



# St. Joseph's College of Arts and Science for Women

*(Affiliated to Periyar University, Salem)*  
*An ISO 9001:2015 Certified Institution*  
*Recognised U/s 2(f) and 12(B) of the UGC Act*  
**Mookandapalli, SIPCOT, Hosur - 635 126**



## **FOR ADMINISTRATIVE STAFF**

1. They must maintain high standards of honesty, punctuality and professional ethics.
2. They should work within the institutional policies, practices to satisfy the vision and mission of the institution.
3. They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
4. The staff should cooperate and collaborate with colleagues and external agencies necessary to support the development of the college.
5. They should maintain the decorum, dignity and curtsy in their speech and behavior. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non-verbal communication.
6. They should act in a professional and congenial manner towards colleagues, irrespective of their position, gender or status within the institutional hierarchy.
7. They should maintain harmonious relations with other staff and students.
8. They should maintain confidentiality in policy related information, unless asked to reveal by the institutional authority.
9. They must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. They should maintain sanctity of academic environment.
10. They should make effort for the continuous development through training Programme, workshops and skill development activities.
11. They should respect and maintain the hierarchy in the administration. They should be sensitive with the norms of protocol in the institution.
12. All of them shall maintain integrity and fairness in all activities. They should exercise self-discipline, restrain at all times and deal positively with staff, students and public.



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13. They should avoid spending time on social networking site during the working hours & should not waste office time for personal reasons.
14. They should remain away from party politics.
16. They should assign proper time limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
17. They should avoid procrastination of the daily office work. They should adopt the zero pending files policy. They should keep pro-active and speculative working strategies.
18. The office staff should not indulge in any form of addiction during office hours.
19. They should not remain absent from duty without official approval or approved leave.
20. Be present in the college and be available full time and shall work in such capacity and at such place as he/she may be directed from time to time.
21. Follow the provisions of the Act, Statutes, Standard code, Ordinances, Regulations and Rules and guidelines and decisions of the Government of Tamil Nadu, Department of Collegiate Education and other concerned authorities.
22. Ensure the smooth conduct of the students' admission, examination issues and college & administrative activities.
23. Abide and obey all orders and instructions which may from time to time be given to her/her.
24. At all-time maintain absolute integrity and honesty, show dedication to duty and shall avoid unnecessary action which will lead to unbecoming of an employee of the college. Extend utmost courtesy and attention to all persons with whom he/she has to deal in the Sphere of her/her duties. He/She shall work hard to promote the interest of the college and wellbeing of the students.