

M.V.R DEGREE COLLEGE

(U.G & P.G COURSES)

(Affiliated to Andhra University)
Shramika Nagar, Gajuwaka, Visakhapatnam.

Code of conduct for administrative staff/support staff:

Support/ Administrative staff shall:

- Co-operate with their colleagues, providing help, support and guidance as required by them and Head of Department (HOD)/Administrative head.
- Be independent and not doctrine.
- Not to use their power and position for personal gain.
- Behave with possible highest standards which are required in an educational Institute.
- Attend the college punctually in accordance with rules and regulations of the college.
- Follow the policies and procedures of the institution and to communicate through the prescribed management structure only.
- Maintain appropriate level of confidentiality with respect to student and staff records and other sensitive matters.