



**KLE Society's
S Nijalingappa College**

DEPARTMENT OF BBA

Rajajinagar, Bangalore - 10

STUDENTS' CODE OF CONDUCT

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PART-I

1. Definitions

As used in this chapter unless the context requires otherwise:

- i. **College/Institution means-** Constituent Units of KLE Society.
- ii. **Administration and Administrator** include principal, Coordinators, Faculty members, and everyone else designated as a member of the administration by the authorities.
- iii. **Arbitrary or Capricious** refers to wilful or unreasonable action, taken without consideration of, or in disregard of, facts or circumstances of a particular case. Where there is room for two reasonable opinions, an action shall not be deemed to be arbitrary or capricious when taken honestly and upon due consideration, however much it may be believed that an erroneous conclusion has been reached.
- iv. **Assembly** means any overt activity engaged in by two or more persons, the object of which is to gain publicly, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.
- v. **College community** is composed of all individuals who are enrolled in classes and/or employed by the college.
- vi. **College facilities** means and include any and all real and personal property owned, rented, leased or operated by the College, and shall include all buildings and appurtenances attached thereto and all parking lots and other grounds.
- vii. **Representative** means a person appointed in writing by an officer or other person designated in a rule to perform a function, to perform that function on the appointer's behalf.
- viii. **Disciplinary action** shall mean and include reprimand, probation, suspension, dismissal, monetary fine, rustication, and any other action taken against a student as a sanction or penalty for violation of a designated rule of student conduct.
- ix. **Faculty member** means any employee of the College who is employed on a full- or part-time basis as a teacher.
- x. **Rules of student conduct** shall mean those rules regulating student conduct as herein adopted.
- xi. **Student** is any person who is enrolled (includes undergraduate and postgraduate students).

PART-II

II(A) Non-Academic Rules and Regulations

1. For the purpose of determining the identity of a person as a student, any faculty member, college administrator, or representative of the principal may demand any person to produce evidence of student enrollment in the college. Presenting a current student identification card with a photo (I.D. card) will be deemed proof of student status.
2. Refusal by a student to produce identification as required shall invite disciplinary action.

II(A) 1. Freedom of Expression

The right of free speech is fundamental to the democratic process. Students and other members of the college community shall be free to express their views or support causes by orderly means that do not disrupt the regular and essential operations of the college.

II(A) 2. Dress Code

Suggestive, provocative clothing is not allowed to be worn in the college campus or college sponsored activities. Clothing that is judged by the college administration to be disruptive to the orderly functioning of the College either by virtue of the design or in the manner in which it is worn is also forbidden.

Though college does not impose any strict dress code, students are advised to adhere to the following:

- a) Transparent attire is prohibited.
- b) Headwear is not permitted. This includes but is not limited to hats, visors, bandannas and hoods. Exceptions may be granted based on religious and medical reasons with proper verification.
- c) Sunglasses are not permitted except during outdoor activities.
- d) Clothing or material that is inappropriate for the Institute or offensive to any group is not permitted. This includes, but not limited to, material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
- e) Jewellery that poses a safety hazard to the student or other students is not permitted.
- f) Sleepwear and sleepwear type clothing are not permitted.
- g) Students are expected to wear decent footwear, preferably shoes while attending classes and practicals.

- h) Students must wear a photo ID card of the institution while attending classes and practicals.

Note: Administrators have the discretion to exercise their judgment to determine if a student's attire is considered disruptive, distracting, or indecent.

II(A) 4. Inviting Outside Speakers

Student association, after written notification to the principal, may invite a speaker to the college, subject to any restraints imposed by law. The appearance of an invited speaker at the college does not represent an endorsement, either implicit or explicit, by the college. The scheduling of facilities for hearing invited speakers shall be made through the principal's office.

The principal must be notified in writing at least four academic days prior to the scheduled talk of an invited speaker. Notification shall include time, location, and sponsoring organization. The principal may approve or disapprove the program, it is solely dependent on the principal's discretionary powers. All speakers shall allow time, in so far as circumstances reasonably permit, for a question-and-answer session.

II(A) 5. Sale of Personal Property

Students shall not involve in any such practices at all and if any student involves in such acts outside the campus, authorities are not responsible for it.

