

ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN, PALANI (Autonomous)



Nationally Re-accredited with B++ by NAAC in 3rd Cycle

Affiliated to Mother Teresa Women's University, Kodaikanal)

Phone: 04545 - 255128/ 255711, Website: www.apacwomen.ac.in

E-mail: apacwprincipal@gmail.com

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CODE OF CONDUCT FOR STAFF

Every staff employed in Arulmigu Palaniandavar Arts College for Women, Palani shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations, framed by the Statutory Bodies.

- Abide by the rules and regulations of the College.
- Maintain punctuality in reporting to the office.
- Discharge duties/ responsibilities meticulously and effectively.
- Maintain honesty, integrity and equality in all activities.
- Exhibit respect / care in dealing with faculty/ students/ parents/ public and all stakeholders.
- Maintain /preserve all needed documents meticulously.
- Proceed in their daily duties in a professional manner.
- Avoid absence from the office without prior approval.
- Carry out the work, related to University/ UGC/ other academic bodies assigned by the Principal.
- Be responsible for cleanliness and maintenance of laboratories, if duty is assigned to you.
- Display the highest possible standards of professional behaviour.
- Punctuality and discipline is of utmost importance.
- Maintain appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Be respectful and dignified in interactions with students, teachers and colleagues.
- Refrain from any form of harassment or discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.



A. P. J.

PRINCIPAL
Arulmigu Palaniandavar Arts College
for Women, PALANI-624 615.