

CODE OF CONDUCT

1. Code of Conduct for the Students:

1.1. *Code of Conduct related to College:*

We strive to create an environment that nurtures personal growth and fosters a healthy relationship between the mentors and the mentees. To maintain a peaceful and conducive atmosphere for study, we stick to the following Code of Conduct. It is mandatory for all students to abide by these guidelines to develop their potentiality in a harmonious manner.

1.1.1. Compliance with College Rules: Students are required to comply with the rules and regulations set by the college in order to foster an ambience of respect and cooperation.

1.1.2. Prescribed Routine and Punctuality: Students must adhere to the prescribed routine for classes, study, and other activities, maintaining regularity and punctuality. Regular attendance is a must for academic excellence.

1.1.3. Permission for Absences: Students should not be absent from classes without a valid reason or prior permission from the relevant authorities.

1.1.4. Attendance and Timeliness: Students must ensure timely attendance for classes and other scheduled activities. Absence from both college and hostel is considered a serious offence.

1.1.5. 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.

1.1.6. Function and Activity Permissions: Any participation in functions or activities not officially permitted requires prior permission from the Principal.

1.1.7. Prohibition of Electronic Devices: The use of mobile phones, radios, sound systems and other electronic devices is strictly prohibited within the college and hostel.

1.1.8. Periodical Purchases: Students must seek permission from the Hostel Superintendent before making any purchases of periodicals or other items.

1.1.9. Non-Political Activities: As a stakeholder of this apolitical institution, one should refrain from any form of political activity within the college premises.

1.1.10. Academic Performance and Discipline: Students who showcase poor academic progress or engage in activities that undermine their attendance, discipline or conduct, may face consequences, including possible expulsion from the college.

1.1.11. Discouragement of Private Tuition: Private tuition is generally discouraged within the institution, as it may impede individual study. The exception cases may be considered under special circumstances.

1.1.12. Health and Hygiene: Students must undergo the required health check-ups and report their illness to the concerned authority before admission. They are expected to maintain cleanliness in their rooms, wash their utensils, and keep their belongings properly.

1.1.13. Prayer and Spiritual Education: Attendance at prayer sessions, which may include silent meditation, chanting hymns, and singing devotional songs, is compulsory. Students will receive spiritual education from prayer and attending study circle of the hostel (**Brahmananda Study Circle**).

1.1.14. Social and Cultural Engagement: Students are encouraged to participate in social and cultural activities, promoting community involvement.

1.2. *Code of Conduct Related to Hostel:*

1.2.1. Adherence to Daily Routine: All boarders are expected to strictly adhere to the daily routine of study, work, and prayer as prescribed by the college.

1.2.2. Participation in Co-Curricular Activities: Resident trainees should actively participate in co-curricular activities organised by the hostel authority for the all-round development of the students.

1.2.3. Regularity and Punctuality: Trainees are expected to maintain regularity and punctuality in all their daily activities, including classes, prayers, and other scheduled events.

1.2.4. Personal Responsibility: Resident trainees are responsible for managing their personal work and maintaining their living room in a tidy manner.

1.2.5. Formal Approval for Meetings and Assemblies: Any meeting or assembly to be held in the hostel premises requires formal approval from the Principal and/or the Superintendent of the hostel.

1.2.6. Avoidance of Political Activity: Resident trainees should refrain from any form of political activity within the campus.

1.2.7. Subject to Additions and Alterations: These rules are subject to occasional additions and alterations as deemed necessary by the hostel authorities.

1.3. Attendance and Leave:

1.3.1. Compulsory Attendance in Prayer: Attendance in the evening prayer is mandatory for all hostel trainees.

1.3.2. Dress Code for Prayer: Trainees should attend prayer in dhoti and Punjabi with uttariya, maintaining appropriate dress code and sanctity in the prayer hall.

1.3.3. 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 to be a serious irregularity.

1.3.4. 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.

1.3.5. Recording Leave: Any intended leave, whether short or long, should be recorded in the Leave Register in appropriate format.

