



ST. IGNATIUS COLLEGE OF EDUCATION

(AUTONOMOUS)

Accredited with 'A' grade by NAAC (Second Cycle)

Palayamkottai – 627 002

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Familiarize with college policies that are relevant to your responsibilities.
- Maintain a supportive environment for working and learning.
- Update knowledge and skills to contribute more to the institution.
- Use computing and communication facilities and services only for the purposes for which they are authorized.
- Use and maintain all equipment and stationaries provided by the college for various use, with due concern.
- Demonstrate courtesy, respect, patience and willingness to help to the students and stakeholders in any context.

Sr. G. Vasanthi Medona

PRINCIPAL i/c
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