II(A) 6. Distribution of Materials

- a) Handbills, leaflets, newspapers, and similar materials may be distributed free of charge upon college facilities/cultural events/sports events/other with prior approval by the principal, provided that such distribution does not interfere with the free flow of vehicular or pedestrian traffic.
- b) All students and staff shall inform the principal's office prior to distributing any handbill, leaflet, newspaper, or related matter, including, but not limited to, materials to be posted on college bulletin boards.
- c) The distribution of materials is prohibited in parking areas.
- d) All handbills, leaflets, newspapers, and similar materials should clearly identify the organizers of the event.
- e) Distribution by means of accosting individuals or unreasonably disruptive behaviour is prohibited.

- f) Any student who violates any provision of this rule relating to the distribution and sale of handbills, leaflets, newspapers, or similar materials shall be subject to disciplinary action.
- g) Any distribution of the materials regulated in this section shall not be constructed as approval or endorsement of the same by the college.

II(A) 7. Denial of Access to College Campus

- a) The principal may deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that the student's presence or conduct, creates a disruptive atmosphere within the college or poses substantial risk of actual harm to a member of the campus community.
- b) Denial of access decisions may be appealed, like disciplinary actions, to the disciplinary board or academic board, whichever is designated by the principal.

II(A) 8. Trespass

- a) In the instance of any event that the principal deems to be disruptive of order, or deems to impede the movement of persons or vehicles, or deems to disrupt or threaten to disrupt the movement of persons from college facilities, the principal can:
 - i. Prohibit the entry of any person or withdraw from any person permission to enter or remain upon any portion of a college facility.
 - ii. Give notice against trespass to any person from whom the permission has been withdrawn or who has been prohibited from entering or remaining upon all or any portion of a college facility.
 - iii. Order any person to leave or vacate all or any portion of a college facility.
- b) Any student who disobeys a lawful order given by the principal, shall be subject to disciplinary action –

Liable to punishments like:

- Fine of Rs. 20,000/- with a warning for the first time.
- Fine of Rs. 40,000/- with legal action for the second time.

II(A) 9. Smoking

Smoking on the college campus is not permitted. Violations of this act shall be cause for disciplinary actions -

Liabile to punishments like:

- Fine of Rs. 5,000/- with a warning for the first time.
- Fine of Rs. 10,000/- for the second time.
- Fine of Rs. 50,000/- with suspension for one academic term from college for the third time.

II(A) 10. Liquor

Any student who, while in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any liquor, in violation of law shall be subject to discipline.

Liabile to punishment like:

- Fine of Rs. 10,000/- with a warning for the first time.
- Fine of Rs. 30,000/- with suspension for one academic term from the College for the second time.
- Fine of Rs. 50,000/- with suspension for two academic terms from the College for the third time.
- If found as a repeated offender dismissal from the college.

II(A) 11. Drugs/Substance Abuse

Any student who, while in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of, sells any narcotic drug or controlled substance, in violation of law, shall be subject to disciplinary action.

Legal action as per law

- Fine of Rs. 10,000/- with a warning for the first time.
- Fine of Rs. 30,000/- with suspension for one academic term from the college for the second time.
- Fine of Rs. 50,000/- with suspension for two academic terms from the college for the third time.
- If found as a repeated offender dismissal from the college.

II(A) 12. Conduct at College Functions

Any student who significantly disrupts any college function by intentionally engaging in conduct that renders it difficult or impossible to continue such a function in an orderly manner, shall be subject to disciplinary action.

Liable to punishments like:

- Fine of Rs. 10,000/- with a warning for the first time.
- Fine of Rs. 20,000/- with suspension of 15 days from the college for the second time.
- Fine of Rs. 30,000/- with suspension for one academic term from the college for the third time.

II(A) 13. Theft, Stolen Property, Robbery

Any student who, while in any college facility or participating in a college related program commits theft or possesses stolen property, or commits robbery, shall be subject to disciplinary action.

Legal action as per Law and Liable to punishments like:

- Fine of Rs. 10,000/- with a warning for the first time
- Fine of Rs. 20,000/- with suspension of 2 months from the college for the second time.
- Fine of Rs. 30,000/- with suspension for one academic term from the college for third time.

