

Code of conduct

For Administrative Staff

1. Efficiency: Complete tasks promptly and with attention to detail.
2. Courtesy: Treat students, teachers, and visitors with respect.
3. Confidentiality: Handle sensitive information discreetly.
4. Supportive Role: Provide necessary assistance to students and faculty.
5. Professional Behavior: Avoid favoritism, biases, and conflicts of interest.
6. Punctuality: Be present and available during working hours.
7. Communication: Provide clear and accurate information to stakeholders.
8. Resource Management: Ensure proper use and maintenance of school facilities and resources.
9. Problem Solving: Address complaints and concerns promptly and effectively.
10. Accountability: Take responsibility for errors and work towards improvement.
11. Professional Development: Pursue opportunities for professional growth to enhance skills and service quality.
12. Policy Implementation: Ensure institutional policies are applied consistently and fairly across all departments.
13. Data Management: Maintain accurate records and manage data with integrity and confidentiality.
14. Sustainability Practices: Promote and implement environmentally sustainable practices within the institution.
15. Crisis Management: Be prepared to respond effectively to emergencies, ensuring the safety and well-being of the campus community.