

CODE OF CONDUCT

PART-I

- I. “College/ Institution”** means- Constituent Units of KLE University
- II. “College facilities”** means and include any and all real and personal property owned, rented, leased or operated by the college, shall include all buildings and appurtenances attached there to and all parking lots and other grounds.
- III. “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.
- IV. “Faculty member”** mean any employee of college/ KLE University who is employed of a full or part time basis as a teacher.
- V. “Rules of student conduct”** shall mean those rules regulating student conduct as herein adopted
- VI. “Student”** is any person who is enrolled (includes undergraduate and post graduate students)

I.I.DEFINITIONS

PART – II

II. (A). NON- ACADEMIC RULES AND REGULATIONS:

- 1. For the purpose of determining identity of a person as a student, any faculty member, college administrator, or representative of the principal may demand that any person produce evidence of student enrollment at 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 because for 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 and hospital 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, but students are advised to adhere to:

- 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 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/ patients is not permitted
- f) Sleepwear and sleepwear type clothing are not permitted.
- g) It is must for all the students', Interns and Post-Graduate students to wear white apron with name plate when they are in classroom, practical hall, dissection hall, demonstration room , museum, wards, outpatient departments and other sections of hospital.
- h) Students are expected to wear decent footwear, preferably shoes while attending class, practicals, wards, OPDs and other sections of in college and hospital.
- i) Students must wear a **photo ID** card of the institution while attending class, practicals, wards, OPDs and other sections of in college and hospital.

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

II. (A). 3. Assembly of students:

- I. Students can assemble upon college facilities that are generally available to the public.
Such assembly shall:

- a) be conducted in orderly manner;
- b) not unreasonably interfere with vehicular or pedestrian traffic;
- c) not unreasonably interfere with classes, schedules, meetings or ceremonies and
- d) not unreasonably interfere with the regular activities of the college.

- I. A student who conducts or participates in an assembly in a manner which causes or helps to cause a violation of this section shall be subject to disciplinary action.
- II. All speakers at an assembly shall allow time, in so far as circumstances reasonably permit, for a question and answer session.
- III. Sound amplifying equipment shall not be used without permission of the administration

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 and solely dependent on 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 camps, authorities are not responsible for such acts.

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 movement of persons or interfere with the free flow of vehicular or pedestrian traffic.
- b) All students and staff shall inform **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 identify clearly the organizers of the event
- e) Distribution by means of accosting individuals or unreasonably disruptive behavior is prohibited.
- f) Any student who violates any provision of rule relating to the distribution and sale of handbills, leaflets, newspapers or similar materials shall be subjects to disciplinary action.
- g) Any distribution of the materials regulated in this section shall not be construed 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 by 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, as or 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 into 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 into 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 warning for the first time
- Fine of Rs. 40,000/- for the second time and legal action

II. (A). 9. Smoking:

Smoking in the college campus is not permitted. Violations of this act shall be cause for disciplinary action

Liable to punishments like:

- Fine of Rs. 5,000/- with warning for the first time
- Fine of Rs. 10,000/- with Expulsion from the Hostel for the second time
- Fine of Rs. 50,000/- with Academic suspension for I term from College-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.

Liable to punishments like:

- Fine of Rs. 10,000/- with Warning Expulsion from the Hostel First time
- Fine of Rs. 30,000/- with Suspension for Academic one term from the college- Second time
- Fine of Rs. 50,000/- with Suspension for Academic two term from the college- Third time
- If found as repeated Offender dismissal from the college.

II. (A). 11. Drug/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 ,or sells any narcotic drug or controlled substance, in violation of law, shall be subject to disciplinary action.

Liable to punishments like:

- Fine of Rs. 10,000/- with Warning Expulsion from the Hostel First time
- Fine of Rs. 30,000/- with Suspension for Academic one term from the college- Second time
- Fine of Rs. 50,000/- with Suspension for Academic two term from the college- Third time
- If found as 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 Warning – First time

Fine of Rs. 20,000/- with Suspension of 15 days from the college-Second time

Fine of Rs. 30,000/- with Suspension for Academic one term from the college-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 warning first time
- Fine of Rs 20,000/- with suspension of 2 months from the college –second time
- Fine of Rs.30,000/- with the suspension of academic one term from college-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 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 disciplinary action.

Liable to punishments like:

- Compensation of damaged property along with fine of Rs 20,000/- with Warning-first time
- Compensation of damaged property along with fine of Rs 30,000/- with Supervision of one term from the college-second time
- Dismissal from the College-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 of violence with, or intimidate by threat of force

of violence another person who is in the peaceful discharge or conduct of his/her duties or studies, shall subject to disciplinary action.

