BIJANBARI DEGREE COLLEGE

P.O. BIJANBARI, DIST. DARJEELING, PIN – 734201
E-mail : bijanbaridegreecollege@yahoo.co.in
Website: www.bijanbaridegreecollege.org

(GOVT AIDED)
ACCREDITED BY NAAC
UGC affiliated under 2(f) &12(B)

Code of Conduct for Students

The Code of Conduct outlined in this document serves as a guiding framework to ensure that all students contribute to a respectful, inclusive, and academically thriving college environment. College life is a pivotal stage in personal and professional development, and adherence to this code fosters an atmosphere where everyone can achieve their full potential.

By following these guidelines, students uphold the values of integrity, accountability, and mutual respect, which are essential for a harmonious campus community. This code reflects the shared commitment to creating a safe, supportive, and enriching educational experience for all.

We encourage every student to familiarize themselves with these principles and integrate them into their daily interactions and activities. Together, we can build a community where excellence and inclusivity thrive.

1. Respect and Integrity

- Treat faculty, staff, and fellow students with respect and courtesy.
- Uphold honesty and integrity in all academic and personal endeavors.
- Avoid any form of discrimination, harassment, or bullying based on race, gender, religion, nationality, or other personal attributes.

2. Academic Excellence

- Abide by the college's academic policies and procedures.
- Avoid plagiarism, cheating, or any other form of academic dishonesty.
- Attend classes regularly and participate actively in academic activities.
- Submit assignments and projects on time and with originality.

3. Behaviour and Discipline

- Maintain decorum on campus and during college-sponsored events.
- Avoid disruptive behaviour, including excessive noise, vandalism, or any activities that may cause harm to others or college property.

- Follow instructions provided by college authorities and cooperate with staff and faculty members.

4. Use of College Resources

- Use college facilities, such as libraries, labs, and sports areas, responsibly.
- Refrain from damaging or misusing college equipment and resources.
- Follow IT and internet usage policies, avoiding unauthorized access or misuse.

5. Health, Safety, and Substance Use

- Maintain a clean and safe environment on campus.
- Avoid the use, possession, or distribution of illegal drugs, alcohol, or tobacco on campus.
- Follow health and safety guidelines as prescribed by the college.

6. Dress Code

- Dress appropriately, maintaining a standard of decency and professionalism.
- Avoid wearing clothing with offensive language or images.

7. Inclusivity and Community Engagement

- Promote an inclusive environment that values diversity and fosters a sense of belonging.
- Participate in community service and college events as encouraged by the institution.
- Support peers in their academic and personal growth.

8. Reporting and Accountability

- Report any violations of the code of conduct to appropriate authorities.
- Accept responsibility for one's actions and their consequences.
- Cooperate with investigations into misconduct and adhere to sanctions imposed.

9. Social Media and Public Representation

- Represent the college positively in online and public forums.
- Avoid posting or sharing content that could harm the reputation of the college or its members.

10. Amendments and Updates

- Stay informed about updates or amendments to the code of conduct as communicated by the college.
- Adhere to any new guidelines or policies implemented during the academic term.

By adhering to this Code of Conduct, students contribute to a respectful, safe, and academically enriching environment that benefits the entire college community.

Code of Conduct for College Staff

Preface

The Code of Conduct for College Staff is designed to establish a framework of professional and ethical behavior that supports the institution's mission and values. As stewards of education and mentors to students, staff members hold significant responsibility in fostering a respectful, efficient, and inspiring environment. This document outlines the standards and expectations for all staff members to ensure consistency, accountability, and the highest level of professional conduct.

By adhering to these guidelines, staff contribute to a culture of trust, respect, and collaboration, which is essential for achieving institutional excellence. This code serves as a reminder of the shared responsibility to maintain the integrity and reputation of the college.

1. Professionalism

- Maintain high standards of professionalism in all interactions and duties.
- Dress appropriately, reflecting the institution's values and maintaining professionalism.
- Respect the boundaries between personal and professional relationships.

2. Ethical Behaviour

- Act with honesty, integrity, and transparency in all professional activities.
- Avoid conflicts of interest and disclose any potential ethical concerns to supervisors.

- Uphold the confidentiality of sensitive information regarding students, staff, and the institution.

3. Collaboration and Teamwork

- Work collaboratively with colleagues and contribute to a supportive work environment.
- Respect diverse perspectives and promote inclusivity within teams.
- Share knowledge and expertise to enhance collective success.

4. Respect and Courtesy

- Treat all members of the college community with respect, dignity, and fairness.
- Avoid any form of harassment, discrimination, or bullying.
- Foster an atmosphere of mutual respect and understanding.

5. Commitment to Excellence

- Strive for continuous improvement in job performance.
- Participate in professional development opportunities to stay updated with best practices.
- Support the institution's goals through innovative and efficient practices.

6. Accountability

- Fulfil assigned responsibilities and meet deadlines with reliability and diligence.
- Accept constructive feedback and take responsibility for mistakes.
- Adhere to institutional policies and procedures.

7. Student Support

- Provide a positive and supportive environment for students' growth and learning.
- Maintain impartiality and fairness in all dealings with students.
- Serve as role models, demonstrating ethical and professional behaviour.

8. Use of Resources

- Use college resources, including facilities and equipment, responsibly and sustainably.
- Avoid waste and promote the efficient use of materials and energy.

- Ensure that technology and internet usage comply with institutional policies.

9. Health, Safety, and Well-being

- Adhere to health and safety protocols to ensure a secure workplace.
- Report hazards, accidents, or unsafe conditions promptly.
- Promote wellness initiatives and support mental health resources.

10. Public Representation

- Represent the college positively in all external engagements.
- Use social media responsibly, ensuring that posts do not harm the institution's reputation.
- Clearly differentiate personal views from official college positions in public forums.

11. Reporting and Whistleblowing

- Report unethical behavior, misconduct, or violations of this code through appropriate channels.
- Protect whistleblowers from retaliation and ensure confidentiality in investigations.
- Cooperate fully with inquiries and respect the outcomes of disciplinary processes.

12. Commitment to Institutional Values

- Support the college's mission of academic excellence and community engagement.
- Promote equity, diversity, and inclusion in all professional practices.
- Serve as ambassadors of the institution's values in daily work and external interactions.

By adhering to this Code of Conduct, college staff members demonstrate their dedication to upholding the institution's values and creating an environment where education and professional growth thrive.