



**ST. IGNATIUS COLLEGE OF EDUCATION**  
(AUTONOMOUS)  
Accredited with 'A' grade by NAAC (Second Cycle)  
Palayamkottai – 627 002

### **CODE OF CONDUCT FOR ADMINISTRATORS**

- Managing Committee of the institution includes Secretary, Principal, Dean, Vice-Principal, Controller of Examinations, Research Director, IQAC coordinator and Librarian. They play a vital role in planning, decision making, evaluation of activities and resource management there by enabling quality education and overall development of the institution.
- The administrators ensure excellence of the institution by practicing principles of commitment, self-discipline, responsibility and accountability.
- Secretary is the administrative head of the college. She represents the management before the Government.
- The Principal is the academic head and executive authority of the college.
- The Secretary and the Principal work in close collaboration; and exercise mutual trust and help.
- Principal is the secretary of the Governing Body of the college and the president of all associations in the college.
- The Principal represents the college in all academic bodies such as UGC, TNTEU and NCTE.
- Principal in collaboration with the stakeholders leads academic planning for the welfare of students as per the vision and mission of the institution.
- The administrators ensure a cordial relationship with the academic and administrative staff of the institution.
- Communication among the administrators should be precise and clear. Transparency is maintained wherever needed.
- It is a collective responsibility of the administrators to maintain discipline and inculcate values as essential elements of holistic formation of the students.

*Sr. S. Vasanthi Medana*

PRINCIPAL  
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