Liable to punishments like:

- Fine of RS 10,000/- with warning-first time
- Fine of Rs 20,000/- with suspension from college for 2 month-second time
- Fine of Rs 25,000/-with suspension for Academic one term from the College-Third time

II. (A).16. (a). Ragging (as per MCI and 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 indisciplined activities which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or acting the student 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 fresher.

II. (A).16. (b). Ragging and the Indian penal code

There are thirteen provision 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. University or College authorities 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 for criminal intimidation in case of extreme ragging that includes violence
- vii. 323.Punishment for voluntarily causing hurt
- viii. 324.voluntarily causing hurt by dangerous weapons or means
- ix. 325.Punishment for voluntarily causing grievous hurt
- x. 326.Voluntarily causing grievous hurt by dangerous weapons or means in case a ragging victim has lost his/her life
- xi. 304.Punishment for culpable homicide not amounting to murder
- xii. 306.Abetment of suicide
- xiii. 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 path. Z is thereby prevented from passing. A wrongfully retrains Z.

ii. 340. Wrongful confinement

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

Illustrations:

- I. 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 wall. A wrongfully confines Z.
- II. A places men 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
- 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 by section 334, voluntarily causes hurt by means by 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 corrosive substance which it is deleterious to the human to inhale, to swallow, or to receive in to the blood, or by means 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 causes 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 expect in the case of provided for by section 335, voluntarily causes grievous 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 corrosive substance, or by means of any explosive substance, or by means any substance which it is deleterious to the human body to inhale, to swallow, or to receive into the blood, or by means of 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 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 I term which may extend to ten years, or with fine, or with both, it 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.

II. A 16 (c). IMPLEMENTATION OF THE GUIDELINES FRAMED BY THE MEDICAL COUNCIL OF INDIA TO CURB THE MENACE OF RAGGING IN MEDICAL COLLEGES.

- 1) Every students for the purposes of his/her admission to Medical College shall furnish a Character Certificate from the institutions where from he/she has passed his qualifying examination, which would mention the status of his/her behavioural pattern specially in terms as to whether he/she has displayed persistent violent or aggressive behaviour or any desire to harm others.
- 2) The admitting medical institution shall keep intense watch upon students who has a negative entry in this regard.
- 3) An annual undertaking signed by each student, whether fresher or senior and his/her parent (s) jointly stating that each of them have read the relevant instructions/regulations against ragging as well as punishments, and that if the ward has been found guilty he/she shall be proceeded against, shall be procured.
- 4) Such an undertaking shall be furnished in English as well as in vernacular (mother tongue of the parent) at the beginning of each academic year by every student.

- 5) An undertaking to the similar effect should be obtained every year from each student admitted to the hostel.
- 6) The undertaking should be appended to the brochure containing the guidelines and other relevant instructions in regard to tagging and consequences of indulging in ragging.
- 7) The compliance to the above effect shall be ensured by each of the affiliating university to which the concerned medical institution is affiliated and would be verified by the council annually.
- 8) In order to ensure the ragging free environment " in the campus, each institution shall compulsorily in the prospectus" and other admission related documents, shall depict the earlier directions of the Apex court and/or of the Central or State Governments as applicable, so that candidates and their parents are sensitized in respect of the prohibition and consequences of ragging
- 9) Each institution should engage or seek the assistance of "Professional Counsellor" at the time of admissions to counsel fresher's in order to prepare them for the life ahead, especially for adjusting to me life in hostels.
- 10) It should be ensured that there would be a clear gap of one to two weeks between the date of joining of fresher's and the seniors ensuring that classes the seniors shall commence later, so as to enable the fresher's to familiarize themselves with the campus environment and adjust to the sudden change over from schools to higher education
- 11) It shall be mandatory for the institutions to inform the parents of senior students to send their wards only on the due date of commencement of the academic session and not earlier.
- 12) All the examining Universities with which the institutions are affiliated or the deemed to be Universities shall compulsorily.
- 13) Each institution shall arrange a joint sensitization 'Programme and Countering" of both fresher's and senior: to be addressed by the Principal/ivied of the institution and the Convener of the Anti-nagging Committee. The inmates of the Hostel shall be addressed on this count by the Hostel Warden.
- 14) Each institution shall have an Anti-Ragging Committee and Anti Ragging Squad, which shall comprise of other than senior teachers of the institution, representatives of Civil a Police administration and local media.

