



### MEMORANDUM

TO : RIM FAMILY  
FROM : POLICY PLANNING AND PROGRAM DIVISION (PROJECT OFFICE)  
SUBJECT : INCLUSION OF FRIENDS TEA HOUSE UNDER THE PURVIEW OF THE  
REGISTRATION UNIT  
DATE : OCTOBER 28, 2020.

The Institute's membership in the Erasmus+ FRIENDS project aims to strengthen our internationalization capabilities and to develop our students' global competence through the purposeful integration of intercultural dimensions into the institute's programs.


A key outcome of the project is the establishment of the FRIENDS TEA HOUSE, a multicultural hub for students and a place for the students to socialize which shall now be placed under the purview of the Registration unit since every student affair is being managed by the Registration unit.

Therefore, the management is requested to kindly approve the inclusion of FRIENDS TEA HOUSE under the Registration Unit hereafter.

For kind approval and guidance.



Jigme  
Project Manager



Jigme Wangdi  
Project co-ordinator

Noted and approved by:

*approved as proposed.*  
  
(Sonam Pelden Thaye)  
Director

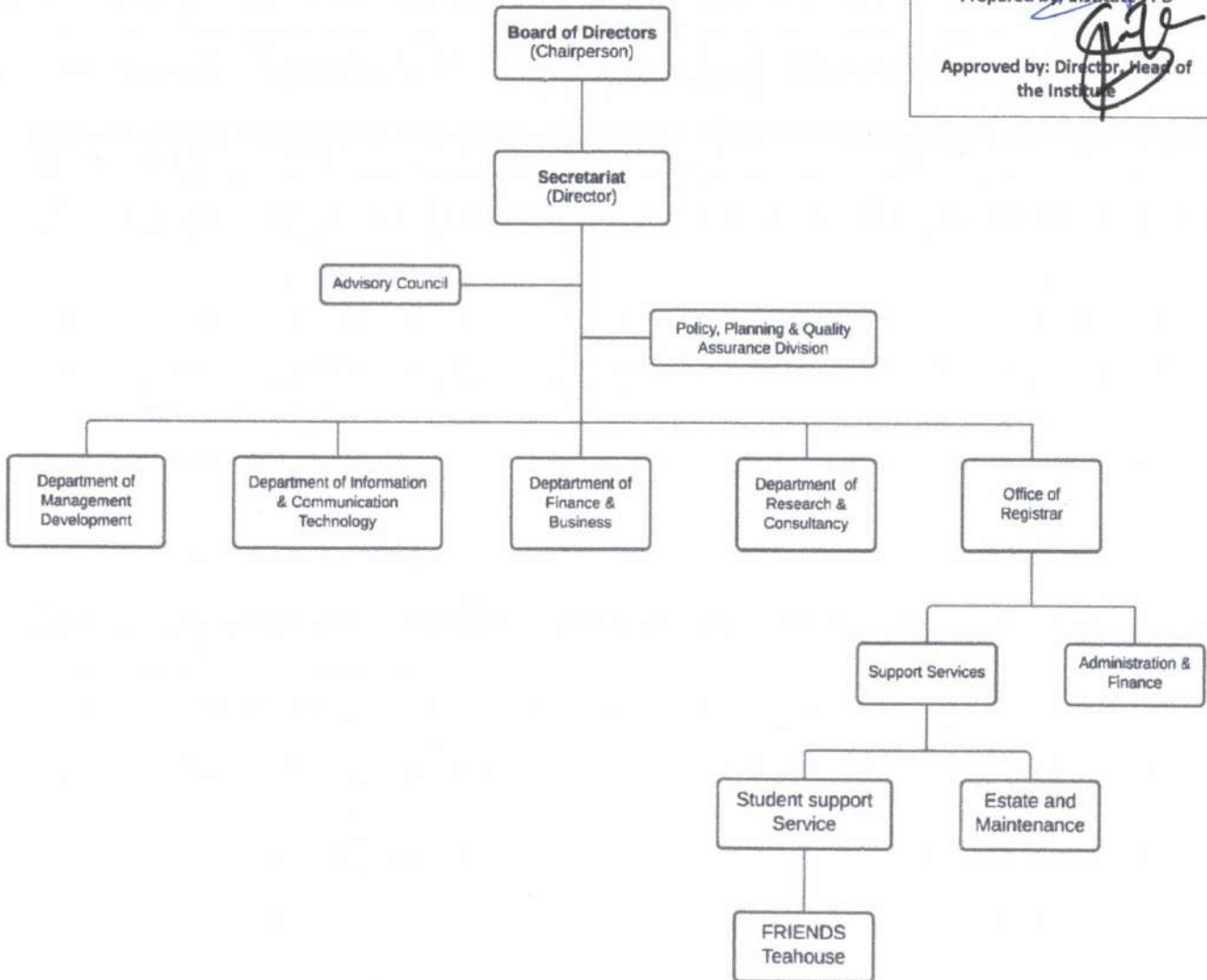




**ORGANIZATIONAL CHART**  
Updated; October 28, 2020

Prepared by: Institute PPD

Approved by: Director, Head of the Institute





## **Formal Code of Conduct for the Operation of FRIENDS Teahouse at Royal Institute of Management, Bhutan**

### **1. Policy**

- 1.1 Promote a neutral, apolitical, non-racial, discrimination free and interculture friendly ambience.
- 1.2 Be guided by the international values of multiculturalism.
- 1.3 Establish the desired international standards of internationalisation at home.
- 1.4 Promote and maintain trust and respect for intercultural traits.

### **2. Core Values**

- 2.1 Any users of the social Hub shall maintain and uphold the highest standard of, amongst others, integrity, honesty, loyalty, fortitudinous, multiculturalism, right attitude and be non-racial at all times.
- 2.2 Social Hub values and code of conduct shall form the part of terms of usage of the hub for all the users.
- 2.3 The user shall be contentious at all times and shall maintain interpersonal relationships.
- 2.4 The value of patriotism and love for all culture shall be maintained at all times.

### **3. Team Work and Collaboration**

- 3.1 The users of the hub shall operate and function in a non-discriminatory manner as a team.
