



# Ramakrishna Mission Sikshanamandira

A NCTE Recognized Govt. Aided (WB) Residential Autonomous Post Graduate College of Teacher Education Affiliated to University of Calcutta

**College of Teacher Education (CTE)**  
**Accredited by NAAC with 'Grade A'**

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**BELUR MATH, HOWRAH, WEST BENGAL, PIN: 711202**

**CoC: Code of Conduct of the College**



# 1. Code of Conduct for the Students:

## 1.1. Code of Conduct for College:

At RKM Sikshanamandira, we strive to create a disciplined and respectful academic environment that nurtures personal growth and fosters a healthy teacher-student relationship. To maintain a peaceful and conducive atmosphere for study, we have established the following Code of Conduct. It is essential for all students to adhere to these guidelines to develop their potential in an orderly and harmonious manner.

1. **Compliance with College Rules:** Students are required to comply with the rules and regulations set by the college, fostering an atmosphere of respect and cooperation for a conducive learning environment.
2. **Prescribed Routine and Punctuality:** Students must adhere to the prescribed routine for classes, study, and other activities, maintaining regularity and punctuality. Timely attendance is essential for academic progress.
3. **Permission for Absences:** Students should not be absent from classes without a valid reason or prior permission from the relevant authorities.
4. **Attendance and Timeliness:** Students must ensure timely attendance for classes and other scheduled activities. Absence from both college and hostel on the reopening date following vacations or holidays is considered a serious offence.
5. **Responsibility for Personal Belongings:** Students are responsible for their personal belongings, including books and valuables. The college or hostel authorities will not be held responsible for any loss or damage.
6. **Function and Activity Permissions:** Any participation in functions or activities not officially permitted requires prior permission from the Principal or Vice-Principal.
7. **Prohibition of Electronic Devices:** The use of mobile phones, radios, sound systems, and other electronic devices is strictly prohibited within the college and hostels.
8. **Periodical Purchases:** Students must seek permission from the Hostel Superintendent before making any purchases of periodicals or other items.
9. **Non-Political Activities:** As an apolitical institution, students must refrain from engaging in any form of political activity within the college premises.
10. **Academic Performance and Discipline:** Students who display unsatisfactory academic progress or engage in activities that undermine their attendance, discipline, or conduct may face consequences, including possible expulsion from the college.
11. **Discouragement of Private Tuition:** Private tuition is generally discouraged within the institution, as it may impede individual study and self-confidence. Exceptions will be considered under special circumstances.
12. **Health and Hygiene:** Students must undergo the required health checks and report any chronic illness before admission. They are expected to maintain cleanliness in their rooms, wash their utensils, and keep their belongings organised.
13. **Prayer and Spiritual Education:** Attendance at prayer sessions, which may include silent meditation, hymns, and devotional songs, is compulsory. Students will receive spiritual education as part of their curriculum.
14. **Social and Cultural Engagement:** Students are encouraged to actively participate in social and cultural activities, promoting community involvement and holistic development.



## 1.2. Code of Conduct for Hostel:

1. **Adherence to Daily Routine:** All hostel trainees are expected to strictly adhere to the daily routine of study, work, and prayer as prescribed by the institution.
2. **Active Participation in Co-curricular Activities:** Resident trainees should actively participate in co-curricular activities organised by the hostel, contributing to their overall personal development.
3. **Regularity and Punctuality:** Trainees are expected to maintain regularity and punctuality in all their daily activities, including classes, prayers, and other scheduled events.
4. **Personal Responsibility:** Resident trainees are responsible for managing their personal work and maintaining their living space in a neat and tidy manner.
5. **Formal Approval for Meetings and Assemblies:** Any meeting or assembly to be held in the hostel premises requires formal approval from the Hostel Superintendent.
6. **Avoidance of Political Activity:** Resident trainees should refrain from engaging in any form of political activity within the campus premises.
7. **Subject to Additions and Alterations:** These rules are subject to occasional additions and alterations as deemed necessary by the hostel authorities.

### 1.2.1. Attendance and Leave:

1. **Compulsory Attendance in Prayer:** Attendance in the morning and evening prayers is mandatory for all hostel trainees.
2. **Dress Code for Prayer:** Trainees should attend prayers in dhoti and chadar, maintaining appropriate attire and sanctity in the prayer hall.
3. **Permission for Absence:** Trainees must obtain specific permission from the Principal to be absent from classes while present in the hostel premises. Absence without permission is considered a serious irregularity.
4. **Mandatory Presence on Important Days:** It is essential for every resident trainee to be present on the first day of the new session and on the reopening day of the college after vacations.
5. **Recording Leave:** Any intended absence, whether short or long, should be clearly recorded in the Leave Register with the Superintendent, including the trainee's address during the leave period.
6. **Permission for Going Outside the Campus:** Trainees must obtain verbal permission from the Superintendent to leave the campus for more than two hours, within the specified hours. Absence after dusk is not allowed without special permission.
7. **Vacation Period:** Trainees are not permitted to stay in the hostel during vacations.
8. **Mandatory Attendance in Activities:** Attendance in activities such as community work, lectures, tutorials, teaching practice, and demonstration classes is compulsory. Unauthorised absence may result in disciplinary action.



