



## **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 OTHER STAFF MEMBERS**

The Code of Conduct for Other Staff Members at St. Ignatius College of Education provides a framework for ethical and professional behaviour expected of all personnel, including guest lecturers, resource persons, and instructors of special courses. By adhering to this code, the other staff members contribute to a positive educational environment that aligns with the institution's mission of providing quality education and holistic development. Emphasizing the ICM charism of "Passion for God and Compassion for God's People," this code encourages collaboration and integrity in all interactions.

- The other staff members must familiarize themselves with the institution's policies, values, and mission to effectively contribute to its objectives.
- They should conduct themselves with professionalism, demonstrating respect and courtesy towards students, colleagues, and stakeholders at all times.
- Punctuality and preparedness for classes, workshops, or training sessions are essential, ensuring a productive learning experience for students.
- The other staff members are expected to maintain a high level of expertise in their subject areas and engage in continuous professional development to enhance their skills.
- Clear communication with students and faculty is vital; the other staff members should provide timely feedback and be accessible for questions and support.
- They must foster a supportive and inclusive learning environment, encouraging student participation and respecting diverse perspectives.

- Confidentiality regarding student information and institutional matters is paramount; the other staff members should not disclose any confidential information without proper authorization.
- Collaboration with faculty and administration is essential for promoting a cohesive educational experience; the other staff members should actively participate in meetings and institutional activities.
- Resource persons and guest lecturers are encouraged to incorporate innovative teaching methods and materials to enhance the learning experience.
- Adherence to the institution's guidelines regarding code of conduct during special events, workshops, and community outreach is expected.
- The other staff members should exemplify the motto "Virtue is our Strongest Shield," acting as role models for students and promoting ethical behaviour within the institution.
- They should engage in reflective practices, seeking feedback and opportunities for improvement to continuously enhance their contributions to the college community.



**PRINCIPAL**

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