
Student Code of Conduct Agreement

1. Academic Honesty

1.1 All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, copy in tests or exams or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.

1.2 The students are expected to take up all assignments, tests and examinations of this College/University seriously and would try to perform the best.

2. Campus Behaviour

1. Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the College.
2. No student is permitted to leave the classroom during class hours. Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
3. Students are expected to read mails/ notices/circulars displayed on the College Notice Board. Ignorance of not reading shall not be accepted as an excuse failing to comply with the directions contained in it.
4. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
5. While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
6. Spitting, smoking, chewing gum and throwing bits of paper inside the college campus is prohibited.
7. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
8. Representation of complaints and grievances may be made individually to the HoD concerned
9. No meeting/function of any kind shall be held in the College premises without the written permission of the Principal.
10. No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Principal. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
11. Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settling debts with the College would be seriously dealt with.
12. In this campus various courses are conducted simultaneously and hence, students should observe quietness within the campus.
13. Ragging , usage of drugs and Eve Teasing are considered as crime and strictly prohibited by an act promulgated by the Central Government with the penalty and 7 years' imprisonment. If any student indulges in any form of ragging or Eve-Teasing inside the College premises or outside, he/she will be summarily expelled from the College.

3. Acts of Intolerance

- a. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption of any alcohol.
- b. Unlawful or unauthorized possession, distribution, delivery, dispensing, manufacture or sale of any drug; unlawful possession of any drug with intent to distribute, deliver, dispense, or sell any drug; or being unlawfully under the influence of any drug.
- c. Smoking in any campus facility
- d. Physically abusing or threatening to physically abuse any person.
- e. Any act occurring on campus which intentionally disturbs the peace and quiet of any person or group of persons
- f. Destroying, damaging, misusing, or defacing any building, facility, or property, or any private property on-campus is prohibited
- g. Providing false or misleading information.
- h. Misbehaviour in the classroom in such a way that the educational experiences of other students and/or the teacher's course objectives are disrupted are subject to disciplinary action, including possible expulsion from the college
- i. Misuse of mobile phones, internet, cyber stalking, and sexual harassment.

Academic Progress

- a. All students will abide by the rules and regulations of Bharathiar University. Students are required to be familiar with University regulations and college is not liable for absence of knowledge

Attendance Rules

- a. A student with less than 75% of attendance will not be eligible to write the Semester Examinations of the University.
- b. The students shall be regular and punctual in attending classes and all activities connected with the College. The college timings are from 8.30 to 4.30 pm which includes KCLAS EDGE which is mandatory for all students. If students have enrolled for professional courses, they are required to get permission from HoD with the proof for pursuing the course
- c. Students should attend all classes regularly and punctually. Students coming late to the class by more than five minutes will not be given attendance for that period.
- d. Students are not permitted to absent themselves without prior permission. An application for leave must be submitted in the prescribed form well in advance or at least a day before the leave is required. When absence without prior permission is unavoidable the leave application must be submitted on the day of return to the HoD after the leave period.
- e. If on medical leave, the medical certificate should be produced on the day of joining along with a leave letter signed by the parent.
- f. Even with prior permission, if a student absents oneself, even for a single hour, he/she would be considered as absent for the whole session.
- g. Absence without leave for even a part of the day will be counted as absence for one day.
- h. Students are required to be present for all the programs/ events organized by KCLAS
- i. Fall in attendance will be communicated to parents

Continuous Assessment

- j. Two internal assessments and one model exam will be conducted for each course during the semester. Students are required to be present and take up the exams with good preparation. Several assignments and projects will also be given for assessment.

4. Grooming

- a. Students are required to be well groomed and be presentable in the campus
- b. On all weekdays, students are required to be in formal attire
- c. It is mandatory to wear the ID card at all times while in campus, institution sponsored events or when representing the college for events outside campus and common places - seminar halls, library, and auditorium.

