

BASELIUS COLLEGE KOTTAYAM



*Code of Conduct for
the Stakeholders*

Code of Conduct for the Office Superintendent

The Office Superintendent is expected to:

- Uphold the mission and vision of the college and work towards the overall development of the institution
- Supervise the general administration of the office and the particular issues arising there in and coordinate it effectively.
- Discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- Display the highest possible standards of professional behaviour.
- Be punctual and regular at the workplace and be committed and disciplined in his work.
- Maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Cooperate with Principal, teachers, parents, colleagues, students and other stake holders of the institution.
- Refrain from defaming the institution through print, visual and social media.
- Ensure the uninterrupted functioning of the office and timely completion of administrative work with regard to career advancement of both teaching and non-teaching staff members, disbursement of salary, verification of certificates of students during enrolment, involvement in student admission, maintenance and issue of certificates, collection of fees on time, disbursement of scholarships, maintenance of service records and official documents, communication with UGC, state govt., university and other offices from time to time and maintenance of records of grants received therein.