

General Code of Conduct

9.1 Campus Rules

- Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the College.
- No student is permitted to leave the classroom during class hours. Students should not leave the class or attend late under the pretext of paying fees, visiting the library etc.
- 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.
- All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
- While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- Spitting, smoking, chewing gum and throwing bits of paper inside the college campus is prohibited.
- 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.
- Representation of complaints and grievances may be made individually to the HoD concerned
- No meeting/function of any kind shall be held in the College premises without the written permission of the principal.
- 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.
- 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.
- In this campus various courses are conducted simultaneously and hence; students should observe quietness within the campus.
- 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

9.2 Wearing of ID Cards

- Identity card for the student will be given during the start of the course. ID card is a proof for the student that he/she is a part of the institution as a currently enrolled student. ID card can be used to enter campus. Day-scholar and hostel rules apply to the ID card as well. Guidelines for use of ID Card

Guidelines for use of ID Card

- 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.
- Any faculty of the institution has authority to ask the student to show their ID card at any time while in campus.
- It is mandatory to show ID card if asked by any security official at the check post/parking.
- ID card is the student's responsibility. Under any circumstance, if the ID card is lost or damaged or broken, the student is responsible.
- If any details in the ID card is not visibly clear, the student has to re-apply and use the new ID card.

Re-applying procedure

- If a student loses the ID, she/he must write a letter stating the reason to the class advisor. The class advisor will forward the letter to the Head- OSA.
- The cost for ID card re-printing will be taken from your caution deposit paid.

Money in ID Card

- Your ID card will hold money that you can use for purchasing items from the store (stationary) depot. If you are in need of more money, you can top-up amount to your ID card. It can be done by visiting the finance department in the admin block.

9.3 Dresscode

- In KCLAS a strict dress code will be followed. Boys must wear formal trousers, shirts & shoes during working hours.
- During non-working hours, polo tee shirt and jeans are allowed. Girls must wear salwar/chudidhars while in campus. All students must wear their ID card while in campus.

9.4 Vehicle Parking

- Students are allowed to bring their vehicle to campus.
- Students must get vehicle parking permission sticker from the Chief Security Officer.
- A letter requesting vehicle parking permission must be submitted to the student center support services along with a photocopy of the vehicle's RC book and your driving license. Upon submission of documents, the CSO will give an entry clearance sticker.
- The entry clearance sticker must be stuck in a prominent location on your vehicle so that it is visible to the gate security officials.
- You must show your ID card if asked at the gate.
- If the sticker is damaged then the student will have to re-apply by going to the CSO.

- Vehicles must be parked only in the designated parking area. If students do not follow these rules, vehicles will not be allowed in campus. The management will not take responsibility to any damage caused to vehicles parked

9.5 Outside Campus.

Use of campus resources

- Institution resources must be reserved for business purposes on behalf of the Institution. They may not be used for personal gain except in a manner that is incidental, and reasonable in light of
- the person's duties. Institution resources include, but are not limited to, the use of Institution systems, such as telephone systems, data communication and networking systems, and the domain for electronic communication
- forums; the use of Institution equipment; the use of procurement tools such as purchasing cards, credit cards, and petty cash; and the time and effort of other staff, students, and others at the Institution.
- Appropriate use of Institution property and information requires that persons not use a password, access a file, or retrieve any stored communication without authorization. This includes concealing, falsifying, altering, misusing, or removing records, including electronic records. In addition, information such as mailing lists of students,
- employees, or alumni must not be given to anyone without authorization from the Unit Executive.
- Any member of the K-Community using institution resources may not solicit others for commercial ventures, religious or political causes, outside organizations, or other non-institution matters.

9.6 General Behavior

- All members of the K-Community are responsible for sustaining the highest ethical standards of the institute, and of the broader communities in which it functions by adhering to the code of conduct. The institute values honesty,
- trust, fairness, respect and responsibility and strives to integrate these values into its teaching, research and business practices. It is the intent of the Code of Conduct to maintain Ethics and to protect academic freedom, a collegial atmosphere for teaching and scholarship and to advance the mission of the institution.
- The Student Code of Conduct promotes honesty, integrity, accountability, rights and responsibilities associated with being a constructive member of the K-community.

9.7 ICC Policy

- KCLAS will not tolerate sexual harassment under any circumstances. Responsibility lies with every member of the KCommunity to ensure that sexual harassment does not occur.
- This policy applies to conduct that takes place in any institution-related context, including conferences, work functions, social events and business trips.
- No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of sexual harassment.

- A breach of this policy will result in disciplinary action, up to and including termination of work/study with KCLAS
- KCLAS strongly encourages any employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.
- Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made the organisation has the right to determine how the report should be dealt with in accordance with its obligations and this policy.
- Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.
- Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.
- The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumption of guilt and no determination made until a full investigation has been completed.
- No employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment, or against any employee or volunteer who has been alleged to be a harasser.