II(A) 14. Damaging Property

1. Any student who causes or attempts to cause physical damage to property owned, controlled, or operated by the college or to property owned, controlled, or operated by college or to property owned, controlled, operated by another person while said property is located on college facilities, shall be subject to disciplinary action.
2. Any student who in this or any other manner is guilty of malicious mischief shall be subject to disciplinary action -

Liable to punishments like:

- Compensation of damaged property along with fine of Rs. 20,000/- with a warning for the first time.

- Compensation of damaged property along with Fine of RS 30,000/- with suspension for one academic term from the college for the second time.
- Dismissal from the college for third time.

II(A) 15. Interference, Intimidation

Any student who, while in any college facility or participating in a college related program, shall interfere by force or with violence, or intimidate by threat of force or violence another person who is in the peaceful discharge or conduct of his/her duties or studies, shall be subject to disciplinary action -

Liabli to punishments like:

- Fine of Rs. 10,000/- with a warning for the first time.
- Find of Rs. 20,000/- with suspension for 2 months from the college for the second time.
- Fine of Rs. 25,000/- with suspension for one academic term from the college for the third time.

II(A) 16 (a) Ragging (as per UGC guidelines)

Broadly speaking, Ragging is: any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do In the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. The cause of indulging in ragging is deriving a sadistic pleasure or showing off power, authority, or superiority by the seniors over their juniors or freshers.

11. (A) 16 (b) Ragging and the Indian Penal Code

There are thirteen provisions of the IPC (Indian Penal Code) which can be used by a fresher who is being ragged to register an FIR (First Information Report) in the police station under whose jurisdiction area the crime has taken place. College authorities also can inform and register a police complaint.

These sections are:

- i. 339. Wrongful restraint
- ii. 340. Wrongful confinement
- iii. 341. Punishment for wrongful restraint
- iv. 342. Punishment for wrongful confinement
- v. 294. Obscene acts and songs
- vi. 506. Punishment of criminal intimidation

In cases of extreme ragging that includes violence:

- i. 323. Punishment for voluntarily causing hurt
- ii. 324. Voluntarily causing hurt by dangerous weapons or means
- iii. 325. Punishment for voluntarily causing grievous hurt
- iv. 326. Voluntarily causing grievous hurt by weapons or means in case a ragging victim has lost his/her life.
- v. 304. Punishment for culpable homicide not a murder
- vi. 306. Abetment of suicide
- vii. 307. Attempt to murder

Here are the details of all the above sections:

i. 339. Wrongful Restraint

Whoever voluntarily obstructs any person so as to prevent that person from proceeding in any direction in which that person has a right to proceed, is said wrongfully to restrain that person.

Exception: The obstruction of a private way over land or water which a person in good faith believes himself to have a lawful right to obstruct, is not an offence within the meaning of this section.

Illustration: A obstructs a path along which Z has a right to pass. A not believing in good faith that he has a right to stop the path. Z is thereby prevented from passing. A wrongfully restrains Z.

ii. 340. Wrongful confinement

Whoever wrongfully restrains any person in such a manner as to prevent that person from proceeding beyond certain circumscribing limits, is said “wrongfully to confine” that person.

Illustrations:

- a. A causes Z to go within a walled space, and locks Z in. Z is thus prevented from proceeding in any direction beyond the circumscribing line of the wall. A wrongfully confines Z.
- b. A places man with firearms at the outlets of a building and tells Z that they will fire at Z if Z attempts to leave the building. A wrongfully confines Z.

iii. 341. Punishment for wrongful restraint

Whoever wrongfully restrains any person shall be punished with simple imprisonment for a term which may extend to one month, or with fine which may extend to five hundred rupees, or with both.

iv. 342. Punishment for wrongful confinement

Whoever wrongfully confines any person shall be punished with imprisonment of either description for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

v. 294. Obscene acts and songs

Whoever, to the annoyance of others -

- a. does any obscene act in any public place, or
- b. sings, recites, or utters any obscene song, ballad, or words, in or near any public place, shall be punished with imprisonment of either description for a term which may extend to three months, or with fine, or with both.

