official task the implementation of which may lead to a conflict between their official duties and their private interests Administrator should duly inform their superior.
- Administrator may not use their official position for promoting their personal or their family's interests
- Administrator shall not participate in any transactions whatsoever that are incompatible with their position, functions, and duties.
- Administrator who becomes aware of facts and circumstances of an arising conflict of interests in the administration he/she is employed in then he/she shall take the necessary measures for clarifying the issue.
- Administrator who has left the institution should not misuse the information they have become aware of in connection with the position they have occupied or the functions they have performed.
- Administrator may not participate in considering, preparing, taking, and implementing decisions when they or persons related to them.
- Administrator will have to sign and submit the Conflict-of-Interest declaration form of the Academy on assuming the office

CODUCT WITH COLLEAGUES

- Ensure that the duties assigned to the team members are appropriate to the qualification, experience, and skills of the employee.
- Support the team members with the training needed, to upgrade the skills and to successfully discharge the responsibilities assigned.

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- In relations with colleagues Administrator shall display respect and civility not allowing behavior which is offending to the dignity and the rights of the individual personality.
- Administrator shall respect the opinion of their colleagues and shall conform with the right to privacy.
- When contradictions between colleagues cannot be resolved among themselves, they shall seek the help of their immediate superior.
- Administrator must set an example with their personal behaviour and sense of responsibility for the other Administrator and Administrator at managing positions - also with respect to their subordinates.

PERSONAL CONDUCT

- When performing their official duties and in their public life Administrator shall follow a conduct that does not offend the reputation of the Academy.
- Administrator shall not allow at their workplace conduct that is incompatible with good manners.
- Administrator shall seek to avoid in their conduct conflict situations and should they arise shall endeavor to terminate them by keeping calm and controlling their behaviour.
- Administrator shall observe propriety and businesslike appearance in their dress corresponding to their official position and the institution they represent.
- Administrator shall not participate in scandalous deeds with which they might offend the prestige of the Academy.
- Administrator shall not engage in activities specified by law as incompatible with their duties and responsibilities, neither shall they receive revenues from such activities.
- Administrator shall acquire and manage their property in a manner that should not give rise to doubts of malpractices.
- Administrator should retire from office in case of carrying out activities that are incompatible with the conduct herein.
- Administrator will have to follow the Ethics, Transparency and Accountability policy of SDUAHER, Kolar