



WEST GUWAHATI COLLEGE OF EDUCATION

Estd : 1992

Templeghat, Pandu, Guwahati - 781012, Assam

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Ref. No.




Date :

CODE OF CONDUCT FOR ADMINISTRATORS

The Administrators must comply with the following:

- 1.) Supervise of administrative affairs of the institution.
- 2.) Constructively contribute towards the development of the Institution and students.
- 3.) Maintain sensitivity of academic environment.
- 4.) Maintain and supervise the construction of campus building.
- 5.) Must be completely conservant with the policies, rules and regulations of the institution and should be prepared to implement them.
- 6.) Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employees.
- 7.) Provide inspirational and motivational value- based academic and executive leadership to the institution.
- 8.) Conduct himself/herself with transparency and decision making in best out of institution.
- 9.) Act as supervisor of the institutions assessed in managing the resources responsibly.
- 10.) Promote collaborative, shared and consultive work.
- 11.) Endeavour to promote quality professionalism.
- 12.) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavour.


Dr. Gitanjali Choudhury
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