



SRI GURU NANAK DEV KHALSA COLLEGE
(UNIVERSITY OF DELHI)
NAAC Accredited B++
Dev Nagar, New Delhi-110005

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Date: 24/05/2021

Code of Ethics: Administrative Staff

This code of conduct is designed to establish general principles for professional conduct by SGND Khalsa College employees engaged in non-teaching duties, including Library staff. It represents standards and benchmarks of professional conduct expected of all administrative staff of the SGND Khalsa College.

Administrative Staff are expected to perform their daily duties in a manner that upholds the dignity of their profession, exhibit a commitment to excellence, respect for the rights and expectation of stakeholders and concern for the welfare of students, teaching staff, colleagues and all other stakeholders of the College.

The College expects that administrative staff will:

- i. Familiarise themselves with College policies that are relevant to their duties and responsibilities and adhere to those policies to the best of their abilities.
- ii. Assist and encourage their colleagues and other stakeholders to adhere to these policies.
- iii. Demonstrate willingness and aptitude to learn and upgrade skills.
- iv. Fulfill their obligations towards students, teachers, parents and others who contact with the Institution in a manner that is always fair, respectful, transparent and professional.
- v. Not accept or solicit any gift, favour, or service that might influence them in discharge of their duties.
- vi. Ensure that College resources such as funds, equipment, office space, supplies and other property are used appropriately for the benefit of the College and in compliance with the applicable laws, rules and procedures.
- vii. Follow all legal, contractual and policy restrictions on the use, disclosure and safeguarding of information relating to student records, teachers' records, intellectual property and all such personal information that is considered confidential.
- viii. Maintain statistical records truthfully and methodically and make them available promptly when required.
- ix. Demonstrate courtesy and respect in all dealings with students, academic staff, parents and support staff.

- x. Be clear and specific in their communication with students, faculty and all stakeholders so that all concerned know what is expected of them.
- xi. Adhere to the time schedule and commitments made in performing their duties.
- xii. Act promptly to guide, address and resolve the concerns and queries of all stakeholders of the Institution.
- xiii. Perform duties without discrimination against or bias in favour of any particular person based on their religion, caste, place of origin, language and social and cultural background.
- xiv. Promptly disclose any potential or real conflict of interest arising from the performance of his/her duties. Any action that results in any pecuniary or non-monetary gain to employee or his friends and relatives is considered as conflict of interest.

This code of conduct is available on the Website of the College and stakeholders can report any violation to the Principal in writing on his personal email. All such complaints/feedbacks shall be treated confidentially.

The Principal has an authority to take action against individuals who violate this code of conduct.



Dr. (Prof.) Gurmohinder Singh
Oftg. Principal