



Ramakrishna Mission Vivekananda

Centenary College, Rahara

Code of Conduct for Teachers, Non-teaching Staff

Members and Administrators

1. The aim of this Code of Conduct (henceforth referred to as the Code) is to provide all persons in service at the Ramakrishna Mission Vivekananda Centenary College, (henceforth called the RKMVCC), with a common set of guidelines to promote professionalism in keeping with the general aims of the Ramakrishna Math and Mission.
2. The RKMVCC is an institution of higher learning. The Code will help establish a climate suitable for this purpose, imbued with a sense of compassionate service.
3. This Code is not a list of duties, rights, or responsibilities. Rather, it enumerates what the institution expects from all stakeholders, in their efforts to maintain and promote its excellences in the field of education.
4. The aim of this Code is to provide as perfect an environment as possible for teaching and learning, within the scope of its mission and identity.
5. This Code cannot be used as a means of establishing service indiscipline,



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or form the basis for disciplinary action against any stakeholder.

6. This Code applies to all stakeholders of the RKMVCC and must be considered essential reading for all new entrants into the institution.
7. The Code expects all stakeholders to respect and uphold the long tradition of service to humanity which forms the basis of this institution. Such respect includes regard for the campus, for fellow stakeholders, and for the general well-being of the institution.
8. In all professional matters, stakeholders are expected to be courteous to each other. While disagreements in professional matters are usual, they should never give rise to discourtesy and animosity. Misunderstandings can easily be settled through discussion, without discord.
9. Serious differences in opinion should be discussed and settled through such processes as may be prescribed by the various administrative levels of the institution. Stakeholders are expected to see that professionalism and civility are maintained at all times and in all matters relating to the institution. Unseemly quarrels are to be avoided, and in case of necessity, the grievance redressal procedures should be used.
10. Grievances should be communicated through the institutional redressal procedures. These grievances will be redressed along the same laid out procedures.
11. Stakeholders are urged to be sensitive to gender. They should encourage



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equal opportunities to all sections of society. Although the RKMVCC admits only men, all stakeholders are advised to behave respectfully and with consideration, with members of all genders.

12. The RKMVCC, in keeping with the philosophy of the Ramakrishna Math and Mission, abjures all discrimination, on any basis, against people. This sense of absolute impartiality must be followed by all stakeholders.

13. Differently abled persons are welcomed into the RKMVCC as students, provided they meet the admissions criteria. The institution in wholly geared to meet their special needs. All stakeholders should act in ways that reach out in helpfulness to the differently abled.

14. Outside of professional dealings, with their inherent hierarchies, as determined by level of responsibility and seniority of service, all stakeholders should associate amicably, in a spirit of tolerance and mutual respect.

15. Hurtful statements, meant to injure the sentiments of fellow stakeholders, should be strictly abjured. Since each stakeholder, even in a personal capacity, represents the institution, their public statements should reflect the ethos of the institution.

16. All stakeholders should assist in all activities of the RKMVCC, academic and extracurricular. The sum total of these activities adds up to the overall excellence of the institution. The excellence of the institution is



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inseparable from the goodwill of its stakeholders.

17. The stakeholders are expected to uphold the culture of the RKMVCC in their conversation, attire, and deportment. As ambassadors of the RKMVCC, their perception by society at large should be consonant to the guiding philosophy of the Ramakrishna Mission.

18. The RKMVCC is wholly committed to value education. In as much as its aim is to serve through the imparting of quality learning, it is also devoted to the inculcation of such values as will lead to the creation of responsible, dutiful, and socially aware citizenry. All stakeholders will be expected to contribute to the upholding of this ethos.

19. The institution is dedicated to caring for the environment. Alongside its immaculate and green campus, the RKMVCC urges its stakeholders to contribute to saving the environment by using as little plastic as possible. Similarly, the RKMVCC exhorts its stakeholders to promote cleanliness in the campus and its environs. All stakeholders should avoid littering.

20. Water is precious. The RKMVCC requests all stakeholders to avoid wasting water. It encourages rainwater harvesting, and water recycling. Insofar as they are able, all stakeholders should spread the message to save water.

21. The RKMVCC requests all stakeholders to avoid misuse of electricity. It always encourages led based light systems, power saving ceiling fans and sensor based energy management for the college.



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