vi. 506. Punishment for criminal intimidation

Whoever commits, the offence of criminal intimidation shall be punished with imprisonment of either description for a term which may extend to two years, or with fine, or with both; if threat be to cause death or grievous hurt, etc- and, or to cause the destruction of any property by fire, or to cause an offence punishable with death or 152 (imprisonment for life), or with imprisonment for a term which may extend to seven years, or to impute, unchastity to a woman, shall be punished with imprisonment of either description for a term which may extend to seven years, or with fine, or with both.

vii. 323. Punishment for voluntarily causing hurt

Whoever, except in the case provided for by section 334, voluntarily causes hurt, shall be punished with imprisonment of either description for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

viii. 324. Voluntarily causing hurt by dangerous weapons or means

Whoever, except in the case provided for by section 334, voluntarily causes hurt by means of any instrument for shooting, stabbing or cutting, or any instrument which, used as weapon of offence, is likely to cause death, or by means of fire or any heated substance, or by means of any poison or any corrosive substance, or by means of any explosive substance or by means of any substance which it is deleterious to the human body to inhale, to swallow, or to receive into the blood, or by means of any animal, shall be punished with imprisonment of either description for a term which may extend to three years, or with fine, or with both.

ix. 325. Punishment for voluntarily causing grievous hurt

Whoever, except in the case provided for by section 335, voluntarily causing grievous hurt, shall be punished with imprisonment of either description for a term which may extend to seven years, and shall also be liable to fine.

x. 326. Voluntarily causing grievous hurt by dangerous weapons or means

Whoever, except in the case provided for by section 335, voluntarily causing grievous hurt by means of any instrument for shooting, stabbing or cutting, or any instrument which, used as a weapon of offence, is likely to cause death, or by means of fire or any heated substance, or by means of any poison or any corrosive substance, or by means of any explosive substance, or by means of any substance which it is deleterious to the human body to inhale, to swallow, or to receive into the blood, or by means of any animal, shall be punished with 152 (imprisonment for life), or with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine.

xi. 304. Punishment for culpable homicide not amounting to murder

Whoever commits culpable homicide not amounting to murder shall be punished with 104 [imprisonment for life], or imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine, if the act by which the death is caused is done with the intention of causing death, or of causing such bodily injury as is likely to cause death, or with imprisonment of either description for a term which may extend to ten years, or with fine, or with both, if the act is done with the knowledge that it is likely to cause death, but without any intention to cause death, or to cause such bodily injury as is likely to cause death.

xii. 306. Abetment of suicide

If any person commits suicide, whoever abets the commission of such suicide, shall be punished with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine.

xiii. 307. Attempt to murder

Whoever does any act with such intention or knowledge, and under such circumstances that, if he by that act caused death, he would be guilty of murder, shall be punished with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine; and if hurt is caused to any person by such act, the offender shall be liable either to 104 [imprisonment for life], or to such punishment as is here in before mentioned.

For further information please refer:

1. UGC Regulation, 2009 on curbing the menace of ragging in Higher Educational Institutions, 2009-Reg. (F.1-16/2007 (CPP-II, Dated 17th June 2009)

II(A) 16. Offensive Language

Any student, who, while in any college facility or participating in a college related program, and without a privilege to do so, uses language which he/she knows or should know is offensive to a reasonable person, shall be subject to disciplinary action. Liable to punishments like:

- Fine of Rs. 5,000/- with a warning for the first time.
- Fine of Rs. 10,000/- with suspension for 15 days from the college for the second time.
- Fine of Rs. 15,000/- with suspension for one academic term from the college for the third time.

II(A) 17. Sexual Harassment

Any student who, while in any college facility or participating in a college related program, knowingly engages in unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, where such behaviour offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, shall be subject to disciplinary action -

Shall be punished as per law

- First time – Rs. 25,000/- with a warning and suspension for one academic term from the college.
- Second time – Rs. 1,00,000/- with suspension for one year from the college.
- Third Time – expulsion from the college.

II(A) 18. Forgery or Alteration of Records

Any student, who, while in any college facility or participating in a college related program, engages in forgery, shall be subject to disciplinary action.

Liable to punishments as per law

- Fine of Rs. 50,000/- with a warning and one term suspension for the first time.
- Fine of Rs. 1,00,000/- with suspension for two terms from the college for the second time.
- Dismissal from the college for the third time.

