

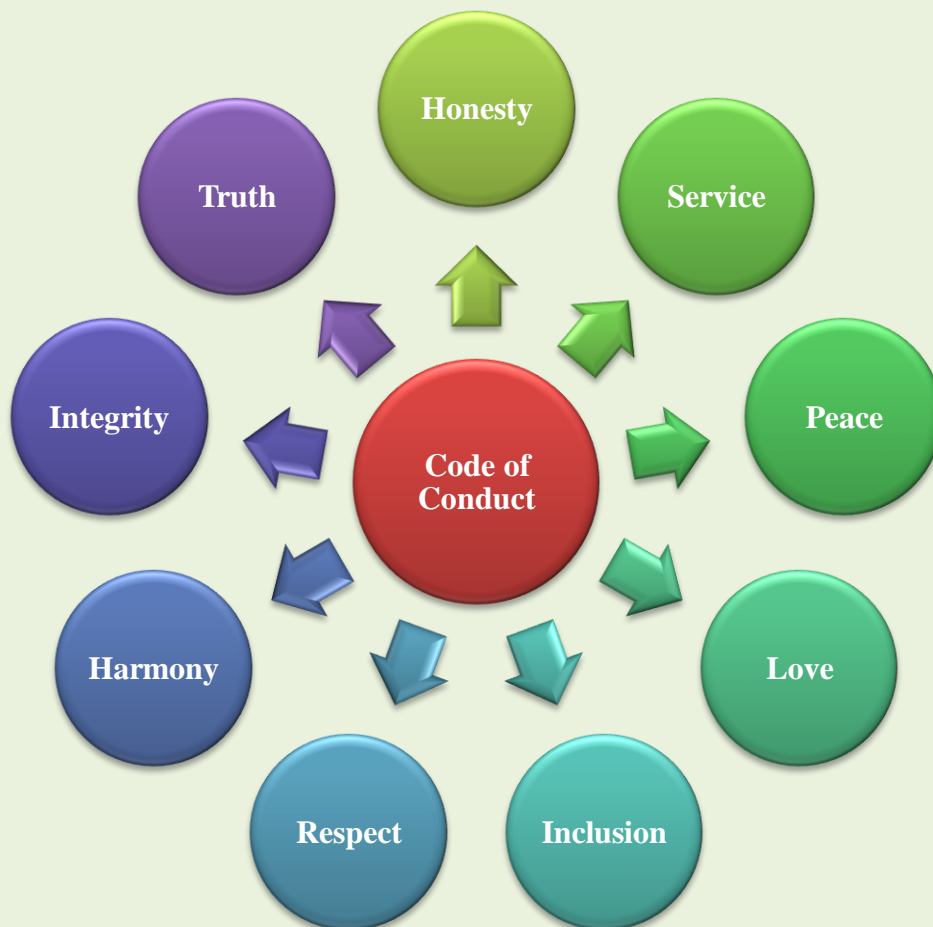
Siliguri B.Ed. College

P.O. Kadamtala, District- Darjeeling

Pin. No.:- 734011



*CODE OF CONDUCT: A “MUST TO FOLLOW”
GUIDELINES TO NURTURE AND PROMOTE HUMAN
VALUES AND PROFESSIONAL ETHICS AT THE
INSTITUTIONAL LEVEL*



As per the revised guidelines of UGC (2023) on “Mulya Pravah 2.0 - Inculcation of Human Values and Professional Ethics in Higher Education Institutions” incorporating the key recommendations of the National Education Policy, 2020 (NEP-2020) and focusing on develop deep respect towards Fundamental Duties and Constitutional Values among the students, bonding with one’s country, and conscious awareness of the roles and responsibilities in a changing world, including universal human values of truth (*satya*), righteous conduct (*dharma*), peace (*shanti*), love (*prema*), non-violence (*ahimsa*), scientific temper, citizenship values, service (*seva*) life-skills and also participation in community service programmes, Siliguri B.Ed. College has made some modifications in the existing code of conduct and framed the following revised code of conduct guidelines for all stakeholders associated to this institution.

There is no separate committee to monitor the maintenance of code of conduct among the trainees and staff. IQAC looks after the matter in consultation with the Grievance Redressal Cell in which the Principal, Academic Coordinator and IQAC Coordinator and Secretary of Teachers’ Council orient the trainees and staff members about the existing codes of conduct as modified from time to time and the same is uploaded in the college website.

VALUES AND ETHICS FOR STAKEHOLDERS

Implementing core values and ethical behaviour into the daily interactions of stakeholder groups play the most crucial role in achieving the mission and vision of any institution. The stakeholders of Siliguri B.Ed. College are expected to be guided by the following core values:

1. Integrity: To adhere to conduct duties in a righteous manner and in accordance with the principles of honesty, trust, transparency, and fairness.
2. Trust: To operate in an efficient, ethical, and true manner while ensuring group participation and a system of checks and balances within an institution.
3. Harmony: To balance diversity and differences through a culture of tolerance, discussion, and forgiveness among stakeholders.
4. Accountability: To enable the environment of openness and trust to accommodate mistakes and encourage individuals to take responsibility for their actions.
5. Inclusiveness: To adopt standards, policies and procedures to promote and ensure equal opportunity, without discrimination against any individual or group, for education, employment, promotion, and other activities in an institution.
6. Commitment: To be dedicated to the vision and mission of the institution while acquiring knowledge, skills, and attitudes to achieve excellence in due time and within regulatory boundaries.

7. Respectfulness: To create an environment of mutual respect, trust, and quality interaction as well as fair participation by the functionaries and beneficiaries of the institution.