### 1.2.2. Residence Rules:

1. **Room Allotment and Furniture:** Room and bedstead allotments are at the discretion of the Superintendent. Trainees must not change bedsteads or furniture without permission.
2. **Maintenance of Neatness:** Trainees must keep their rooms clean and tidy, arranging their belongings in an orderly manner. They are responsible for washing their utensils after each meal.
3. **Collective Responsibility for Room Fittings:** Inmates of a room collectively bear responsibility for all fittings and furniture. Any damage, other than wear and tear, should be repaired collectively.
4. **Energy Conservation:** Trainees must switch off lights, fans, and other electrical equipment when leaving the room. Indoor games should be restricted to the designated College Games Room.
5. **Prohibition of Gambling and Unauthorised Games:** Trainees are strictly prohibited from playing cards or engaging in any games involving gambling. Such activities are not allowed in the hostel.
6. **Reading Room Etiquette:** Newspapers and periodicals should not be taken outside the Reading Room, and silence should be maintained within the room.
7. **Fire Safety:** Lighting candles or using inflammable materials in the hostel is strictly prohibited, except in special circumstances when electricity is not available.
8. **Noise Disturbance:** Trainees are not allowed to play speakers or create noise that may disturb others in their rooms.
9. **Proper Attire in Common Areas:** In all common areas of the hostel, such as the reading room, dining hall, and office, trainees must maintain proper attire, such as dhoti or pants. Lungis or pyjamas should be avoided outside of one's own room. On special occasions and celebrations, trainees are expected to wear specific attire as directed by the hostel authorities.
10. **Prohibition of Drying Clothes on Windows:** Trainees are not permitted to dry clothes on the hostel windows, as it can cause damage and inconvenience to others.
11. **Discipline and Silence during Study Hours and Prayer:** Trainees must observe strict discipline and maintain silence during designated study hours and prayer sessions to create a conducive environment for learning and spiritual practices.
12. **Wall Fixtures:** Nails, screws, or hooks should not be fixed in the walls of the hostel building as they can damage the walls and infrastructure.

### 1.2.3. Medical Facilities:

1. **Medical Advice:** Trainees can avail themselves of free medical advice from the qualified doctor appointed by the hostel. However, they are responsible for the cost of any prescribed medicines.
2. **Infectious or Contagious Diseases:** Trainees suffering from infectious or contagious diseases are not allowed to stay in the hostel to maintain the health and well-being of other residents.



#### 1.2.4. Mess Rules:

1. **Food Committee and Monitors:** Two trainees from each wing will form the Food Committee, responsible for overseeing mess arrangements. The committee will elect Food Monitors, while the Superintendent will act as the ex-officio Chairman.
2. **Equally Shared Food Charges:** Trainees must share the food charges equally among themselves.
3. **Complaints and Orders:** Trainees should address any complaints regarding the kitchen or hostel staff to the Superintendent and avoid dealing with such matters themselves. The kitchen staff will not take orders from trainees for personal errands.
4. **Special Diets:** Special diets will only be arranged if prescribed by the medical officer/doctor in consultation with the Superintendent.
5. **Dining Hall Etiquette:** Eating is allowed only in the designated dining hall, and no meals or tiffin should be served or brought into the rooms, except for those who are bedridden.
6. **Timely Attendance for Meals:** Trainees must arrive on time for meals and tiffin, as the ringing of bells will indicate the designated mealtime. Latecomers will not be served.

#### 1.2.5. Visitors:

1. **Restricted Room Access:** Trainees should not bring any visitors inside their rooms at any time.
2. **Entertainment of Guests:** Trainees are not permitted to entertain friends, acquaintances, or guests in their hostel rooms.
3. **Visitors' Room:** Visitors may be received in the designated Visitors' Room during specific hours set by the Superintendent.
4. **Prohibition of Vendors and Salesmen:** Vendors or salesmen are not allowed to enter the hostel premises. Trainees should not involve the hostel office in personal financial matters.

#### 1.2.6. Disciplinary Action:

1. **Violation of Rules:** Violation of any of the aforementioned rules will be taken seriously and may result in disciplinary measures, including suspension or expulsion from the hostel and college.