1.3.6. 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 darkness is not allowed without special permission.

1.3.7. Vacation Period: Trainees are not permitted to stay in the hostel during vacations.

1.3.8. Mandatory Attendance in Activities: Attendance in activities such as community work, outreach programmes, cleanliness drive, etc. is compulsory. Unauthorised absence may result in disciplinary action.

1.4. Rules related to Residence:

1.4.1. Room Allotment and Furniture: Room allotment and bed allotment are at the discretion of the Superintendent of the hostel. Students must not change their room or bed without permission.

1.4.2. Maintenance of Neatness: Trainees must keep their rooms clean and tidy, arrange their belongings in an orderly manner. They are responsible for washing their utensils after each meal.

1.4.3. Collective Responsibility for Room Fittings: Inmates of a room collectively bear responsibility for all fittings and furniture. Any damage other than manufacturing defect should be repaired collectively.

1.4.4. Energy Conservation: Trainees must switch off lights, fans, and other electric equipment while leaving the room. Indoor games should be restricted to the designated Games Room.

1.4.5. Prohibition of Gambling and Unauthorised Games: Trainees are strictly prohibited from playing cards or any games involving gambling. Such activities are not allowed in the hostel.

1.4.6. Reading Room Etiquette: Newspapers and periodicals should not be taken outside the Reading Room, and silence should be maintained within the room

1.4.7. Fire Safety: Lighting candles or using inflammable materials in the hostel is strictly prohibited, except in special circumstances of power shortage.

1.4.8. Noise Disturbance: Trainees are not allowed to play speakers or create noise that may disturb others in their rooms.

1.4.9. 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 dress. Lungis or pyjamas should be avoided outside of one's own room. On special occasions trainees are expected to wear specific attire as directed by the hotel authorities.

1.4.10. Prohibition of Drying Clothes on Windows: Trainees are not permitted to dry clothes on the hostel windows as it can cause inconvenience to others.

1.4.11. Discipline and Silence during Study Hours and Prayer: Trainees must observe strict discipline and maintain silence during designated study hours and Prayer.

1.4.12. Wall Fixture: Nails, screws or hooks should not be fixed in the walls of the building as they can damage the walls.

1.5. Medical Facilities:

1.5.1. Medical Advice: Trainees can avail themselves of free medical service or advice from the qualified doctor of the ashrama charitable dispensary. However, they have to bear the cost of any prescribed medicines.

1.5.2. Infectious or Contagious Diseases: Trainees suffering from infectious or contagious diseases are not allowed to stay in the hostel for the well-being of other residents.

1.6. *Mess Rules:*

1.6.1. Food Committee and Monitors: Two trainees from each year will form the Food Committee, responsible for overseeing mess arrangements. The committee will elect Food Monitors by taking permission of the Superintendent.

1.6.2. Equally Shared Food Charges: Trainees must share the food charges equally among themselves.

1.6.3. 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.

1.6.4. Special Diets: Special diets will only be arranged if prescribed by the medical officer/doctor in consultation with the Superintendent.

1.6.5. Dining Hall Etiquette: Eating is allowed only in the designated dining hall, and no meals should be served or brought into the rooms, except for those who are bed-ridden.

1.6.6. Timely Attendance at Meals: Trainees must arrive on time for meals. The ringing of bell indicates the designated mealtime. Late comers will not be served.

1.7. *Visitors to the Hostel:*

1.7.1. Restricted Room Access: Trainees should not bring any visitors inside their rooms at any time.

1.7.2. Entertainment of Guests: Trainees are not permitted to entertain friends, acquaintances, or guests in their hostel rooms.

1.7.3. Visitors' Room. Visitors may be received in the designated Visitors' Room during specified hours set by the Superintendent.

1.7.4. Prohibition of Vendors and Salesmen: Vendors or salesmen are not allowed to enter the hostel premises. Trainees should not use the hostel office for personal purposes.

