



Ramakrishna Mission Vivekananda Educational and Research Institute

[Formerly known as Ramakrishna Mission Vivekananda University]

(Declared by Govt. of India as Deemed to be University under Section 3 of UGC Act, 1956)

PO Belur Math, Dist Howrah 711202, West Bengal, India

University Code of Conduct for Teachers

Types of teachers at this University:

(1) Whole-time teachers: Faculty members with designations of Professor, Associate Professor and Assistant Professor.

(2) Monk-teachers: Monks of the Ramakrishna Mission who have the required UGC qualifications and who have been seconded by the Ramakrishna Mission with the approval of the Board of Management to any Department or Faculty or Centre with prior concurrence of the concerned Departmental Committee/Faculty Council/Centre for participating in the academic activities including teaching and/or research in the Department, Faculty or Centre.

(3) Emeritus Professors: Eminent academicians who have retired from the University or any other University or research institution.

(4) Adjunct Professors: Faculty holding teaching or research positions in other universities or research institutions and simultaneously engaged by this University.

(5) Visiting Professors: Current or retired teachers of other universities or research institutions, hired on a temporary or part-time basis to help out on teaching in various departments and faculties.

(6) Chair Professors: Appointed against any special and/or earmarked teaching post created by grants from individuals or recognised agencies. They shall ordinarily be whole-time teachers of the university.

Duties of Teachers

Teaching:

- A whole-time teacher shall be required to give lectures, take tutorials, conduct laboratory sessions, field work and educational tours and undertake any other activity connected with imparting instructions to the students according to the time table and the prescribed curriculum and as desired by the Departmental Committee.

- A whole-time teacher shall assist the Department and the University in conducting examinations which duties include paper setting, moderation of question papers, invigilation, conducting practical and viva voce examinations, evaluation of answer scripts, internal assessment of students, tabulation and any other activity connected with examinations.

Research:

- A whole-time teacher is also required to carry on research and guide and assist research students of the University. The total load of a whole-time teacher including teaching, research and administrative and examination work shall be as prescribed by the relevant UGC Regulations from time to time. The Head of the department may have half the teaching load of other teachers.
- A whole time teacher is expected and encouraged to venture in research collaboration with other educational institutes, research organizations, faculty or industry personnel, write grant proposals to various Government bodies and funding agencies.

Service:

- A whole-time teacher shall assist the Head of his department in the administration of his department including maintaining discipline in the Department. He shall participate in the deliberations and the activities of the Departmental Committee and serve on various committees of the Department and the University as required. He shall also help the Head in maintaining the academic calendar of the department.
- A whole-time teacher shall also assist the Head and the University administration in carrying out the functions relating to the educational responsibilities of the department and the University, viz., assisting in appraising applications for admissions, advising and counseling of students, assisting in the running of the hostels and messes attached to the University and also serving on various committees and sub-committees set up by the Vice-Chancellor or any other appropriate authority of the University.

Duties of a Monk-teacher: A monk-teacher is expected to carry out the same duties as a whole-time teacher of the department in as much as it does not have any conflict with his duties as a monk of the Ramakrishna Mission.

Duties of Emeritus Professors and Adjunct Professors: The duties of Emeritus Professors and Adjunct Professors shall be to assist the department in carrying out its teaching and research programmes. However, they can opt out of administrative duties of the department if they so desire.

Code of Conduct for Teachers

- ✓ (Honour Code): All teachers should follow the University Honour Code to actualize Swami Vivekananda's educational vision of manifestation of the potential Perfection in all stakeholders in the University.

In the light of ancient Indian wisdom on the educational methodologies and teaching-learning paradigm in the *acharya-antevasi (guru-sishya) parampara* (teacher-disciple tradition), the minimum qualities expected of a teacher are the following five.

- (i) *shrotriya*, that is, a teacher should try to be a repository of knowledge in the subject of his specialization interfacing with allied branches of knowledge with a capacity to freely traverse across disciplines,
- (ii) *brahma-nishtha*, that is, devoted to cultivation of knowledge as a continuous intellectual endeavour by updating knowledge through study, interaction with colleagues and specialists, through conferences, seminars and symposia, exploring newer avenues in interdisciplinary areas, constantly striving to update knowledge to be in tune with the developments in the respective fields of specialization as well as the interface with other allied subjects in the present era of interdisciplinary approach in teaching and research,
- (iii) *Avrjinah*, that is, be committed to impeccable academic integrity, vowing not to commercialize knowledge for any kind of gain, scrupulously avoiding temptations to violate the Academic Integrity Code in the 'Honour Code for Teachers'
- (iv) *Akamahatah*, that is, rising above desires that detract the main focus of a teacher in professional and academic endeavour. While awards, recognition, benefits, incentives, etc., are naturally bound to follow any academic achievement, a teacher should not overmuch be concerned with self-glorification which is likely to deviate and side-track him/her from the path of imparting of knowledge selflessly with the sole motive of passing on the fund of knowledge to the generations of learners. A calm and detached approach to such rewards and recognitions looking upon them as a natural by-product in the pursuit of excellence in teaching-learning-research will keep the dignity and luminous image of a teacher as an *acharya* or *guru* so much needed to inspire the learners. A selfless, hard-working teacher unconcerned with the rewards and awards that will naturally come to him/her will remain a constant inspiration and role model for the students who will develop deep *shraddha* for the teacher that would transform the academic ambience with discipline becoming in built thanks to intellectual and moral submission to the teacher by the learners.
- (v) *Paramakarunikah*, that is, supremely affable and kind to the students, what is called 'student-friendly' in the common par-

lance. Swami Vivekananda famously said: “Just as the disciples (students) are expected to have *shraddha* in the *guru* (teacher), the teacher also should have respect for the students”. A teacher should come down to the level of the weakest student and try to raise the student from where he is, with loving encouragement, kindness, compassion and above all, faith in the ‘potential perfection’ remaining unmanifest in the student. The teacher should never indulge in negative thinking or speech likely to dispirit, dishearten or discourage the student, but should always encourage him by inducing a feeling that he/she also *can*. All negative comments and disparaging statements and behaviour are unbecoming of anyone who claims to be a teacher. In one word, a teacher should be everything for everybody, always willing to give in abundance his time and energy for the students, participating in the woes and wails of the students. A teacher should be students’ mentor, friend, philosopher and guide.