- 15) Each institution shall constitute a 'Mentoring Cell' to oversee and involve senior students as Mentors for the fresher's.
- 16) Such a Mentoring Cell shall be constituted at the end of every academic year, where application shall be invited from the students to join the Mentoring Cell as Mentors for the succeeding academic year.
- 17) An anonymous random survey shall be conducted by each institution across the entire 1st year batch of students every fortnight during the first three months of the academic session in order to verify and cross-check whether the campus is genuinely ragging free or not.
- 18) The methodology of such survey may be designed by the institution appropriately. However, doing so it shall be ensured that the institution does not compromise with the anonymity of the whistle blowers.
- 19) The institution shall ensure that private commercially managed lodges or hostels outside campuses, must be registered with the local Police authorities and permission to start such hostel or their registration must necessarily be recommended by the Heads of the Medical Institutions.
- 20) In case the victim of tagging his/her parent/guardian is not satisfied with the action taken by the Head of the institution or by other institutional Authorities, or where Head of the institution is of the opinion that the incident ought to be so reported, it shall be mandatory for the institution to file a first information report with the local police authorities.
- 21) It must be ensured by each of the institution that the complaints or information in regard to ragging could be oral or written and even from third parties and the confidentiality there of must be protected at all costs.
- 22) Each institution shall ensure that remedial action is initiated and completed within a week of incident itself, so that complaints do not linger and allow either interest in pursuing the matter to wane or enable the culprit to tamper evidence or influence witnesses. In view of above guidelines and take immediate action in the matter, accordingly.

For further information please refer to:

1. Gazette Notification of Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulation, 2009 Implementation of (No.135, August 3, 2009).
2. 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).17. Offensive Language:

Any student, who, while in any college facility or participating in 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.

Liabile to Punishments like:

- Fine of Rs 5,000/- with Warning – First time
- Fine of Rs.10,000/- with Suspension for 15 days from the college- second time
- Fine of Rs. 15,000/- with suspension for Academic one term from the College- third time

II. (A).18. Sexual Harassment:

Any student who, while in any college facility or participating in a college related program, knowingly engages in unwelcome sexual advances, for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior 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 and

- First time - Rs 25,000/- with warning and Expulsion from the hostel and suspension for one 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). 19. Forgery or Alteration of Records:

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

Liable to punishments as per law and

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

II. (A). 20. Computer Trespass:

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

Liable to punishments as per law and

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

II. (A). 21. Fire arms/Explosives:

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

Liable to punishments as per law and

- Fine of Rs 50,000/- with warning and one term suspension-first time
- Fine of Rs 1,00,000/- with suspension for 2 terms from the college-second time
- Dismissal from the college-third time

II. (A). 22. Photography and posting on web:

Any student 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 photograph of any student other than student himself on web is strictly prohibited and shall be subject to disciplinary action.

Liable to punishments as per law and

- Fine of Rs 25,000/- with warning – First time
- Fine of Rs 50,000/- with suspension of one term from the college-second time
- Dismissal from the college

II. (A). 23. Lawns:

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

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

II. (A).24.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).25.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 warning
- Second time Rs 5000/-
- Third time – 10,000/- with one term suspension from the academic classes

II. (A).26. Mobile phones/pagers and/ or others

Mobile Phones/pagers and other related gadgets should not be used by Under-Graduate students in the library, Information System Service Public Access computer rooms, lecture theatres, Laboratories, operation theatres, outpatient department, wards or other public teaching/patient care and research areas.

Violation is punishable

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

II. (A).27. 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 guard for inspection. No library book may be taken out of a library building except a book the loan of which is permitted and 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 computes 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 desk 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. or seats for more than 15 minutes except for officially reserved seats.
- j) Readers are at all times responsible for their own property.
- k) Activities like group discussion are strictly prohibited in the reading rooms.
- l) Those undergraduate students who want to enter post-graduation section may do with prior permission from the librarian.
- m) Readers are required to comply with the provisions of the **Copyrightsand Related Rights** acts when making photocopies from material which enjoys copyright protection. Failure to comply may expose student or staff member of college, to 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 appropriate. Appeal against a library penalty or decision of the Librarian is to the Professor in charge and he in return may act 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 the breaches of the Library regulations. Penalties may include fines, administrative and other charges, ejection and temporary or permanent exclusion from the Library and/or the college and/or the University, 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 Postgraduate students are required to return all books to the 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 alerting students to their obligation to clear their library due to that they may be allowed to appear in the examinations.

II. (A) .28. Participation in national disease eradication/control programmes:

All medical students have to compulsorily participate in all national health programs and any absenteeism in the national disease eradication/ control programmes when assigned by the institute shall be subject of disciplinary action.

