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HUMAN VALUES AND PROFESSIONAL ETHICS HANDBOOK



HUMAN VALUES

According to **Allport**, “Value is a belief upon which a man acts by preferences.” According to **Hill**, Values are individual beliefs to which people attach significant worth and by which they organize their life. Value can also be defined as a principle that promotes well-being or prevents harm. Human beings have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person’s behaviour. Thus, values are principles before us that guide and direct our behaviour. Human values imply things that people think are important or worthwhile. They are the values that permit us to live together in relative harmony.

Not all values have the same weight or priority. Some are more important than others and must be satisfied before others. Values shape the behaviour of both the individuals and organization. Human values help in regulating the day to day behavior of an individual and actions.

Human values can help in building a happy and harmonious society. At Sikkim Government College, Burtuk we teach and inculcate the human values among the teachers, students and staffs.

Importance of Human Values

- Values are Principles which helps in regulating our day to day behavior.
- Values are the basis of our judgement.
- Values serve to be an important tool in understanding the organizational behavior.
- Values direct us to who we want to be.
- Values help in promoting harmony in society, institutions, workplace etc.

The basic Human Values which are expected in all human beings to become a good human being are:

1. **Love and Compassion:** Love is selfless. It encapsulates a care for others and their wellbeing. Love and compassion constitutes non violence in action. They are the source of forgiveness, tolerance and all virtues. There is nothing amazing about becoming rich and highly educated, until someone has a warm heart.
2. **Patience:** Being in control of oneself and having patience when provoked is important. Being patient means listening, observing, waiting and consulting other people to make rational and good decisions. Patience is good for ourselves and others
3. **Discipline:** Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc. To form the foundation of strong human culture, values are to be learned through practice.

4. Truth: Living a life of truthfulness has been highly valued and upheld over the ages, as one of the desirable human values. Without truth and strictly adhering to it, interpersonal, inter communal as well as social relationship and communication cannot be meaningfully realized.
5. Non- violence: Non violence means respect for life and recognition of rights of others. It is a state of mind where one gives preference to unity. If the principles of non violence are embraced, it can lead to a better world to live in.
6. Forgiveness: Forgiveness can be one way to reduce conflicts and animosity. The degree to which we are able to forgive determines the degree to which we are able to love our enemies.

At Sikkim Government College Burtuk, we believe in the transformation power of college education to impart knowledge and enlightenment in the global society.

Core values of Sikkim Government College Burtuk:

1. Respect: respect entails understanding the gifts and unique contributions of each individual and valuing diverse perspective.
2. Compassion: Compassion demands high commitment, courage of conviction, sensitivity, understanding and care. Members of SGC Burtuk stand by this core value in their interactions with all stakeholders.
3. Accountability: We are committed to ensuring that all members of SGC Burtuk community are accountable for their work in support of the College, its mission, and ideals.
4. Diversity: Diversity builds a community & fosters a climate that is open and welcoming to diverse people, ideas and perspectives. Being one of the core values, Diversity continuously engages faculty, the students and Management at Sikkim Government College, Burtuk to consciously believe that diversity is used aptly to develop harmony and add to a rich learning experience. We promote an open and diverse community that encourages an unfettered exchange of ideas, with civility and respect, and the empowerment of all individuals. We believe in a future interconnected with our neighbors, our nation, and our world. We believe that our diversity as a community is a strength that should be celebrated.

PROFESSIONAL ETHICS

Professional Ethics are principles that govern the behavior of individuals in a workplace. Just like values, professional ethics provide rules on how an individual person should act towards other people and institutions in such an environment. Professional Ethics is a set of standards and principles which describe the professional behavior that is expected of all the employees and individuals in all fields of work. The success of the institution in achieving its vision and mission to a great extent depends upon the value based ethical behaviour of all the stakeholders in an institution.

Following are some of the important components of Professional Ethics:

- **Integrity:** Integrity at work is about more than honesty and respect. If an institution has a true culture of integrity, the employees will take their commitments seriously, are proactive when they don't understand their responsibilities, and ultimately, are accountable for their results. It is generally a personal choice to uphold oneself to moral and ethical standards.
- **Commitment:** Commitment to work is defined as the level of enthusiasm an employee has towards his/her tasks assigned at a workplace. It is the feeling of responsibility that a person has towards the goals, mission, and vision of the institution he/she is associated with. A highly motivated employee will act as a driving force for the success of an institution in each and every field.
- **Respectfulness:** Respect for others is based on self-respect. It really is following the Golden Rule: Do unto others as you would have others do unto you. The institution must create an atmosphere of mutual respect among all the stakeholders in order to avoid conflicts at workplace and narrow down the difference in opinion which deviates from vision and mission of institution. An environment where people feel uncomfortable or threatened is not a productive or creative one.
- **Responsibility & Accountability:** Responsibility refers to being in-charge of certain duties which are expected to be performed by virtue of being in a certain post/position. Accountability means to take ownership of the outcomes of an action and address the issues arising out of it fairly and promptly. An institution which is accountable demonstrates commitment and sincerity to duty and is focused on achieving individual and organizational goals. It maintains a strong focus on the priorities and swiftly responds to changing requirements.
- **Loyalty:** Loyalty is quality of being true and faithful to a person, institution, nation, group or a cause.
- **Valuing Time:** The first step in good time management is to understand the value of time. Time is one of the most rare, valuable and perishable

resource. Once it is spent, it is lost forever. The successful person always utilizes his time judiciously.

- Passion: Passion is a feeling of enthusiasm towards completion of the work. Passion is the trait that makes the most difference in employee output and commitment in an organization.