**Note:** This code of conduct is subject to periodic review and may be updated or amended by the hostel authorities as necessary. It is the responsibility of all hostel trainees to stay informed about any changes made to the code.



## 2. Code of Conduct for Teachers:

Ramakrishna Mission Sikshanamandira is a branch centre of Ramakrishna Math and Mission founded by none other than Swami Vivekananda. Therefore, the core ideological principles followed by Ramakrishna Math and Mission also are the guiding principles of Sikshanamandira.

1. Sikshanamandira expects its employees to have basic knowledge of divine life and teachings of the holy trio - Sri Ramakrishna, Holy Mother, and Swami Vivekananda. And perform their regular duties in the spirit of service in accordance with their teachings.
2. **Professionalism and Compassionate Service:** Teachers of Sikshanamandira are expected to maintain a high level of professionalism and exhibit compassionate service towards students and colleagues.
3. **Respectful Communication:** Educators of the college should engage in respectful and courteous communication with fellow stakeholders, avoiding discourtesy, animosity, and unseemly quarrels. Disagreements should be settled through constructive discussions and adherence to grievance redressal procedures.
4. **Equality and Impartiality:** Teachers must uphold the values of equality, impartiality, and non-discrimination in their interactions with students and colleagues, regardless of gender or any other basis. They should promote equal opportunities for all and create an inclusive environment.
5. **Commitment to Values and Ethics:** Teachers of Sikshanamandira should uphold the culture, values, and ethos of the institution in their conversations, attire, and deportment. They are expected to be role models for students and represent the institution with integrity and dignity.
6. **Active Participation and Contribution:** Teachers of the college are encouraged to actively participate in all academic and extracurricular activities of the institution, contributing to its overall excellence. They should assist in creating a nurturing environment for learning and instilling value education in students.



### 3. Code of Conduct for Non-Teaching Staff:

Being managed by Ramakrishna Math and Mission, Sikshanamandira always emphasises that its employees upheld and adhere to the values and ideals propounded by Sri Ramakrishna, Holy Mother, and Swami Vivekananda.

1. Sikshanamandira expects its employees to have basic knowledge of divine life and teachings of the holy trio - Sri Ramakrishna, Holy Mother, and Swami Vivekananda. And perform their regular duties in the spirit of service in accordance with their teachings.
2. **Professionalism and Respect:** Non-teaching staff of the college are expected to maintain professionalism, respect, and courtesy in their interactions with students, teachers, and colleagues.
3. **Collaborative Approach:** Non-teaching staff of Sikshanamandira should foster a spirit of collaboration and cooperation, working together with other stakeholders to fulfil the institutional goals and objectives.
4. **Environmentally Conscious Practices:** Non-teaching staff of the college should actively contribute to environmental sustainability by promoting practices such as reducing plastic usage, discriminant use of the campus waste bins (Categorising the waste items properly and disposing it to appropriate waste bins), promoting cleanliness, supporting rainwater harvesting, water recycling, and avoiding wastage of water.
5. **Adherence to Administrative Guidelines:** Sikshanamandira's Non-teaching staff should adhere to administrative guidelines and procedures, ensuring efficient and effective functioning of administrative processes.

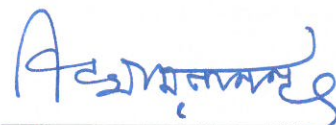


## 4. Code of Conduct for Administrators:

Swami Vivekananda's 'Servant Leadership' management model practised in the college, decentralises the powers in true sense to ensure participative management in academic affairs through shared responsibilities coupled with accountability and decision-making. The faculty and non-teaching staff enjoy autonomy and become self-responsible in accomplishing their various tasks. Following are the few CoC followed by the administrators of Sikshanamandira.

1. **Leadership and Guidance:** Administrative staff of Sikshanamandira are to provide strong leadership and guidance to stakeholders, fostering an environment conducive to teaching, learning, and personal development.
2. **Fairness and Transparency:** Administrators of Sikshanamandira must maintain fairness, transparency, and impartiality in decision-making processes, promoting trust and confidence among stakeholders.
3. **Effective Communication:** Administrative staff of Sikshanamandira should strive to ensure effective communication channels with all stakeholders, keeping them informed about important policies, decisions, and updates related to the institution.
4. **Respect for Stakeholders:** Administrators of Sikshanamandira should demonstrate respect for all stakeholders, valuing their contributions and treating them with dignity and fairness.
5. **Upholding Institutional Values:** Administrators of Sikshanamandira are responsible for upholding and promoting the institutional values, culture, and ethos. They should lead by example and foster an environment that reflects these principles.



  
Principal

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