

# SANT BABA BHAG SINGH UNIVERSITY

## CODE OF CONDUCT FOR ADMINISTRATORS & STAFF

This code of conduct is a set of principles that shall act as guidelines for the personal and professional conduct of Administrators & staff of the university. The underlying idea is to uphold the honour, dignity and healthy traditions of SBBSU. Each individual is of course responsible for his and her own actions; nevertheless, a code of conduct sets forth our core values, shared responsibilities and commitments.

### CODE OF CONDUCT

1. Every employee, at all times, shall serve efficiently, act in a disciplined manner, and maintain complete integrity and devotion to duty.
2. He/ She is expected to carry out official decisions and policies faithfully, diligently and devote his/her whole time to the services of the office.
3. No employee shall absent himself/herself from his/her duties without prior permission of the competent authority, save in exceptional circumstances.
4. In matters of leave and general conditions of service, an employee shall be governed by the rules laid down by the Managing Committee of SBBS University.
5. No employee shall in any manner criticize adversely in public the administrative actions of the university authorities.
6. No employee shall, except in accordance with any general or special order of the university authorities or in performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person, to whom he is not authorized to communicate such document or information.
7. The employee shall not engage in any private trade or take up additional work which is likely to interfere with the discharge of his/her normal duties without the permission of the competent authority.
8. During the period of employment in SBBSU if any employee wants to apply for any post elsewhere, he/she must submit his/ her application for No Objection Certificate to the competent authority of the university.
9. No employee shall take part in, subscribe to or assist in any movement which tends to promote feeling of hatred or enmity between different classes of our society or disturb public peace.
10. Raising questions of caste, creed, religion, race or sex in his/her dealings within the institution is prohibited.
11. Smoking, gambling, abuse of drugs or alcohol etc. is strictly prohibited in the campus.

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*[Signature]*  
Registrar  
Sant Baba Bhag Singh University  
Meharwal, Chandhar-144030

12. Holding unauthorized meetings, civic, political or union activities, collection of funds during working hours within the university campus is prohibited.
13. Resorting to or abetting illegal strike, distribution of handbills and posters or any other act of subversion of discipline will not be condoned.
- 14. Responsibility and accountability of employees:**
  - Responsibility to support the University in its efforts to create an open and mutually supportive environment.
  - Be honest and not place any personal gains or advantages before the institution's interest.
  - Be honest and impartial in all your acts.
  - Be modest and formal in your way of dressing.
  - Be modest in your behavior towards the students. Avoid using abusive language.
  - Treat colleagues collegially and with due respect.
  - Show care for the University's property.
  - Make every effort to complete the assigned work in a time-bound manner.
  - Must not solicit or accept any bribe or other financial consideration, or seek or accept any personal favor, which may influence them in their decision making process.
15. An employee must adhere to the working hours prescribed and should be available in the campus unless he/she is assigned duty elsewhere.
16. In case of exigencies, the management may decide to extend the work hours or work week. The employee is expected to abide by any such contingency.
17. Use of mobile phones during office hours is strictly prohibited. It can be used only to make emergency calls.
18. Use of internet is solely for official purpose. Employees should never share any intellectual property, or the status of any of their assignments on social media.
19. Staff members should be formal in dealing with WhatsApp messages. Employees should never post discriminatory, offensive, or other illegal language on social media.

#### PREVENTION OF SEXUAL HARASSMENT IN THE UNIVERSITY

The university has constituted a Internal Complaint Committee for Prevention of Sexual Harassment against Women. This is in compliance with the landmark judgment of Hon'ble Supreme Court of India in Vishaka &Ors. V State of Rajasthan &Ors., AIR 1997 SC 3011 and in Compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 regarding Sexual Harassment of women at work place.



  
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Sant Baba Bhag Singh University  
Village Khiala, Jalandhar-144030

## DISCIPLINARY ACTIVITIES

For any misconduct reported, the action shall be taken by the disciplinary authority after enquiry. Action shall be based on findings of enquiry, gravity of misconduct and past record of the staff member.

The Disciplinary Authority has the power to suspend an employee pending enquiry.



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