9.8 Institutional Rules Abuse

Dishonest behaviour

- All forms of dishonesty, including cheating, plagiarism, and supplying false information, as well as forgery or use of documents or instruments of identification with intent to mislead or defraud, is prohibited.

Disruptive behaviour

- Engaging in, or inciting others to engage in, conduct which disturbs the peace of the institute, involves a significant disruption of institute activity, or impedes reasonable freedom of expression or movement of other members of the K community or its guests is prohibited.

Driving (recklessly)

- Driving or parking on campus sidewalks or prohibited areas is not allowed. Students must park their vehicles only in the student parking area.

Fireworks

- Possession or use of fireworks is prohibited in the campus.

Unauthorized entry

- Unauthorized entry, use or occupation of institution's facilities; as well as the unauthorized possession, duplication or use of keys to any institution facility is prohibited.

Non-residence hall

- Incidents and violations that occur outside the residence halls, including off campus, are referred directly to the head of student center.

9.9 Substance Abuse Alcohol and other drug use

- KCLAS is a dry institution. Possession, consumption, being under the influence of, or the providing of beverages containing alcohol or the possession of alcoholic beverage containers, either full or empty, on property owned or supervised by the institution is prohibited. Disruptive or disrespectful behavior, property damage, or personal harassment as a consequence of alcohol consumption is also prohibited. Any person, regardless of age, found in violation of the alcohol policy is subject to KCLAS' disciplinary system.
- The possession, use, sale, manufacturing, or distribution of illicit drugs and/ or drug paraphernalia is a violation of the law and is prohibited. Disruptive or disrespectful behavior, property damage or personal harassment as a consequence
- of illicit drugs or controlled substances is strictly prohibited. Any person found in violation of this policy will be subject to the institution's disciplinary system which could include suspension or dismissal and may be reported to the
- appropriate local or state authorities. The institution, historically, has attempted to influence positively, the whole person-mind, body, and spirit. Consistent with that goal, the institution has resolved to support definitive actions designed to assist students and employees striving to cope with problems related to the use of alcohol and drugs.
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Tobacco

- Tobacco use is discouraged as a basic principle of good health. The University will not tolerate smoking to the extent of inconvenience to the non-smoker. Smoking, including e-cigarettes and vaping, or use of smokeless tobacco and hookahs will not be permitted in any of the buildings owned or used by the institution.

9.10 People Abuse

Hazing

- Hazing means any intentional, knowing, or reckless act occurring on or off campus. No individual of the K-community will be allowed to perform acts of Hazing.
- The term includes but is not limited to:
- 1 Any type of physical brutality, such as whipping, beating, striking, brand-ing, electronic **3c8**

shocking, placing of a harmful substance on the body or similar activity.

- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. A person commits an offense if the person:
 - Engages in hazing.
 - Solicits, encourages, directs, aids or attempts to aid another in engaging in hazing.
 - Intentionally, knowingly or recklessly permits hazing to occur.
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fail to report said knowledge to the Office of Student Affairs or other appropriate official of the institution.
- An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges or alumni of the organization commits or assists in the commission of hazing.
- The act of “hazing” is not consistent with the mission or philosophy of the institute and will not be accepted as appropriate behavior. Students and/or student organizations who commit a “hazing” incident will face disciplinary action according to the discipline system.
- KCLAS Code of Conduct: 5
- Discrimination
- Every member of the institution should not discriminate the other based on race, age, sex, colour, religion, ability or
- disability, national origin, sexual orientation, gender, ethnicity, family or marital status, or any other characteristic
- protected by law.
- The institution is committed to equal opportunity and does not unlawfully discriminate in the recruitment or treatment of applicants, employment opportunities, or general employment practices. This commitment applies to all members of the K-community.

9.11 Property Abuse

Fire extinguishers

- Misusing or tampering with fire-fighting equipment or safety equipment is prohibited. Fire extinguishers on campus contain a chemical dry powder. If they are discharged, cleaning is expensive and if a person is sprayed, it can be very dangerous; the powder can cause blindness and burn the skin. Any one who carelessly injures another person by playing with or is discharging a fire extinguisher shall be held directly responsible for any material damages and/or personal injuries (self or other).

Theft

- Theft of, or damage to, the property of another person of the institute; as well as receiving, retaining or disposing of the lost or mislaid property of another person or of the institute is prohibited. If students find a potentially lost item, it should be returned to the student centre.

Technology Abuse

- Protection of Intellectual Property Rights (IPR)
- The institution complies with all laws regulating intellectual property rights, including copyright infringement, confidential information and software privacy. Each member of the K-Community is prohibited from using University facilities, computer systems, communication and electronics systems, and/or the information contained within them in a manner contrary to law.