8. Belongingness: To foster a shared vision of the institute to make everyone feel secure, supported, accepted, and included.

9. Sustainability: To ensure optimal resource utilization — economic, environmental and social — to achieve a long-lasting and safe future.

10. Constitutional Values: To be committed to the spirit of the constitution.

11. Global Citizenship: To be a responsible and ideal global citizen.

Administrative/Support Staff

The administrative/support staff would:

1. Implement official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.

2. Encourage the staff to maximize efficiency.

3. Create conditions that inspire teamwork.

4. Act timely to re-address genuine grievances.

5. Maintain the confidentiality of records and other sensitive matters.

6. Cooperate and liaise with colleagues, as appropriate, to ensure that students receive a coherent and comprehensive educational service.

7. Care for the institute's property.

8. Facilitate a congenial environment.

9. Refrain from any form of discrimination.

10. Not accept bribes or indulge in any corrupt practices.

11. Make every effort to complete the assigned work in a time-bound manner.

Staff Council

The staff union would:

1. Support the administration for developmental activities.

2. Raise the issues in a dignified manner.

Teachers' Council

1. Act as the harmonious thread between the administration and the faculty members.
2. Look after the teachers' problems, rights, duties etc.
3. To let the faculty members aware about Acts, Statutes, Ordinances, rules, policies, and procedures of the university and respect its ideals, vision, mission, cultural practices, and traditions.
4. Support the administration for developmental activities.
5. Raise the teachers' issues in a dignified manner.

Teachers

A teacher plays a very crucial role in shaping the character, personality, and career of the students. The Teachers would:

1. Act as role models with examples worth emulating by the students such as good conduct, and a good standard of dress, speech, and behaviour.
2. Act as facilitator, guide, and mentor of students.
3. Create a conducive environment for the teaching–learning process and strive for innovative practices and increasing knowledge.
4. Refrain from harassment of students in any form.
5. Refrain from any type of discrimination and appreciate and respect diversity among students.
6. Inculcate human values, appreciation of cultural heritage, have a scientific outlook, and concern for the environment among students and others.
7. Encourage students to actively participate in schemes and /or activities of national priorities.
8. Actively work for national integration and communal harmony.
9. Be sensitive to societal needs and development.
10. Abide by Acts, Statutes, Ordinances, rules, policies, and procedures of the university and respect its ideals, vision, mission, cultural practices, and traditions.

Trainees

Trainees, being the most important asset of a teachers' training institution, devote their energy for learning and develop a wholesome personality required of a teacher. They should:

1. Abide by Acts, Statutes, Ordinances, rules, policies, and procedures of the university and respect its ideals, vision, mission, cultural practices, and traditions.
2. Stay in an academic institution with a joyful learning experience.

3. Remain punctual, disciplined, and regular in attending classes.
5. Behave with dignity and courtesy with teachers, staff, and fellow students.
6. Act as role models for the juniors by sustaining the highest level of values and morality.
7. Maintain harmony among students belonging to different socio-economic status, community, caste, religion, or region.
8. Contribute to the cleanliness of the campus and surroundings.
9. Respect and care for the institutions' properties.
10. Observe proper behaviour while on outdoor activities, such as educational tours, visits, or excursions.
11. Honestly provide only truthful information on all documents.
12. Maintain the highest standards of academic integrity while presenting academic work.
13. Help teachers in maintaining a learning environment conducive to all students.
14. Strive to keep campus ragging-free.
15. Be sensitive to gender issues.
16. Be sensitive to societal needs and worldviews on interdependent factors such as environment, ecology, peace, and sustainability.

Student Council/Union

The student union would:

1. Support the administration for the right and timely decision.
2. Raise legitimate issues in a dignified manner.

Library

Code of conduct and rules for library users are separately given in the library card and the same has been uploaded in the college website.

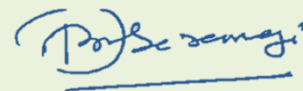
Institutional Guidelines regarding rules and regulations to be followed by the trainees

- Trainees are obliged to observe and abide by its rules and traditions. Insubordination, violation or serious misconduct will be sufficient reasons for expulsion.
- Studentship will be cancelled if he/she is not able to join the College within 7 days from the commencement of the session.

- Each trainee has to follow the anti-ragging agenda. Any valid complain related to ragging will lead to disciplinary action if proved so.
- No student shall misappropriate, destroy or damage any College Property. Damage of any kind of College property will never be tolerated.
- Mobile phones are not allowed inside class rooms or examination halls. Trainees may switch it off or keep it in silent mode.
- All trainees must have a College identity card which they must carry with them both in College and outside.
- 75% attendance in the theory classes and 90% in practical classes are mandatory to appear at the University Examination.

CODE OF CONDUCT AND DISCIPLINE

- College activity starts after a prayer song every day at 10.45 a.m.
- The college has specified proper uniforms for both male and female trainees. Trainees have to abide by the dress code.
- No meeting of the students' union and other sub committees are allowed inside the college campus without the prior permission of the principal.
- No public function to which outsiders are invited shall be organized within or outside the College premises without the Prior permission from the Principal.
- No outsider shall be allowed to address any trainee without the prior permission from the Principal.
- Each trainee has to participate in all kinds of curricular and co-curricular activities.
- The entire campus is a "No Smoking Zone".
- All staff and trainees have to follow energy conservation norms. No wastage of water and electricity will be allowed.
- All trainees are expected to reduce the use of plastic inside the campus.
- Everyone must be committed to Green practices inside the campus and beyond.



**Principal
Siliyiri V.E.L. College**