1.8. *Disciplinary Action:*

1.8.1. Violation of Rules: Violation of any of the afore-mentioned 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 whenever necessary.

2. **Code of Conduct for Teachers:**

Ramakrishna Mission Brahmananda College of Education is a branch centre of Ramakrishna Math and Ramakrishna Mission. Therefore, the core ideological principles enunciated by Ramakrishna Math and Mission also are the guiding principles of the college.

2.1. Spirit of Service: The college expects its employees to have basic knowledge of the life and teachings of the holy trio - Sri Ramakrishna, Holy Mother, and Swami Vivekananda and perform their regular duties in the spirit of service.

2.2. Professional Ethics and Dignity: Teachers of the college are expected to maintain a high level of professional ethics and dignity. They render compassionate service towards students and all types of staff.

2.3. Respectful Behaviour: Educators of the college should engage in respectful and courteous behaviour with all stakeholders, avoiding discourtesy, animosity, and unseemly quarrels. Disagreements should be settled through constructive discussions.

2.4. Equality and Impartiality: Teachers must uphold the values of equality, impartiality, and non-discrimination in their interactions with students and colleagues irrespective of gender, caste, creed and religion. They should promote equal opportunities for all and create an inclusive environment.

2.5. Commitment to Values: Teachers of the college should uphold the culture, values, and ethos of the institution in their interaction, attire, and etiquette. They are expected to be role models to the students and also to represent the institution with integrity and honesty.

2.6. Active Participation and Contribution: Teachers of the college are encouraged to actively participate in all academic and co-curricular activities of the institution. They should assist in creating a proper ambience for acquisition of knowledge and values.

3. Code of Conduct for Non-Teaching Staff:

As a branch of Ramakrishna Math and Ramakrishna Mission, the college expects that its employees should uphold and adhere to the values and ideals expounded by Swami Vivekananda.

3.1. Spirit of Service: The college expects its employees to have basic knowledge of 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.

3.2. Professionalism and Integrity: Non-teaching staff of the college are expected to maintain professionalism, integrity, and courtesy in their department with students, teachers, and colleagues.

3.3. Collaborative Approach: Non-teaching staff of the college should foster a spirit of collaboration and cooperation, working together with other stakeholders to fulfil the institutional vision and mission.

3.4. Adherence to Administrative Guidelines: Non-teaching staff of the college should adhere to administrative guidelines and procedures, ensuring efficient and effective functioning of administrative processes.

3.5. Environmentally Conscious Practices: Non-teaching staff of the college should actively contribute to environmental sustainability by promoting practices such as reducing use of plastic bags, maintaining cleanliness, segregating solid waste properly, and avoiding wastage of water.

4. Code of Conduct for Administrators:

The college believes in decentralisation of powers to ensure participative management in academic affairs through shared responsibilities coupled with accountability and decision-making.

Ramakrishna Mission Brahmananda College of Education
Rahara, Kolkata-700118, West Bengal, India

4.1. **Leadership and Guidance:** Administrative staff of the college are expected to provide strong leadership and guidance to all stakeholders for fostering an environment conducive to teaching, learning, as well as social and personal development.

4.2. **Fairness and Transparency:** Administrators of the college must maintain fairness, transparency, and impartiality in decision-making processes, promoting trust and confidence among stakeholders.

4.3. **Effective Communication:** College administrative staff should strive to ensure effective communication channels with all stakeholders, keeping them informed about important policies, decisions, and updates related to the institution.

4.4. **Respect for Stakeholders:** Administrators of the college should demonstrate respect for all stakeholders, valuing their contributions and treating them with dignity and fairness.

4.5. **Upholding Institutional Values:** Administrators of the college are responsible for upholding and promoting the institutional values, culture, and ethos. They should lead from the front by their exemplary dealing with the stakeholders.

Swami Nirishananda

(Swami Nirishananda) 16.08.2021

Principal (Actg.)
Ramakrishna Mission
Brahmananda College of Education
P.O.- Rahara, Kolkata - 700118