II. (A).29.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 which act does not otherwise violate a rule of student conduct, shall be subject to disciplinary action.

CONVICTED CRIMINAL CASES;

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

FIR filled 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, for causes other than classroom misconduct.
 - a) **Warning:** An oral or written notice to a student that classroom/practical laboratory/ward/OPD/ college expectations about conduct have not been met;

b) **Reprimand:** A written notice, designated as a reprimand, which warns students 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 students 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 students continued attendance at the college, for a stated period of time not exceeding termination of the students enrollment. Violation of any such condition shall be 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 readmission, and that written application for readmission must be made to the principal. Upon receipt of such an application, with justification deemed adequate by the principal, the student may be re-admitted. 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 stated time limit, appropriate restitution for financial loss caused by student's misconduct and/or a monetary fine as decided by the appropriate authority. Failure to pay shall be 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 students last known address,

b.Shall advice 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 by within 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 with regard to Non-Academic discipline.
- The disciplinary board shall be composed of selected members of college council, and the members from administration. The members from administration shall be selected by principal as follows:
 - One person from college administration
 - Any other person appointed by the principal
 - Principal will be the chairperson of this committee

PART-IV

IV. 1. ACADEMIC RESPONSIBILITIES AND RIGHTS

IV.1. (A).ACADEMIC RESPONSIBILITIES:

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

IV. 1. (B). STUDENT ACADEMIC RIGHTS:

- a). A student has the right to a fair and equal treatment in all areas of academic concern.
- b). A student has the right to a fair evaluation to 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. 1. (C). 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 students program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the students work product, in whole or in part, shall be subject to 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. 1. (D). CLASSROOM CONDUCT:

Any student who is significantly disrupts any college class or 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/ practice laboratory at the scheduled time.

IV. 1. (E). PRACTICAL LABORATORY/DISSECTION HALL CONDUCT :

Any student who does not show proper behavior which significantly leads to disruption of practicals and damage of laboratory property and his/her behavior is not as per rules and ethical values set for dealing the cadavers shall be subject to discipline.

IV. 1. (F). WARDS/OUT-PATIENT DEPARTMENTS/CLINICS:

Misbehavior with patients or patients relative/ attendants or indulging in any illegal / unethical practices with them is liable for disciplinary action.

IV.2. INTENTION OF ACADEMY DISCIPLINARY ACTION:

1. After considering available information about possible violation of an academic rule:
 - a) Faculty members, after meeting are 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 HOD.
 - 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 initiate 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. 3. 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. 4. 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 Head of the Department or

b). In case if he doesn't get satisfactory answer he can approach **principal**.

Principal in turn may refer to the academic board for further deliberations and suggestions.

Taking into the account of the suggestions by the academic board.

Principal can either uphold or dismiss such an appeal by the student.

IV. 5. 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) One professor & Head each from Pre-Clinical, Para-Clinical and Clinical branches
- b) Proctor
- c) One member from the college administrative office.

Principal will be the chairperson of this committee

PART-V:

DISCIPLINARY ACTION/GRIEVANCE REDRESSAL:

V. 1. Appeal against Disciplinary action and Grievance Redressal - Type of Redressal Proceedings:

A student may appeal against disciplinary action or academic grievance by filling a written application for a redressal proceeding with the **principal**

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 and
- b. Whether the matter will be heard as a regular proceeding or a brief proceeding.

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.

In any other case, the matter shall be handled as a brief redressal proceeding.

V. 1. (A). 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 he/she 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 designee and shall not preclude the designee 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. 1. (B). DISCIPLINARY ACTION AND GRIEVANCE-REGULAR REDRESSAL PROCEEDINGS:

In regular redressal proceedings:

- a) Academic board and chairman of this board to make procedural arrangement.
- b) The principal shall designate a record-keeping clerk to record hearings
- c) The principal may conduct 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 proceedings 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 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
 - The principal or principals representative, determines that the initial order should be reviewed or
 - A party to the proceedings files with the principal a written petition for administrative review of the initial order.

V. 1. (C). DISCIPLINARY ACTION AND GRIEVANCE-REGULAR REDRESSAL PROCEEDINGS

In a brief adjudicative proceeding:

Principal or **principal's representative** is sole presiding officer in the hearing and the appropriate decision is communicated to both 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. 1. (D). 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, function, 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 HOD may summarily suspend a student &/ 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 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 behavior before summary action is taken.

c. The student shall be notified, verbally and/ by writing mailed by registered post to the students last known address or hand delivered, of the summary action taken and the time period during which it is effective. The suspension or removal may begin immediately and may 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 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 filling an application for an redressal proceeding.