II(A) 19. Computer Trespass

Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, a faculty member, library, department, or any other section of Institute shall be subject to disciplinary action.

Liable to punishments as per law

- Fine of Rs. 50,000/- with a warning and one term suspension for the first time.
- Fine of Rs. 1,00,000/- with suspension for two terms from the college for the second time.
- Dismissal from the college for the third time.

II(A) 20. Firearms/Explosives

Any student who, while in any college facility or participating in a college related program, uses or has on his/her personal firearms or explosive materials, shall be subject to disciplinary action.

Liable to punishments as per law

- Fine of Rs. 50,000/- with a warning and one term suspension for the first time.
- Fine of Rs. 1,00,000/- with suspension for two terms from the college for the secondtime.
- Dismissal from the college for the third time.

II(A) 21. Photography and posting on web

Any student, who engages in photography either with camera or mobile, where such act offends the person or persons shall be subject to discipline. Posting of information or photographs of any student other than the student herself/himself on the web is strictly prohibited and shall be subject to disciplinary action.

Liable to punishments as per law

- Fine of Rs. 25,000/- with a warning for the first time.
- Fine of Rs. 50,000/- with suspension of one term from the college for the second time.
- Dismissal from the college for third time.

II(A) 22. Lawns

Persons are not permitted to use lawns for walking/sleeping or sunbathing purposes. Outdoor games shall be played in the designated sports grounds and use of lawns for this purpose shall be subject to disciplinary action.

Punishments equivalent to as per damage to property II (A) 14.

II(A) 23. Roofs and attics

College roofs and attic spaces are out of bounds. Damage to these will attract punishment.

Punishments equivalent to as per damage to property II (A) 14.

II(A) 24. Waste management and recycling

It is an offence to deposit litter in any location within the college perimeter other than designated litter bins.

Violation is punishable

- First time - Rs. 1000/- with a warning
- Second time - Rs. 5000/-
- Third time - 10,000/- with one term suspension from the academic classes

II(A) 25. Mobile Phones/pagers and/or others

Mobile phones and other related gadgets should not be used by students in the library, computer labs and lecture halls during sessions.

Violation is punishable

- First time - Rs. 1000/- with a warning
- Second time - Rs. 5000/-
- Third time - Rs. 10,000/- with one term suspension from the academic classes

II(A) 26. Library regulations

- a) It is a breach of the library regulations to attempt to enter any library building by use of another reader's Identity Card. Readers must show their Identity Card or Library Card on request to any member of the library staff when within the library.
- b) Readers before leaving Library buildings must present all books, bags, and briefcases to the guards for inspection. No library book may be taken out of a Library building except a book the loan of which is permitted, and which has been recorded by the library staff as being on loan to the reader.
- c) Mutilation or defacement of any book or article of library property is regarded as a major offence.
- d) Readers may not use bottles of ink or correction fluid in the library, nor may such substances be left on desks or in reading rooms.
- e) Any marking or highlighting or underlining of any content of any book/journal is strictly prohibited and subject to discipline
- f) Silence must be observed as far as possible in all parts of the library. The use, in a manner causing noise or disturbance, of electrical equipment such as computers, mobile phones, personal stereos, or radios is prohibited. Except in respect of computers in specifically designated areas, the library does not make power outlets available for such electrical equipment. Users of computers in the library are reminded that they must also comply with the college's IT and network code of conduct and other regulations for the time being in force.
- g) Smoking and the consumption of food and drink are forbidden in all parts of the library open to readers, and no items of food or drink may be left on desks or in reading rooms.
- h) Readers are not allowed to bring visitors into the reading rooms unless special permission is taken from the Librarian.

