



## **ST. IGNATIUS COLLEGE OF EDUCATION (AUTONOMOUS)**

**Accredited by NAAC at A+ with CGPA 3.42 (Third Cycle)**

**PALAYAMKOTTAI, TIRUNELVELI – 627 002**

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### **CODE OF CONDUCT FOR THE ADMINISTRATIVE STAFF**

The Code of Conduct for Administrative Staff at St. Ignatius College of Education outlines the principles and standards of behaviour expected to maintain a professional, ethical, and supportive work environment. By embodying the ICM charism of "Passion for God and Compassion for God's People" and the motto "Virtue is our Strongest Shield," administrative staff play a crucial role in fostering a positive atmosphere for students, faculty, and the broader college community. This code serves as a guiding framework to enhance the effectiveness and integrity of administrative practices within the institution.

- Administrative staff must familiarize themselves with college policies relevant to their responsibilities, ensuring compliance and effective functioning within the institution.
- They are responsible for maintaining a supportive and inclusive environment for both working and learning, fostering a sense of community and collaboration.
- Continuous updating of knowledge and skills is essential for administrative staff to enhance their contributions to the institution's goals and objectives.
- Computing and communication facilities and services should be used solely for authorized purposes, aligning with institutional standards and ethical practices.
- All equipment and stationery provided by the college must be used and maintained with due care, reflecting a commitment to stewardship and resource management.
- Administrative staff should demonstrate courtesy, respect, patience, and a willingness to assist students and stakeholders in every context, embodying the ICM charism of "Passion to God and Compassion to God's People."

- Maintaining confidentiality regarding college affairs is crucial. Administrative staff must not disclose any confidential information directly or indirectly unless instructed by a secretary of the institution.
- They should actively participate in training sessions and workshops to stay updated on best practices in administration and management.
- Administrative staff must handle all inquiries and complaints with professionalism and efficiency, ensuring timely responses and solutions.
- They should collaborate effectively with faculty and other staff members to support institutional goals and enhance the overall educational experience.
- Promoting a culture of respect and understanding among colleagues and stakeholders is vital for creating a positive workplace environment.
- Administrative staff should adhere to health and safety regulations, ensuring a safe and secure working environment for all.
- They must demonstrate accountability and responsibility in all their tasks, maintaining high standards of performance and ethical behaviour.
- By embodying the motto "Virtue is our Strongest Shield," administrative staff will uphold the integrity and values of St. Ignatius College of Education, contributing to a positive and ethical work environment.

  
PRINCIPAL

St. Ignatius College of Education  
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