5. Working Days & Hours

- a. Institution will work on all working days as per the academic schedule.
- b. Institution is closed on Sundays, Public Holidays and on Saturdays. However, if any special programs or classes or conducted on such days, students are required to be present.
- c. The first session commences at 8.30 am and the last session ends at 4.30 pm. When there are programs, events, meetings, the closing hour shall be extended

6. Discipline System

In order to maintain discipline amongst students and to ensure strict compliance of KCLAS rules, Discipline system is being introduced for all the students of KCLAS. DOT system is an indicative system so that the concerned students and their faculty know the level of offence committed by the students. An entry system will be maintained in students' profile for MINOR as well as MAJOR offences. This will help monitor the level of offences and the number of times the same student has been involved in any act of indiscipline. It will also help in deciding on the quantum of punishment for violation of orders and will lead to pin-pointing on perpetual offenders who need to be punished severely.

Violation of Discipline

The discipline system at KCLAS is based on DOT system. In order to maintain discipline amongst students and to ensure strict compliance of KCLAS rules, Discipline system is being introduced for all the students of KCLAS. DOT system is an indicative system so that the concerned students and their faculty know the level of offence committed by the students. An entry system will be maintained in students' profile for MINOR as well as MAJOR offences. This will help monitor the level of offences and the number of times the same student has been involved in any act of indiscipline. It will also help in deciding on the quantum of punishment for violation of orders and will lead to pin-pointing on perpetual offenders who need to be punished severely.

Nature of Offence	Range of DOTs to be awarded (based on the degree of offence)
Minor violations	1-2 Dots will be awarded
Major 1	3-4 Dots will be awarded
Major 2	5-6 Dots will be awarded
Repeated Offence	Repeated minor offence will be considered under Major Offence category and penalties as applicable

1. If a student accumulates 03 Dots - He/ She will not be eligible for any scholarships and shall not be eligible for any elections of Leadership Council / class representative / club representative.
2. If a student accumulates 6 or more Dots - He/she may be expelled from the Institution and No refund of any kind may be made to him / her.

S.No.	Type of misconduct (Academic)	Disciplinary action	Dots
1	Academic Misconduct includes late coming to class (Second time in a week, beyond 5 minutes), absence for more than two days without written permission from CA/ HoD, non-compliance to deadlines in completing any academic work given by the faculty member, cheating / malpractice on assignments or examinations or any conduct that disturbs the teaching-learning process inside class room / seminar hall/ conference	Mandatory week end Assignments (Answers for internal exam QP/end semester QP). No. of times is scalable based on the gravity of the misconduct.	1-2
	Types of Misconduct (General)		
2	Engaging in verbal or physical violence directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the institution	Warning Note with Counselling , suspension with or without Community Service, expulsion from Hostel, Expulsion from college based on the gravity of the situation and recommendation of the Inquiry committee	3-6
3	Forgery/Concealment/Falsification -willfully providing college offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.	Warning Note with Counselling, suspension with or without Community Service, expulsion from college based on the college based on the severity of the incident and based on the recommendations of the Inquiry Committee.	3-6
4	Refusal to Identify - Refusal to identify or falsely identifying one's self when requested by an authorized College Official	Warning Note with Counselling in the first case beyond which Community Service for prescribed hours.	1-2
5	Illegal or Unauthorized Possession or Use of Weapons - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.	Confiscation of weapon(s)and Suspension pending enquiry and on confirmation by Disciplinary Committee further suspension with community service or expulsion from the college.	5-6



