

Introduction

Administrators within Vels Institute of Science Technology and Advanced Studies play a crucial role in shaping the academic, administrative, and cultural landscape of the institution. As stewards of its mission and values, administrators are expected to uphold the highest standards of professionalism, integrity, and ethical behaviour. This code of conduct serves as a guiding framework for administrators to fulfill their responsibilities effectively while fostering a culture of transparency, accountability, and respect within the university community.

1. Professionalism and Integrity

Administrators shall demonstrate unwavering professionalism and integrity in all their actions and decisions. This includes:

- Acting honestly and ethically in all dealings, both within the university and with external stakeholders.
- Maintaining confidentiality and exercising discretion with sensitive information.
- Avoiding conflicts of interest and disclosing any potential conflicts that may arise.

2. Compliance with Laws and Policies

Administrators shall comply with all applicable laws, regulations, and university policies governing their roles and responsibilities. This includes, but is not limited to:

- Adhering to employment laws and regulations, including those related to hiring, compensation, and termination.
- Upholding policies related to discrimination, harassment, academic integrity, and other areas of institutional governance.

3. Transparency and Accountability

Administrators shall strive for transparency and accountability in their actions and decision-making processes. This includes:

- Communicating openly and honestly with stakeholders about decisions that affect them.
- Providing clear rationale and justification for decisions, particularly those that impact the university community.
- Accepting responsibility for their actions and acknowledging mistakes when they occur.

4. Respect for Diversity and Inclusion

Administrators shall foster a culture of respect, diversity, and inclusion within the university community. This includes:

- Treating all members of the community with dignity and respect, regardless of their background, identity, or position.
- Promoting equity and inclusion in all aspects of university life, including hiring, promotion, and access to resources.
- Addressing discrimination, harassment, and other forms of bias promptly and effectively.

5. **Stewardship of Resources**

Administrators shall manage the university's resources responsibly and in the best interests of the institution and its stakeholders. This includes:

- Exercising prudent financial management and oversight to ensure the efficient use of resources.
- Safeguarding the university's physical and intellectual property.
- Promoting sustainability and environmental stewardship initiatives.

6. **Continuous Improvement and Professional Development**

Administrators shall continually strive to improve their skills, knowledge, and effectiveness in their roles. This includes:

- Engaging in professional development activities to stay current with developments in their field.
- Seeking feedback from peers, supervisors, and stakeholders to identify areas for growth and improvement.
- Supporting the professional development of colleagues and subordinates.

Conclusion

This code of conduct sets forth the expectations and standards for administrators within Vels Institute of Science Technology and Advanced Studies, VISTAS. By adhering to these principles, administrators contribute to the university's mission of academic excellence, innovation, and service to society. Upholding these values not only strengthens the reputation of the institution but also fosters a positive and inclusive campus culture where all members of the community can thrive.