- 3.2 Team work should be at the core of the social hub and shall be upheld for all the times.
- 3.3 Team work shall spill beyond the social hub and into the partner universities and its pupil.
- 3.4 The partners and the users shall work collaboratively and as a team for the collective success of the project.
- 3.5 Collaboration should be the guiding principle at all times.

### **3. Code of Conduct**

- 3.1 Any user, bestowed with the unique privilege of availing the services of the hub with trust and confidence reposed in him shall abide by the formal code of conduct for the operation of the social Hub.
- 3.2 The user shall be conversant and uphold the provisions of the intercultural guidelines at all times.
- 3.3 The user shall subscribe and promote the values of internationalism.
- 3.4 The user shall maintain international decorum and refrain from indulging in behavior that affect multiculturalism and nationalism.

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3.5 The user shall be neutral and maintain cultural neutrality at all time

3.6 Any user shall not be partisan in nature.

3.7 The user shall be courteous and cooperative in nature.

3.9 The user shall not victimize or discriminate anyone against anyone.

## **5. Excellence and Commitment to Quality**

5.1 All the users shall strive for excellence and maintaining the overall quality of the social hub.

5.2 The quality assurance Division of the institute shall monitor the quality aspects of the social hub in operation.

5.3 Quality should be the top most priority of the institute.

## **6. Compliance with the Law and the Erasmus+ CBHE Programme's Rules and Regulation**

6.1 Our actions shall be in consonance with the laws of the European nationals and the CBHE programme's rules and regulations.

## **7. Sustainability and Cost Efficiency**

7.1 The hub should be used in a more sustainable and cost-efficient manner.

## **8. Non-discrimination and Equal Treatment**

8.1 The users shall be committed to the principles of non-discrimination and equal treatment.

## **9. Respect for Diversity**

9.1 An ambience of respect for diversity should be created in the social hub.

## **10. Scope of the Code of Conduct and Values**

The Values or code of conduct detailed here is not exhaustive or limited to it.

## **11. Accountability**

All the users shall be accountable and liable for actions for the breach of terms and conditions laid herein.