CODE OF CONDUCT FOR TEACHERS:

The teacher shall enjoy full civil and political rights as provided by the Indian constitution.

1. The teacher shall be calm, patient, and communicative by temperament and amiable in disposition.
2. The teacher shall manage his/her private affairs in a manner consistent with the dignity of the profession.
3. He/she shall seek to make professional growth continuous through study and research, writing and decent conduct.
4. Perform his /her duties in the form of teaching, tutorial, practical and seminar work with dedication.
5. Participate in extension, co-curricular and extracurricular activities including community service.
6. The teacher shall respect the rights and dignity of the student in expressing his/her opinion.
7. Encourage students to improve their attainments and recognize the difference in aptitude and capabilities.
8. Deals justly and impartially with students regardless of their caste, religion, sex, political, economic, social and physical status.
9. The teachers shall always treat other members of the profession in the same manner as they themselves wished to be treated.
10. Shall believe in union and unity of the colleagues.
11. The teacher should also treat the non - teaching employees as colleagues.
12. The teachers shall perform the duties of citizenship, participate in community activities.

CODE OF CONDUCT FOR STUDENTS:

1. Students must strictly observe and follow all the rules, regulations and traditions of the College.
2. All students must conduct themselves befitting their status as students of the College both within and outside the campus. They are answerable to the Principal for their behaviour in general and within the College campus in particular.
3. Insubordination or misconduct of any kind, indecent gestures or remarks, offensive graffiti or pestering misuse of electronic media like facebook, twitter etc. to malign the College and teachers will be viewed as a serious breach of discipline. Such cases will be dealt with severely and the defaulter will be expelled from the Institution without any notice.

4. Smoking, gambling, use or possession of alcohol/drugs by the students is prohibited at all times. Such cases, regardless of circumstances, will result in **immediate expulsion without any further appeal for readmission.**
5. Students are expected to acquaint themselves regularly with the information displayed on the College notice boards.
6. No fund collection for any purpose whatsoever shall be allowed in the College without the explicit permission of the Principal.
7. Students are not allowed to hold any meeting or rallies, invite, guests or arrange for any person to address any gathering in the campus without the prior permission of the Principal.
8. Students **must carry their Identity Card with them at all times** as they may be asked to produce the same at any me.
9. Any person, people or students other than the authorized official/staff, if found mishandling the College gate and property will be automatically subjected to law and the Police.
10. Students living on their own must make satisfactory living arrangements with a local guardian approved of by the Principal.
11. Students requiring railway/air travel concessions should apply to the Principal in the appropriate form(s) at least three days in advance. Requests for immediate issue of such concession will not be entertained.
12. Students are required to be dressed in proper uniform when in College.
13. Each student shall conduct herself/himself, both within and outside the campus of the College, in a manner befitting a student of a prestigious College. Each student shall show due respect and courtesy to the teachers, administrators, staff of the College, and to the visitors and residents of the College, and good behavior to their peers.
14. Lack of courtesy and decorum; unbecoming conduct within and outside the College; willful damage to College property, removal of any property belonging to the College, fellow students or other personnel and residents of the College; use of abusive language; disturbing fellow students in their studies; breach of rules and regulations of the College; adoption of unfair practices in tests, quizzes, assignments, or examinations, noisy and unruly behaviour etc. shall constitute violation of the code of conduct.
15. Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
16. Use of cell phones is strictly prohibited in all academic areas of the campus without permission of the concern faculty.
Its use would entail confiscation of the handset. It would be returned only:
 - At the end of the course or,
 - After a settlement with the Principal and Discipline Committee along with the defaulter's Parents.
17. Students will not operate any machinery/equipment without the permission of the instructor.
18. No responsibility will be accepted by the College for any injury, loss or damage to the personal articles of students.
19. It is compulsory for the students to attend functions/activities organized by the College on various occasions, in proper College uniform, whether the function falls on a working

day or on holiday unless notified otherwise. Absence from such function without valid reasons will invite disciplinary action.

20. Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the College. Any student found violating the rule or bringing disrepute to the College will be expelled from the College.
21. The students will compensate for any damage to College property/furniture caused by neglect or willfully. Defacing the walls of College property will be viewed seriously.
22. Students must make all possible efforts to conserve electricity and water.
They must switch off lights & fans (wherever installed) when they leave the classroom, lab etc. Students must help keep the College neat and clean and also preserve and maintain the gardens.
23. Any student found smoking or under the influence of intoxication of alcohol/drugs in the College is liable to strict disciplinary action which may lead to expulsion from the College.
24. The students are advised to see regularly the notices displayed on the College/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.
25. Any of the above listed offence attracts a mandatory punching of the Identity Card by the Discipline Committee members. If the number of punches reaches 3 (three) then he/she shall be automatically rusticated from the College.
26. The Convener, Discipline Committee, in consultation with the committee members and with the approval of Principal, reserves the right to modify any of the College rules as and when necessary.
27. The decision of the Principal in all matters shall be final.
28. Any student(s) involved in verbal or physical assault with teaching or non teaching members of the institution if guilty will be rusticated or expelled from the College.
29. Names of the defaulters will be reported by the Discipline Committee.
Character Certificate will be issued by the Head of the Institution on receipt of clearance from the College Discipline Committee.

CODE OF CONDUCT FOR NON - TEACHING STAFFS:

Administrative/support staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attend highest possible standards of performance.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire team work.
4. Facilitating congenial environment.
5. Do not accept bribes or indulge in any corrupt practices.
6. Care and accountability for institutional property.