



Dev Sangha Institute of Professional Studies & Educational Research (DIPSER) College of Education (For Women), Deoghar

Code for Administrative & Professional Staff

This code shall specify the rules of conduct of the Administrative/ Professional Personnel of Dev Sangha Institute of Professional Studies & Educational Research (DIPSER) and shall aim at increasing public confidence in their professionalism and morals as well as at enhancing the prestige of the civil service.

Applicability

The Code of Conduct shall apply to:

- Librarian
- Asst. Librarian
- Chief Accountant/ Manager
- Accountant
- Public Relation Officer
- IT In-charge
- Any other Administrative/ Professional in-charge of any department/ function (Other than Faculty)

The Code of Conduct for the Administrative/ Professional Personnel is as follows:

- All Administrative/ Professional Personnel shall act in accordance with the highest standards of honesty, integrity, fairness and ethical conduct while working for the DIPSER as well as representing the Institute.
- He/ She shall not involve themselves in making any decision on a subject matter in which a conflict of interest arises or could arise, between their personal interest and the interest of the Institute.
- He/ She shall avoid conducting any financial transaction/ contract with a relative/ acquaintance or with private company in which the relative/ acquaintance is a member/partner or directly or indirectly associated with it.
- He/ She shall avoid having any personal and/or financial interest in works or contracts or any business dealing concerning the Institute.

- He/ She shall avoid any relationship with a contractor or supplier that could compromise the ability to transact business on a professional, impartial and competitive basis or influence decision to be made by the Institute.
- He/ She shall not hold any positions or jobs or engage in outside businesses or other interests that adversely affect the performance of duties of the Institute. All Administrative/ Professional Personnel are expected to devote their full attention to the business interest of the DIPSER.
- He/ She shall not exploit for their own personal gain, opportunities that are discovered through DIPSER's activities, information or position, unless the opportunity is disclosed fully in writing to the Governing Body of DIPSER as the case may be.
- He/ She shall not seek or accept or offer directly or indirectly any gifts, donations, remuneration, hospitality, illegal payments, favour in whatsoever form howsoever described by the vendors, consultants, etc., that is perceived as intended, directly or indirectly, to influence any decision of the Institute.
- He/ She shall protect the Institute's assets, labour and information including intellectual assets and may not use these for personal use, unless authorized to do so.
- He/ She shall strive to achieve highest quality, effectiveness and dignity in both processes and output of professional work and shall acquire and maintain professional competence continuously.
- He/ She shall always keep in mind that they are accountable to DIPSER's stake holders viz. DSSP, vendors, employees and the society at large to which the DIPSER is responsible for its actions.
- He/ She shall not divulge any information regarding the DIPSER's activities, its students, suppliers, etc. to which they have access or which is possessed by them, must be considered privileged and confidential and should be held in confidence at all times and should not be disclosed to any person any person, unless (i) authorized by the Chairman, DSSP & DIPSER, Secretary, DSSP & DIPSER or Executive Committee, DSSP. (ii) The same is part of the public domain at the time of disclosure; or (iii) is required to be disclosed in accordance with applicable laws of the land.
- No Administrative/ Professional Personnel shall provide any information either formally or informally, to the press or any other publicity media, unless specifically authorized.