6	Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking - KCLAS strongly supports the goals of "Drug Free Campuses". It is policy of KCLAS that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of KCLAS that smoking is prohibited within the KCLAS premises.	Confiscation of the banned good(s), suspension with Community service for 30 hours and/ or based report issue of TC/ and or intimation to Police, expulsion from college	5-6
7	Unauthorized Access and Use -Unauthorized access means accessing without authorization KCLAS property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.	Warning note => Scalable community service=>Denial of college privileges, suspension	3-4
8	Act of Violence, Threatening, Harassing, or Assaultive Conduct - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.	Suspension pending enquiry and on confirmation by Disciplinary Committee further suspension with community service or in extremely serious cases, expulsion from the college and or Intimation to Police	3-6
9	Theft, Property Damage, and Vandalism - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.	Suspension pending enquiry and on confirmation by Disciplinary Committee, fine against the estimated value of damage with community service, expulsion from college	3-6
10	Recording of Images without Knowledge - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.	Warning note, Scalable community service, suspension or expulsion from college	3-6
11	Causing Disrepute to other students - Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the College.	Warning Note with Counselling in the first case beyond which suspension with or without Community Service	1-2
12	Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.	Warning Note with Counselling in the first case beyond which scalable hours of Community Service, suspension	1-2

13	Ragging - Any act which amounts to ragging in any form as defined under the Maharashtra Prohibition of Ragging Act, 1999 and also under the UGC Prohibition of Ragging Regulations, 2009.	Suspension pending enquiry and on confirmation by Anti-Ragging Committee expulsion from the college or as prescribed by laws in force (Intimation to Police), expulsion from college	5-6
14	Abuse of Electronic Communication - Using College or personal telecommunications, data communication networks for illegal or improper purposes or in violation of college regulations and policies, or related laws.	Warning Note with Counselling in the first case beyond which suspension with or without Community Service	1-2
15	Media Contact - Students are expressly prohibited from speaking on behalf of, or for, College with any media organization or publication, or from inviting the same to any College-owned or operated property, facility, or event without the express written permission of the Principal	Warning Note with Counselling in the first case beyond which scalable hours of Community Service, suspension/ expulsion from college	1-2
16	Organization and Event Registration - A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the College.	Warning Note with Counselling in the first case beyond which scalable hours of Community Service	3-4
17	Presenting False Testimony - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.	Warning Note with Counselling in the first case beyond which suspension with or without Community Service	1-2
18	Violation of College rules - Violation of other published college regulations, policies, or rules, or violations of law. These college regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, submission of assignments, regulate examinations, prohibit the misuse of library, misuse of computing resources, misuse of laboratory, regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.	Warning note, Scalable hours of Community services, Denial of College privileges, Suspension=> fine => expulsion from college, proportionate to the gravity of the misconduct.	6

Remarks in TC

Remarks / entries on a student can be broadly classified into positive/ neutral/ needs improvement. These broad remarks are deployed in the assessment of the character and conduct of a student in the TC/CC/ or any other official document, requiring such an assessment.

No	Grade	Requirements
	Not Satisfactory	1.1. Loitering in the campus beyond the stipulated hours, causing damage to the institutions' property, indulging in defacing of walls or any part of the campus, unauthorized assembly / meeting within the campus, any violent conduct endangering the life or property of any person(s) within the campus or Any indictment / strictures by the Disciplinary Committee for the involvement in any indiscipline act within the campus, cause of any public nuisance which will affect the image of the college.
		1.2. Ragging, eve-teasing, alcoholism, usage of drugs, Physical assault leading to bleeding injury within the campus/ hostel /college bus and any misuse or abuse of the social network involving student / staff or building (whole or portion) of the institution or any violation of rules of the college that may lead to 'removal from the roll of the institution'.
2	Satisfactory	Not more than <u>one</u> negative report/entry, <u>excluding</u> anything under 1.2 but including any act(s) under 1.1 above (report of non-compliance to dress code/ID card/ Shoes can be condoned).
3	Good	<u>No</u> negative report / entry on compliance of rules and regulations of the institution, including violations listed under 1.1 and 1.2 above (report of non-compliance to dress code/ID card/ Shoes can be condoned).

I agree that I have read the code of conduct and promise to abide by the rules and regulations of the KCLAS and to work towards my progress making creative use of the facilities offered to me.

Name of the student:

Program :

Batch. :

Signature:

I promise that my son / daughter Mr/Ms. _____ shall abide by the rules and regulations of the KCLAS and Bharathiar university regulations.

Signature of the parent: