

K.K University

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K.K University Student Code of Conduct Policy, 2023

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K.K University Student Code of Conduct Policy, 2023

This Policy will be known as K.K University Student Code of Conduct Policy, 2023 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in these regard.

1. Introduction

The University believes that duty, decorum and discipline are the hallmarks of a good student. Students enrolled at the University must recognize their responsibilities towards the teachers, officers, other administrative staff and fellow students. Failure to maintain appropriate standard of conduct shall attract disciplinary action. All these are being incorporated in the form of K.K University Student Code of Conduct Policy, 2023.

2. Applicability

This Policy shall apply to all enrolled students of the University.

3. Definitions

3.1 'University' means K.K University.

3.2 'Competent Authority' means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Deans/the Principals/Directors/HoDs, the Registrar or any other authority so designated by this Policy.

3.3 'Campus' means K.K University campus.

3.4 "Student" means all enrolled students of the K.K University.

4. Acts of Indiscipline

The following actions could be considered as acts of indiscipline;

- 4.1 Any overt or covert act leading to ragging and/or harassment
- 4.2 Discrimination or hate crimes based on race, ethnicity, gender, religion, sexual orientation, or other factors
- 4.3 Disruption of academic activities
- 4.4 Any behavior that is disruptive to the University community, including loud or offensive language
- 4.5 Disturbing the studies of other students
- 4.6 Unauthorized entry or use of University buildings, equipment, or resources
- 4.7 Gathering in groups at campus pathways, entrance, exit and pathways is strictly prohibited
- 4.8 Disrupting the functioning of the University or its educational programs
- 4.9 Endangering the health or safety of the University staff or students
- 4.10 Students are expected to respect University property and may be held responsible for any damage they cause



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- 4.11 Stealing University property, such as library books, laboratory equipment, laboratory materials etc.
- 4.12 Possession/consumption/distribution of any intoxicants or illicit drugs or weapons in the campus
- 4.13 Cheating, plagiarism, and other forms of academic dishonesty
- 4.14 Creating or presenting false information or documents for the purpose of admission
- 4.15 Providing false information or documentation in order to receive scholarships, prizes, or other awards
- 4.16 Misuse of University technology, including computers and internet access
- 4.17 Any form of misconduct that is deemed to be harmful to the University community
- 4.18 littering on campus

5. Discipline

- 5.1 Students are expected to use only courteous and polite language and behave with decorum with the teachers, staffs, peers/fellow students and visitors of the University
- 5.2 Students shall avoid using any insulting, inciting, threatening language while talking with fellow students, especially fresher's and juniors, and should abstain themselves from violence
- 5.3 Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the University
- 5.4 Students are expected to present themselves and make oral or written submissions whenever asked by the Competent Authority, faculty and any Officers of the University or any Committees of the University
- 5.5 The students shall be regular and punctual in attending classes and all activities connected with the University
- 5.6 Students shall observe strict silence in the class/laboratory/workshop irrespective of the presence or absence of the teacher
- 5.7 Students shall observe strict silence in the Library
- 5.8 The students shall not leave the classroom/laboratory/workshop during an ongoing class unless there is a medical emergency or any unforeseen circumstances
- 5.9 The students shall not leave the University campus during class hours unless there is a medical emergency or any unforeseen circumstances
- 5.10 Students are expected to read notices/circulars displayed on the Notice Board/Website. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it
- 5.11 All vehicles should be parked in the allotted parking place. Violators may be restricted from bringing vehicles within the campus
- 5.12 While attending University events/activities, the students will conduct themselves in such a way as to bring credit to themselves and to the University
- 5.13 The students are expected to keep the campus clean and beautiful by using the designated bins/areas for disposing of trash
- 5.14 Representation of complaints and grievances may be made individually to the Dean/Associate Dean Students' Welfare.
- 5.15 No meeting/function of any kind shall be held in the University premises without the written permission of the Competent Authority. No notice/communication of any kind shall be circulated amongst students or displayed on black boards or on notice board without the written permission of the Competent Authority



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- 5.16 Students are expected to take up all assignments, tests and examinations of the University seriously and would try to make satisfactory academic progress
- 5.17 The students must compulsorily wear the Student Identity Card inside the University Campus
- 5.18 Students shall come clean, tidy and modestly dressed
- 5.19 Students may be subject to a dress code, especially if they are enrolled in certain programs or attending specific events
- 5.20 The students should keep their mobile phones in silent mode within class rooms, laboratories, libraries, workshops or any other academic programs and events of the University
- 5.21 Students are expected to act in a safe and responsible manner at all times
- 5.22 Students in certain fields of study, such as Pharmacy, Law or Agriculture, may be subject to additional rules of ethics and professional conduct
- 5.23 Students may be expected to act in an environmentally responsible manner and to comply with University policies related to sustainability
- 5.24 Students involved in research or other activities that involve plants & animals may be subject to additional rules and Policy related to plant & animal care and use
- 5.25 Students may be subject to rules and Policy related to conflict of interest, especially if they are involved in research or other activities that could create a conflict of interest
- 5.26 Students may be encouraged or required to participate in community service or volunteer activities

