



Academic
Staff College

Code of Conduct for Academic Administrators

By Dr Anand A Samuel

Date: 25-11-2020, Wednesday

Venue: Peacock hall, C Block, KLEF

Time: 9.30am to 4.30 pm

Principal of the Academic Staff College addressed the session and welcomed the resource person and all the Participants.

The Principal stated the objectives of the programme as follows:

- 1) To train University's Administrators overcome ethical dilemmas and train them to know when to go out of their way without breaking the rules of compliance. Help the administrators work with integrity.
- 2) To help university Administrators commit to high ethical standards and to promote values like honesty, respect, trust and accountability. Promoting Integrity and embracing Diversity, encouraging fairness. Ensuring that the stakeholders will always have Freedom of enquiry, and expression
- 3) To build the spirit of constant adherence to relevant policies, standards, laws and regulations and to promote a long term vision along with decisions and actions that uphold accountability and collective good in the system.
- 4) To promote Ethical, professional and legal standards in professional practices and respect to individuals and contractual obligations, and to promises made in agreements and transactions,.

Dr. Anand A Samuel cautioned administrators against evils and appearances of evils. He explained about a behavior that is far from appearances of misconduct or impropriety .

Accuracy in the pursuit of excellence will come by avoiding unethical practices, and by maintaining the highest standards of integrity and quality.

He asked the participants to have a small groups discussion and make a list of “potential malpractices” by students.

Dr. Anand Samuel held a discussion on what is a disciplinary action and why and when would this be needed.

He stressed on the need for confidentiality keeping some info anonymous and information security within the office walls and institution boundaries.

In the second half after the lunch, Dr. Samuel conducted a group activity through a brainstorming session by small groups of faculty members to make a list of possible violations that their employees these administrators deal with.

Prohibit any kind of discrimination and provide equal opportunities regardless of their race, color, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity)

Nitty-gritty's in dealing with Accusations against faculty members and colleagues (other administrators)

Ragging, Thefts and bullying, Possible Misbehavior in Hostels, dealing with substance abuses

Dr. Anand Samuel cautioned the academic administrators to be vigilant while dealing with the complaints of employees and students against each other, Sometimes complaints in relationship issues can be misleading as for some time they will be good friends but when the relationship get effected they complain about the other for the things that they have done together. Administrators should be careful in dealing with false accusations

He concluded with He gave key instructions on how to organize a grievance redressing cells, and how to rescue victims from any kind of harassment

