

BASELIUS COLLEGE KOTTAYAM



*Code of Conduct for
the Stakeholders*

Code of Conduct for Bursar/ Finance Officer

- Uphold the mission and vision of the college and work towards the overall development of the institution.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution in enhancing the physical and material resources of the institution at par with the best and the latest.
- Grant the finances necessary for the smooth conduct of the institution.
- Take initiative and give monetary sanction for career development induction and orientation of the faculty from time to time.
- Encourage and advance facilities for faculty participation in seminars and orientations from time to time.
- Take initiatives for infrastructure maintenance and updation of facilities.
- Maintain an annual audited balance sheet of income and expenditure.
- Discuss institutional infrastructural developmental activities with the principal and the management.
- Liaison between the principal and the management.
- Take initiatives for appointments in case of shortage of staff members.
- Provide advance salary to staff if necessary.
- Maintain financial transparency in the office.
- Take a progressive stance towards the developmental plans of the institution.