6. Attendance

- 6.1 Punctuality and full attendance for the entire class duration are mandatory for students
- 6.2 Attendance will be marked for all sessions including theory, practical and tutorials
- 6.3 Relaxation of maximum 25% of the attendance may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of the appropriate authority is mandatory
- 6.4 Participation in extracurricular activities as may be organized and/or recognized by the University shall be considered as full attendance
- 6.5 A student whose attendance is less than 75% in a semester/year, for reasons whatsoever, will not be permitted to appear in the end Semester/Year end Examination and such students shall be treated as debarred students
- 6.6 In exceptional cases, upon written appeal by a student to the Dean/Principal/HoD's concerned justifying the cause of shortfall in attendance, the Vice Chancellor/the Pro Vice Chancellor, at his/her discretion and on being satisfied with the justification, may condone absence of a student whose attendance is less than 75%
- 6.7 A student intending to take leave is required to take prior written approval from Dean/Principal/HoD's concerned. In situations, where prior approval is unavoidable, the leave application has to be submitted on the date of rejoining prior to joining any class. However, communication/information of leave to the Dean/Principal/HoD's is must in case the leave period is beyond 3(three) days

7. Library

- 7.1 Entry to library is strictly prohibited without University Identity and Library Card
- 7.2 It is strictly prohibited to carry reference materials outside the library



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- 7.3 Newspapers, periodicals, and magazines are designated for in-library reading only and may not be taken outside the library
- 7.4 Any damage to any Books/Newspapers/Periodicals/Magazines including missing pages, pen or pencil marking, torn pages, other spots etc. should be reported to the Librarian at the time of collecting the same, before leaving the counter failing which the borrower shall be liable to compensate the loss which may be to the tune of the cost as printed on the Books/Newspapers/Periodicals/Magazines
- 7.5 Books issued, if not returned within stipulated date shall attract fine
- 7.6 Loss of Books, if informed within due date and time shall have to be compensated by replacement or paying costs as printed on the Book. If the same is reported beyond the due date, fine as stated hereinabove in addition to the cost has to be paid
- 7.7 Reservation of seat is not permitted in Library and books or articles left for any length of time on chairs and tables may be removed by the Library staff
- 7.8 Library Card is non transferrable and should not be lent to anyone else and violation of this clause shall lead to withdrawal of library facility
- 7.9 Loss of Library Card should be immediately reported and duplicate card should be issued on payment of requisite fee
- 7.10 Only notebooks and books are allowed inside the Library, and all other belongings must be kept in the designated area outside the Library
- 7.11 The University/Library Staff shall not be responsible for loss of any personal belongings
- 7.12 Consumption of foods/drinks within the library is strictly prohibited
- 7.13 Use of Mobile Phones and other electronic gadgets within the Library is strictly prohibited
- 7.14 Complete silence has to be observed within the Library
- 7.15 The Library Staff has the right to request any of the student to leave the premises if he/she is found of violating any rules of the Library
- 7.16 Any act of indiscipline in the library shall be ground for withdrawal of library privilege

8. Dining Area

- 8.1 The University provides a designated dining area for the convenience of students, and it is the responsibility of students to behave appropriately so as not to cause inconvenience to the Mess operators, other students, staff, or visitors.
- 8.2 Students are advised to stand in an orderly queue at the food counter
- 8.3 Students are advised to vacate their seat after finishing the meal to allow others to comfortably have their food
- 8.4 In case of any inconvenience, the matter should be immediately reported to the Dean/Associate Dean, Students' Welfare. The student should not involve himself/herself into any conflict

9. Penal Actions

In the event of violation of any one or more of the rule stated above, depending upon the nature and gravity of violation, the student concerned may be subjected to one or more of the following punishments

- 9.1 Cancellation of admission/enrollment
- 9.2 Suspension from attending classes



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- 9.3 Withholding/withdrawing scholarship/fellowship and other benefits
- 9.4 Debarring from appearing in any test/examination or any other evaluation process and /or Withholding results
- 9.5 Debarring from representing the University in any local, state, national or international meet, tournament, youth festival etc.
- 9.6 imposing a financial penalty
- 9.7 Rustication from the University for periods varying from 1 to 4 semesters or equivalent period
- 9.8 Expulsion from the University
- 9.9 Any other decision as may be found fit and proper by the Disciplinary Committee
- 9.10 Any student seeking review of the decision/recommendation of the Disciplinary Committee may appeal before the Vice Chancellor and the Pro Vice Chancellor of the University within 7 days of receiving the decision of the Disciplinary Committee
- 9.11 Any student seeking review of the decision of the Vice Chancellor and the Pro Vice Chancellor may appeal to the Chancellor within 7 days of receiving the decision of the Vice Chancellor and the Pro Vice Chancellor. The decision of the Chancellor shall be final and binding
- 9.12 The Registrar of the University and/or any Dean/Principal/HoD's may also pass an interim order in case of any act of indiscipline and report the matter to the Disciplinary Committee for their decision/recommendation and the students shall be bound by all such interim orders till the decision of the Disciplinary Committee with regard to the same
- 9.13 Providing false or incorrect information to the Disciplinary Committee shall attract strictest of penal action



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