



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 for Teaching Staff

This code of conduct is designed to establish general principles for professional conduct by the teaching faculty members of SGND Khalsa College employees. It represents standards and benchmarks of professional conduct expected of all teachers of the SGND Khalsa College.

Teachers 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 students, colleagues, non-teaching staff members of the college and education community in Delhi University and elsewhere.

The College expects that teaching faculty will:

- i. Familiarise themselves with the Delhi University policies that are relevant to their duties and responsibilities and adhere to those policies to the best of their abilities.
- ii. Follow the guidelines, norms and standards relating to teaching workload, time schedules for teaching, admissions and examinations, syllabi and academic calendar prescribed by the Delhi University and the College.
- iii. Support College Administration and Principal by accepting administrative duties relating to academic and non-academic matters as may be assigned from time to time (timetable, conduct of admissions and examinations, evaluations, conduct of academic and non-academic activities financial and administrative oversight, supervision, mentoring etc.) for smooth conduct of the college activities.
- iv. Assist and encourage their colleagues and other stakeholders to adhere to these policies.
- v. Students in their teens are impressionable minds and can be prone to form misguided and inappropriate opinions about their mentors and colleagues based on what they view and perceive around them. It is important that teachers conduct in the class as well as outside is perceived to be fair, just, objective and devoid of personal value judgments.
- vi. Educate, advise and mentor students and help them to make their own decisions.
- vii. Demonstrate willingness and aptitude to learn and upgrade their knowledge and teaching methodologies in line with new research and incorporate the same in their teaching.
- viii. Fulfill their obligations towards students, parents and others who contact with the Institution in a manner that is always fair, respectful, transparent and professional.

- ix. Not accept or solicit any gift, favour, or service that might influence them in discharge of their duties.
- x. 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.
- xi. Follow all legal, contractual and policy restrictions on the use, disclosure and safeguarding of information relating to student records, teachers' records, and all such personal information that is considered confidential.
- xii. Conduct research responsibly and ethically by respecting patents, copyrights and other forms of intellectual property.
- xiii. Demonstrate courtesy and respect in all dealings with students, colleagues, parents and support staff.
- xiv. Be clear and specific in their communication with students and all stakeholders so that all concerned know what is expected of them.
- xv. Adhere to the time schedule and commitments made in performing their duties.
- xvi. Act promptly to guide, address and resolve the concerns and queries of all stakeholders of the Institution.
- xvii. 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.
- xviii. Show compassion and empathy towards students with any form of disability (physical, financial, language or social) or those lagging in performance so as to build their confidence and encourage their mainstreaming.
- xix. 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