- i) Readers are not permitted to reserve seats by leaving their belongings or books on seats and desks. The library staff may move any property left at unoccupied desks or seats for more than 15 minutes except for officially reserved seats.
- j) Readers are always responsible for their own property.
- k) Activities like group discussions are strictly prohibited in the reading rooms.
- l) Those Under-Graduate students who want to enter the Post-Graduate or staff reading section may do so with prior permission from the librarian.
- m) Readers are required to comply with the provisions of the Copyright and Related Rights acts when making photocopies from the material which enjoys copyright protection. Failure to comply may expose students or staff members of the college to the college disciplinary procedures. Breach of the Library regulations will result in disciplinary action by the Librarian, Professor In charge of library and principal or as appropriately after informing principal. The Disciplinary committee under the chairmanship of principal with respect to Library imposes penalties, with the inputs from the librarian for breaches of the library regulations. Penalties may include fines, administrative & other charges, ejection & temporary or permanent exclusion from the library and/or the College and/or the KLE Society, and the confiscation of any personal property brought into or used within the library in breach of Library and/or any other applicable college regulations. The library shall not be responsible, in any way whatsoever, for any property so confiscated. Graduate and Post-Graduate students are required to return all books to the library within one month before the final examination. The library will submit records of books and fines outstanding to the principal's office for the purpose of altering students to their obligation to clear their Library dues so that they may be allowed to appear in the examinations.

II(A) 27. Other Punishable Acts

Any student who, while in any college facility or participating in a college related program, commits any other act which is a crime under Indian law and which act does not otherwise violate a rule of student conduct, shall be subject to disciplinary action.

Convicted criminal class

1. Rustication from the college
2. Payment of full tuition fees of the entire course

FIR filed cases

1. First time: Warning and fine of 25,000/-
2. Second time: Warning and fine of 50,000/-
3. Third time: Suspension from the college

Illegal admission to the institution

1. Rustication from the college
2. Payment of full tuition fees of the entire course
3. Deal as per law

II (B) Initiation And Types Of Non- Academic Disciplinary Action

1. Any College administrator, may take either of the following disciplinary actions against a student, for causes other than classroom misconduct
 - a. **Warning:** An oral or written notice to a student that classroom/practical laboratory/college expectations about conduct have not been met.
 - b. **Reprimand:** A written notice, designated as a reprimand, which warns a student for improper conduct and includes a warning that continuation or repetition of improper conduct may result in other/further disciplinary action.
2. A copy of any written warning or reprimand should be provided to the principal.
3. The principal, after meeting or attempting to meet with the student to advise of the potential violation and penalties, may issue a warning or reprimand or take any of the following disciplinary actions against a student, for causes other than cheating or classroom misconduct:
 - a. **Probation:** A written statement placing specific conditions upon the student's continued attendance at the college for a stated period of time not exceeding termination of the student's enrollment. Violation of any such condition shall be a cause for further disciplinary action;
 - b. **Suspension or Dismissal:** Written termination of status as a student at the college for a period of time that is limited (suspension) or indefinite or open-ended (dismissal). The written notice should indicate any condition(s) for re-admission, and that written application for re-admission must be made to the principal. Upon receipt of such an application, with justification deemed adequate by the principal, the student may be readmitted. No fees will be refunded for the quarter in which the action is taken.
 - c. **Monetary fine or restitution:** A written order, alone or combined with another disciplinary action, requiring the student to pay, within a stated time limit, appropriate restitution for a financial loss caused by the student's misconduct and/or a monetary fine as decided by the appropriate authority. Failure to pay shall be a cause for further disciplinary action and/or recommendation to the Vice-Chancellor for the cancellation of enrollment.

4. Any written notice of disciplinary action under this rule:
 - a. shall be either delivered personally or mailed by registered post to the student's last known address.
 - b. Shall advise the student of his/her option to appeal under these rules.

II(C) Appeal Against Non- Academic Disciplinary Action

A student may appeal a Non-Academic disciplinary action within a time frame given after the earlier personal delivery or mailing of notice of the disciplinary action, a written application for an adjudicative proceeding conducted by the disciplinary board. The principal has discretion to extend this deadline for good cause.

PART-III

College Disciplinary Board

The purpose of the disciplinary board is to provide a student with an opportunity to be heard by an independent body regarding Non-Academic discipline.

The disciplinary board shall be composed of selected members of the college council, and the members from administration. The members from administration shall be selected by the principal as follows:

- a. One person from the college administration
- b. Any other person appointed by the principal

The principal will be the chairperson of this committee.

PART-IV

IV(A) Academic Responsibilities And Rights

IV(A) 1. Academic Responsibilities

Admission to the college carries with it the presumption that students will conduct themselves as responsible and honourable members of the college community. Students are expected to maintain high standards of academic honesty and integrity.

