

PUNJABI UNIVERSITY, PATIALA

Code of Conduct for Employees

Professionalism: Employees are expected to conduct themselves with the highest level of professionalism in all interactions, adhering to ethical standards and displaying a positive attitude.

Respect and Courtesy: All employees should treat their colleagues, students, and visitors with respect, courtesy, and fairness, valuing diversity and inclusion.

Academic Integrity: Employees should uphold and promote academic integrity, ensuring honesty and ethical conduct in all university-related activities.

Confidentiality and Privacy: Employees must respect the confidentiality of sensitive information and protect the privacy rights of students and other individuals associated with the university.

Responsible Use of Resources: All university resources, including facilities, equipment, and funds, should be used responsibly and efficiently for authorized purposes.

Compliance with Policies and Regulations: Employees are required to comply with all university policies, rules, and regulations, as well as relevant laws and regulations.

Conflict Resolution: Employees should handle conflicts or disagreements with colleagues and students in a constructive and respectful manner.

Anti-Ragging Support: Employees should actively support the university's efforts against ragging and work towards maintaining a ragging-free environment.

Responsibility and Accountability: Employees should take responsibility for their actions and be accountable for their work and decisions.

Collegiality and Teamwork: Employees should promote a culture of collegiality and teamwork, collaborating with colleagues to achieve common goals.

Professional Development: Continuous professional development is encouraged to enhance knowledge and skills in their respective roles.

Health and Safety: Employees should prioritize health and safety in the workplace, following safety guidelines and reporting hazards or incidents promptly.

Adherence to Student Code of Conduct: Employees should be familiar with the student code of conduct and support its implementation within the university.

Balancing Work and Personal Life: Employees are encouraged to maintain a healthy work-life balance and manage their time effectively.

Use of Technology and Communication: Responsible use of technology and communication tools is expected, avoiding misuse or inappropriate content.

Reporting Violations: Employees should report any violations of the code of conduct to the appropriate university authorities.

Conflict of Interest Disclosure: Employees should disclose any potential conflicts of interest in a timely and transparent manner.

Promotion of University Values: Employees should actively promote the values and mission of the university in all their interactions.