9.12 Disciplinary action for violations

- 9.12.1 Minor Violations
- 9.12.2 Major -1 Violations
- 9.12.3 Major -2 Violations

Category	Type of misconduct (Academic)	Disciplinary action
Minor	"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"	<ol style="list-style-type: none"> 1. Formal letter of reprimand 2. The student will not be eligible for scholarships 3. The student will not be eligible for any elections of leadership council/class representatives/club representatives."
Minor	Not wearing ID cards in Campus, Not following proper dress code, indulging in altercations with fellow students, Using mobile phones in routine class.	
Minor	Refusal to identify – Refusal to identify or falsely identifying oneself when requested by an authorized College Official	
Minor	"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 / Institution."	
Minor	Failure to comply with legitimated directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.	
Minor	"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."	
Minor	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, event without the express written permission of the Principal	

Minor	Presenting False Testimony—Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.	1. Letter to the parents 2. Suspension from college pending enquiry. 3. The student will not be eligible for scholarships 4. The student will not be eligible for any elections of leadership council / class representatives / club representatives.
Minor	"Public display of affection (holding hands, jaywalking, placing hands on shoulders of fellow students of opposite gender)"	
Minor—(Hostel)	"1. Using electrical appliances in the room/ Cooking in the hostel room 2. Disturbing room - mate or other resident students by switching on loud music or in any other manner Not adhering to laid down hostel timings"	
Major -I	"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. Abusing or misbehaving or shouting at a teacher / non-teaching staff."	
Major -I	"Unauthorized Access and Use—Unauthorized access means accessing without authorization Kumaraguru Institutions 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."	

Major -I	"ActofViolence,Threatening,Harassing, or Assaultive Conduct - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injurytootherresidentsofthecampus, endangersorthreatensto endangerthe health,safety,orwelfareofanotherperson, including,butnot limited to, threatening, harassing, or assaultive behaviour."
Major -I	Theft,PropertyDamage,andVandalism-Theft, property damage, and vandalism includetheft orembezzlementof,damageto,destruction of,unauthorizedpossessionof,orwrongfulsale or gift of property.
Major -I	"RecordingofImageswithoutKnowledge -Usingelectronicorothermeansto make a video or photographic record of any person in a location where there is a reasonable expectationofprivacywithouttheperson's priorknowledge,when such a recording is likely to cause injury, distress, or damage to reputation.Thisincludes,butisnotlimited to,takingvideoorphotographicimagesin shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/ordistributingofsuchunauthorized recordsbyanymeansisalsoprohibited."
Major -I	OrganizationandEventRegistration-AStudent or group of Students shall not formany organization,societyororganizeanyevent orcollectanyfundor subscription without the specific written permission of the College
Major -I	"Forgery/Concealment/Falsification-willfully providingcollegeofficesorofficialswithfalse, misleading,orincompleteinformation; forgingoralteringofficial college records or documents or conspiring withorinducingotherstoforgeoraltercollege records or documents."
Major -I	PublicDisplayofAffection(Hugging/Kissing)
	Transport – Using Blue tooth speakers in the bus,damagingofanykindtothebus,placing feet over the seats.

Major -I	Going for private tours / organizing private tours, Forgery of ID cards, Usage of pirated software's, Any act of business like multi-level marketing.	
Major -I	Driving vehicles without holding a legal Driving license, without helmets or rash driving	
Major-I (Hostel)	"1. Bringing/Keeping pets in the campus/hostel 2. Misbehaving with fellow students 3. Staying absent from hostel without permission of Warden/Chief Warden 4. Smoking/consuming alcohol or found under intoxication inside campus/hostel 5. Going to restricted areas 6. Creating nuisance in public/society by indulging in general act of indiscipline or by flouting law"	"1. Be debarred from Placement Assistance 2. Be debarred from registering for a concerned Academic term. 3. Suspension from college. 4. Vacate the hostel in case of resident student. 5. No character certificate to be issued to him/her from college on completion of the course. 6. Faculty will be advised not to give any reference or recommendation for any kind of training/ interns
Major-II	"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."	
Major-II	"Possession or Use of Drugs or Alcohol, Smoking –Kumaraguru Institutions strongly support the goal 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/ Kumaraguru Institution that smoking is prohibited within the premises."	

Major-II	"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"	
Major-II	Character assassination (case will be referred to Cyber Crime and ICC), Public display of affection – indulging in explicit sexual activities.	
Major-II (Hostel)	<p>"1. Causing damage to the campus / hostel property in any form. The students may be asked to pay damage charges with penalty, if required</p> <p>2. Allowing unauthorized guests / persons / non resident students in the hostel rooms</p> <p>3. Stealing</p> <p>4. Indulging in fights</p> <p>5. Possessing any kind of weapon / firearm</p> <p>6. Causing safety hazard"</p>	

Remarks in TC

	Grade	Requirements
1	Not Satisfactory	Disciplinary actions for any of the violations listed above in Minor / Major-I or Major-II.
2	Satisfactory	Not more than one negative report / entry.
3	Good	No negative report / entry on compliance of rules and regulations of the institution, including violations listed above.