



CMS COLLEGE OF SCIENCE & COMMERCE

(Autonomous)

Chinnavedampatti, Coimbatore - 641 049

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(Affiliated to Bharathiar University, Coimbatore, approved by AICTE, New Delhi)

Re-accredited with 'A+' Grade by NAAC (3rd Cycle) | STAR College Under DBT, Ministry of S&T, Govt. of India
'College with Potential for Excellence' Conferred by UGC, New Delhi)

Code of Conduct for Administrators

Administrators must uphold the highest standards of ethical behaviour, including honesty, integrity, and fairness in all dealings.

They should act professionally at all times, treating all members of the college community with respect and dignity.

They are expected to adhere to all college policies, procedures, and regulations, ensuring alignment with the institution's values and mission.

Administrators must respect the confidentiality of sensitive information encountered in the course of their duties, including student records, personnel matters, and institutional data.

They should avoid conflicts of interest and disclose any potential conflicts, acting in the best interests of the college to prevent personal interests from compromising judgment.

Administrators should strive for transparency in decision-making processes, providing clear explanations for actions and decisions when appropriate.

They are accountable for their actions and decisions, being willing to acknowledge and rectify any mistakes or errors made.

Administrators should engage in professional development activities to enhance their knowledge, skills, and effectiveness in their roles.

They should foster diversity and inclusion within the college community, creating an environment where all individuals feel valued and respected.

Administrators must work to resolve conflicts and disputes in a fair and timely manner, utilizing established channels and procedures for addressing grievances.

They should strive for continuous improvement in the quality of their work and the services they provide to the college community.

Administrators must ensure compliance with all applicable laws, regulations, and accreditation standards governing higher education institutions.

Adherence to this code of conduct is essential for administrators to fulfill their responsibilities effectively and maintain the trust and confidence of the college community.



PRINCIPAL

C.M.S. College of Science & Commerce

**Chinnavedampatti,
Coimbatore - 641 049**