

**GENERAL SHIVDEV SINGH DIWAN GURBACHAN SINGH**  
**KHALSA COLLEGE PATIALA**



**CODE OF CONDUCT**  
**POLICY**  
**FOR STAFF**

Teachers are the role models of the society. Students imitate the conduct, behaviour and other activities of their teachers. They are the real mentors for their students. Similarly, other staff working in an educational institution has an important bearing on the overall functioning of the institution. Those institutions whose staff is disciplined, dedicated and diligent are bound to achieve the glory of success. General Shivdev Singh Diwan Gurbachan Singh Khalsa College Patiala has formulated a code of ethics policy for its staff members which morally binds them to follow it for the overall betterment of the institution. The following are some of the guidelines which need to be followed as a code of conduct for the institution:

1. Punctuality is one of the most important virtues of successful individuals.

The whole staff of the college must ensure punctuality in their duties in the institution. They should strictly adhere to the time schedule of the college, academic schedule of the college and other time bound assignments given to them.

2. The teachers should perform their academic as well as other duties diligently with full dedication and commitment. They should leave no stone unturned to satisfy their students, who are the most important stakeholders of the institution, with their work and conduct.

3. The teachers should adopt time relevant teaching-learning pedagogy in

order to make it interesting and informative. They should also promote the inherited and cherished values of the country among their students.

4. There should not be any kind of discrimination by the teachers among the students on the basis of caste, creed, religion, ethnicity, gender, geography etc. They should also promote the great value of human brotherhood.
5. The learner and beneficiary satisfaction should be the primary objective of the teachers. The holistic approach should be followed to implement socio-responsible model for the community. They should also help students to develop an understanding of our national heritage and encourage them to develop their personalities and skills to contribute to community welfare.
6. The teachers should consider students as ambassadors to address various social issues. The combined activities drives of staff and students are encouraged to convey social messages effectively.
7. The teachers should make conscious efforts to inculcate the great culture and values of the country among their students in order to make them the responsible citizens of the country.
8. The teachers should write text books, publish articles in reputed journals and present papers in seminars and conferences. They should also take

up research projects; attend faculty development programmes and other programmes to update their knowledge.

9. The whole staff should be available in the college during the scheduled working hours unless they are deputed on official duties. No staff member shall be absent from duties without prior approval except for valid reasons and unforeseen contingencies.

10. The staff must obtain prior written permission for reporting late in the morning or leaving early in the evening without detriment to their duties. No staff member will leave the college during the working hours without the permission of the Principal.

11. No employee shall misuse the amenities provided to him by college to discharge his/her official duties. No employee shall accept any gifts, payments or other favours from students, suppliers, contractors or anyone.

12. All information obtained in the course of employment shall be deemed to be strictly confidential. No employee, while in service or after retirement, resignation, or dismissal, shall not write or publish any documents, papers or information which might have come into his/her possession in his/her official capacity, without obtaining prior written permission from the Authorities.

13. Every staff member should take due care to safeguard the college property, materials, instruments etc. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit.
14. No Employee shall be under the influence of intoxicating drinks/drugs while on duty. Use of foul or abusive language or misbehaviour with any officer, employee or students is punishable. Use or possession of unlicensed weapons, dangerous or illicit drugs is also punishable.
15. All the staff members are supposed to follow the protocol, guidelines and other rules and regulations issued from time to time by the college authorities. The staff members are also to act as per the policy guidelines of the college trust/governing body.
16. The staff members are to follow the service rules and conditions as prescribed for them by the government/UGC/University/Management.