

**Guru Kashi University
Talwandi Sabo, Bathinda, Punjab**

HAND BOOK
(Code of Ethics & Conduct for Staff)

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CODE OF CONDUCT FOR STAFF MEMBERS

Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his/her official dealings. Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the university and shall not engage himself/herself directly or indirectly in any trade, business or any other work of whatever nature.

Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, cultural, artistic or scientific nature, that does not interfere or adversely affect his /her official duties. Provided further that he/she shall discontinue such work forthwith, if directed to do so by the competent authority.

An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he/she is allowed the leave of absence by the competent authority for good and sufficient reasons.

An employee shall perform all the duties assigned to him/her by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.

No employee shall leave the station without prior approval of the competent authority.

Subject to the general laws on the subject, at work place no employee shall:

- Be under the influence of liquor or drugs;
- Appear in public in a state of intoxication.
- Participate in demonstration, dharna etc.
- No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.
- No employee shall participate in any kind of demonstration or resort to any kind of strike, agitation prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the University.
- No employee shall, except with the permission of the competent authority or in the bonafide discharge of his/her duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical. Provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, academic, artistic or scientific character.
- No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of superior functionaries of the university.
- No employee shall communicate without authorization, any information or documents to any quarter save in cases where such communication is in the discharge of duty assigned to him.

Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct:

- Theft, fraud, deliberate falsification of records
- Fighting with/ assault on another person
- Physical violence or bullying
- Deliberate damage to University property
- Serious act of insubordination.
- Unauthorized entry to computer records
- Manipulation of University documents /records.
- Deliberately accessing internet sites containing pornographic, offensive or obscene material
- Serious breach of health and safety rules
- Remaining absent from duty for 10 days without information to H.O.D /officer concerned/ superior officer in line.
- Bribery or corruption including taking and giving inducements.
- Deliberate failure to comply with statutory or regulatory requirements or the University rules, policies or procedures.
- A criminal activity or offence (Whether committed during or outside normal working hours).
- Inappropriate relationship with student even consensual.
- Violent or abusive or indecent behavior.

CODE OF ETHICS

The effectiveness of a University in delivering quality education and achieving the targets set by it will substantially depend on the ethical standards that the faculty and employees display in day to day discharge of their duties. It is in this belief that a code of conduct has been drawn that will provide general framework of ideals and what is expected of them. The code of ethics is intended to be a self-imposed discipline within which the faculty members and others may exercise academic independence.

➤ CONTENT COMPETENCE

A faculty member should maintain a high level of subject knowledge and must ensure that the content is current, accurate, and appropriate with reference to the requirements of the course of study.

➤ PEDAGOGICAL COMPETENCE

- A pedagogically competent faculty member
- precisely communicates objectives of the course to students
- Is aware of alternative instructional methods and strategies and
- Selects method of instruction that is effective in achieving the objectives.

➤ STUDENT COMPETENCE

A faculty member must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to students' development.

➤ CONFIDENTIALITY

Matters communicated in confidence must not be revealed without the consent of the person. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the university.

➤ RESPECT OF COLLEAGUES

All members of University community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

➤ IMPARTIAL ASSESSMENT OF STUDENTS

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

➤ RESPECT OF THE INSTITUTION

All the employees of the university must respect the values, the goals and the policies laid down by the University.

➤ SCHOLASTIC INTEGRITY

The controversial issues must always be examined objectively, rather than confining to or emphasizing on one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

➤ SOCIAL RESPONSIBILITY

The university employees must be aware that the ultimate purpose of education is the overall development of the civil society.

➤ IPR (Intellectual Property Rights)

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the University.