

EXAMINATIONS BRANCH

CODE OF CONDUCT

Dear Colleagues,

As you are aware, the Examination Branch is entrusted with the important responsibility of conducting examinations, evaluation and certification of examinees in a transparent, reliable manner. Therefore, the staffs working in the examinations branch is expected to follow the following code of conduct in letter and spirit.

- Punctuality
- Utmost honesty and impeccable integrity
- Timely disposal of assigned work with an optimistic view
- Tendency to postpone the assigned work must be completely curtailed
- Respectful and courteous behaviour with visitors and fellow colleagues
- Tendency to entertain and meet faculty and students individually (unless authorized by the COE) must be completely curtailed while in office
- Unauthorized telephonic contact with the faculty and outside experts must be curtailed
- Preparing the action plan of the assigned work well in advance and update the COE
- Observance of laid protocol of office correspondence
- Avoid wastage of paper and stationery
- Make optimum utilization of infrastructure and resources
- To have an urge to improve your skills especially drafting and computer skills
- Use of decent acceptable language while in office
- Seeking prior authorization of leave
- Maintaining complete confidentiality of official data and record
- Making efforts to have nil pendency of assigned work
- Having mutual trust and sense of comradeship with the fellow colleagues
- Will to contribute to the socio-cultural and academic life of the university
- Becoming a good disciplined human being

Controller of Examinations