IV(A) 2. Student Academic Rights

- a. A student has the right to fair and equal treatment in all areas of academic concern.
- b. A student has the right to a fair evaluation of his/her academic work.
- c. A student has the right to clearly stated criteria for evaluation by the faculty.
- d. A student has the right to appeal any academic disciplinary action.

IV(A) 3. Plagiarism/Cheating

1. Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to the disciplinary action.
2. Any student who knowingly aids or abets the accomplishment of cheating (for example copying in any examination), shall also be subject to disciplinary action.

IV(A) 4. Classroom Conduct

Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subject to disciplinary action. It is necessary for all the students to be present inside the lecture hall/demonstration room/practical laboratory at the scheduled time.

IV(A) 5. Practical Laboratory

Any student who does not show proper behaviour which significantly leads to disruption of practicals and damage laboratory property and his or her behaviour is not as per rules and ethical values shall be subject to disciplinary action.

IV(B) Initiation of Academic Disciplinary Action

1. After considering available information about possible violation of an academic rule:
 - a. Faculty member, after meeting or attempting to meet with the accused student, and upon written notice to the student, may report to the principal for necessary action through the concerned Co-ordinator of the Department.

- b. The principal, after due deliberations with the division or department involved and meeting or attempting to meet with the accused student, may recommend modification of the instructor's action and/or initiative the appropriate action against the concerned student.
2. Written notice of any academic discipline under this rule
 - a. Shall be either delivered personally or mailed by registered mail to the student's last known address, within set academic days after the incidence of the student misconduct or the date the misconduct was discovered or should have been discovered, and
 - b. Shall advise the student of his/her right to appeal under these rules.

IV(C) Student Academic Grievance

An academic grievance refers to a claim by a student that:

1. A specific grade assigned to the student by an instructor is the result of an arbitrary or capricious application of otherwise valid standards of academic evaluation:
2. The standards employed by an instructor in evaluating the student's academic progress are arbitrary or capricious; or
3. An instructor or academic administrator has made an arbitrary or capricious decision or taken an arbitrary or capricious action which adversely and significantly affects the student's academic standing or career.

IV(D) Appeal against Academic Disciplinary action, Filing of Academic Grievance

A student may appeal academic discipline or initiate an academic Grievance Redressal to the

- a) Concerned Co-ordinator of the Department or
- b) In case if she/he does not get a satisfactory answer can approach the principal.

The principal in turn may refer to the academic board for further deliberations and suggestions. Taking into account the suggestions of the academic board, the principal can either uphold or dismiss such an appeal by the student.

IV(E) College Academic Board

The purpose of the academic board is to provide a student with an opportunity to be heard by an independent body with regard to discipline and/or an academic grievance.

The academic board shall be composed of five members. The board members shall be selected as follows:

- a. Co-ordinators
- b. A senior Professor
- c. An invitee
- d. Two subject experts
- e. Principal will be the chairperson of this committee

PART-V

Disciplinary Action/Grievance Redressal

V(A) Appeal Against Disciplinary Action and Grievance Redressal

1. A student may appeal against disciplinary action or academic grievance by filling a written application for a redressal proceeding with the principal.
2. The principal shall determine, after promptly meeting or attempting to meet with the student,
 - a. Whether the disciplinary board or the academic board should hear the appeal
 - b. Whether the matter will be heard as a regular proceeding or a brief proceeding.
3. In an academic grievance case or a case where the student is appealing against disciplinary dismissal from the college, the student shall be entitled to a regular redressal proceeding.
4. In any other case, the matter shall be handled as a brief redressal proceeding.

V(B) Types of Redressal Proceedings:

V(B) 1. Disciplinary action and Grievance-Proceedings Generally

In both regular redressal proceedings and brief redressal proceedings:

- a. The matter shall be heard by the person to whom this matter is directed by the principal.
- b. No person may serve as a designee or board member in a particular case if she/he has direct and significant personal knowledge of the relevant facts.
- c. Failure to participate or cooperate in the proceeding may be taken into consideration by the designate and shall not preclude the designate from making a decision.
- d. The designee may exclude from a meeting or hearing any person whose conduct is disruptive.
- e. The designee and, subsequently, a reviewing officer may affirm, modify, or reverse any previous decision or action in the matter.

