

ETERNAL UNIVERSITY, BARU SAHIB

CODE OF CONDUCT FOR ADMINISTRATORS

The administrators are expected to:

1. Provide effective academic and administrative leadership to the institution.
2. Follow the principle of decentralization and participative management in the institutional practices.
3. Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
4. Ensure effective implementation of e-governance in the different areas of administration.
5. Ensure proper representation considering social inclusiveness.
6. Fulfill lawful duties and obligations to the government and institution with integrity and loyalty.
7. Ensure welfare of staff and students.
8. Strictly follow the strategy of mobilization and optimal utilization of funds.
9. Respect the rights of the colleagues and the students while performing the duties.
10. Take responsible action to protect students and staff from conditions harmful to health and safety.
11. Perform the duties in non-discriminatory manner.
12. Maintain financial transparency and delivery.
13. Make the utmost efforts to develop the institution in versatile manner.
14. Ensure responsible action to maintain educational ambience.
15. Provide the necessary infrastructure and a conducive & fair ambience to all the team members in order to achieve the desired goals.
16. Maintain the interest of institute above the personal.