V(B) 2. Disciplinary Action and Grievance - Regular Redressal Proceedings

In a regular redressal proceeding -

- a. Academic Board and Chairman of this board to make procedural arrangements.
- b. The principal shall designate a record-keeping clerk to record hearings.
- c. The principal may conduct a pre-hearing conference(s).
- d. The principal may permit or conduct enquiry as provided in the rules
- e. Four board members shall constitute a quorum and decisions shall require three or more votes.
- f. Hearings shall be conducted in accordance with the rules laid down.
- g. In a proceeding of an “appeal against disciplinary action”, the burden of proof shall be on the party seeking to uphold the disciplinary action to establish good cause by a preponderance of the evidence. In a grievance redressal proceeding, the burden of proof shall be on the student to establish his/her claim by a preponderance of the evidence.
- h. The initial order shall include a statement of findings and conclusions.

- i. The initial order shall become the final order, without further action, unless within twenty days of service of the initial order -
 - a. The principal or principal's Representative, determines that the initial order should be reviewed or
 - b. A party to the proceeding's files with the principal a written petition for administrative review of the initial order.

V(B) 3. Disciplinary Action and Grievance - Brief Redressal Proceedings

In a brief redressal proceeding -

The principal or principal's Representative is the sole presiding officer in the hearings and the appropriate decision is communicated to both the parties and if the principal feels that this matter may be referred to the academic/disciplinary board then this matter may be referred to the respective board.

V(C) Summary Suspension or Removal

- a. A student who significantly disrupts any college class, function or hearing and makes it unreasonably difficult to conduct the class, functions or hearing in an orderly manner shall be subject to summary suspension or removal. This summary action may be in addition to any other disciplinary action for the same misconduct.
- b. Principal on the report of faculty member through concerned head of the department may summarily suspend a student and/or order removal of the student from all or part of the college facilities for a period of academic days as decided by the disciplinary committee taking into the account the act of in disciplinary committee taking into the account the act of indiscipline by the student. The student ordinarily should, but need not, be warned that such action is possible and given a chance to correct the offensive behaviour before summary action is taken.
- c. The student shall be notified, verbally and/or by a writing mailed by registered post to the student's last known address or hand delivered, of the summary action taken and the time during which it is effective. The suspension or removal may begin immediately and be renewed for an additional five-day period.
- d. Upon the student's written request, made within five days of the earlier mailing or personal receipt of the notice of the summary action, the suspension or removal shall be reviewed by the principal.
- e. A student may appeal a summary suspension or removal like any other disciplinary action, by filing an application for a redressal proceeding.

V(D) Record Keeping

- a. The student's section of the principal's office shall maintain for at least six years the records of the student grievance and disciplinary actions and redressal proceedings.
- b. Final disciplinary actions shall be entered on student records, provided that the principal shall have discretion to remove some or all of that information from a student's record upon the student's request and showing of good cause.

V(E) Brief Redressal Procedures

Brief redressal procedures shall be used in all matters related to:

- i. Students misconduct proceedings
- ii. Parking and traffic violations, permits, fines, and penalties
- iii. Outstanding debts owed by students or employees
- iv. Loss of eligibility for participation in institution sponsored athletic events
- v. Refund of tuition and special fees.

ACKNOWLEDGEMENT OF RECEIPT OF THE STUDENTS' CODE OF CONDUCT

I have received and read the Students' Code of Conduct. I understand that by signing this document, I agree to support and promote the goals of the Students' Code of Conduct and make every effort to work with the college in resolving all disciplinary matters.

Parent/Guardian's Signature

Date

Student Agreement

I, _____
have received and read the Students' Code of Conduct for the KLE Society's Degree College, Nagarbhavi. I am aware of my rights and responsibilities under the Students' Code of Conduct. Furthermore, I understand that inappropriate student behaviour will result in interventions and consequences as stated under the Students' Code of Conduct.

Student's Signature

Date

Parent/Guardian Agreement

I am the parent or guardian of the above-named student. I have received and read the Students' Code of Conduct. I understand that by signing this document, I agree to support and promote the goals of the Students' Code of Conduct and make every effort to work with the college in resolving all disciplinary matters.

Parent/Guardian's Signature

Date