V. 1. (E). RECORD KEEPING:

a. The **student section of principal's office** shall maintain for at least six years the records of student grievance and disciplinary action 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 students request & showing of good cause.

V. 1. (F). BRIEF REDRESSAL PROCEDURES:

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

- a) Student misconduct proceedings,
- b) Parking and traffic violations, permits, fines, and penalties;
- c) Outstanding debt owed by students or employees;
- d) Loss of eligibility for participation in institution sponsored athletic events;
- e) Refund of tuition and special fees

PART-VI

VI.1. CHARACTERISTICS OF PROFESSION

- a) Morality & Integrity
- b) Code of Ethics
- c) Service

- d) Knowledge
- e) Altruism
- f) Autonomy
- g) Accountability
- h) Professional Association

a) Morality and Integrity:

A fundamental characteristic of the medical profession is the expectation that their individual members and associations and institution representing them are moral and carry out their activities with integrity.

b) Service:

The knowledge must be used in the service of others, namely individuals, patient and society in general.

c) Altruism :

The trust placed in the profession and the privileged status are only justified if we consistently place the interest of individual patients and society above our own.

d) Knowledge :

The professions are given stewardship over a body of knowledge, are responsible for the integrity of the knowledge base, its proper application, for its expansion and for its transmission to future practitioners and the public.

e) Autonomy :

Professions are granted autonomy in order that they may respect the autonomy of the individual patient, and act in the best interest of both their patients and society as a whole. The professions autonomy should be recognized under the board heading of self regulation. It is the general respect for the personal autonomy of both physician and patient alike that ennobles and professionalizes the relationship.

f) Accountability:

Physicians are accountable primarily to their patients and to their professions, to the wider public and to third party payers.

g) Professional Associations :

Collegiality establishes common goals and encourages compliance with them. The independent Associations and state sanctioned licensing bodies responsibilities include

the setting and maintenance of standard, discipline of unethical behaviour, setting and maintaining educational standards.

IV. 2. UNIVERSAL PRINCIPLES OF ETHICS

- a)** Beneficence.
- b)** Truthfulness.
- c)** Non maleficence.
- d)** Confidentiality.
- e)** Fidelity.
- f)** Justice.

Section II

CODE OF CONDUCT FOR HOSTELS

KLE COLLEGE OF PHARMACY

Sl.No:	Name of the Hostel	Total No. of Rooms	Total Capacity
A	LADIES HOSTELS Ranichennamma Hostel	172	172
	Total	172	172
B	BOYS HOSTELS Kuvembu Hostel	192	192
	Total	192	192

PART-VII:

AIMS

- To provide safe, furnished and comfortable accommodation with good surroundings to students.
- To inculcate self discipline, healthy habits, exemplary character, high values and confidence in youngsters.
- To provide care and supervise the well being of hostelites.
- To provide homely, lively and healthy atmosphere congenial for the academic achievements.
- To give an opportunity to interact, organize, lead and give good experiences for development of student's personality.
- To sort out students grievances, if any.

PART-VIII :(A)

HOSTEL ADMISSIONS

1. Rooms will be allotted, taking into consideration the priority of the application, seniority in the course of the studies, results at the examinations held earlier and other such criteria. No allotment will be made to students who have not paid their college tuition and other fees.
2. Application for accommodation, in the prescribed form only, should be submitted in the College office.

3. The Hostel admission shall be effected by the **Director, Hostel Administration** on the **recommendation of the Principal** and shall be confirmed on payment of the Hostel Fees and the Hostel Deposit.
4. Hostel admission is applicable only for one academic year, extendable at the discretion of the authorities.
5. Once admitted in hostel student should occupy the room within 15 days from admission, failing which his/her admission will be cancelled and seat will be allotted to waitlisted Candidate.
6. Once a student has been admitted to the hostel, he/she will not be permitted to leave it till the end of the term if ,however ,he/she leaves rhe histel in contravention of this rule, he/she will be liable to pay the rent and other establishment charges as decided by the Principal.

PART-VIII (B)

- a) Terms;(as applicable to each institution)
1st term from 1st August to 31st January.
2nd term from 1st February to 31st July.
- b) All the hostel fees and other dues if any pertaining to the terms should be paid within 15 days from the date of commencement of the term.
- c) In case of non-payment of the fees and other dues the student will be permitted to pay the same, with fine applicable. On failure to pay the fees and fine also, the student will be asked to vacate the hostel.
- d) In case a defaulting student wants to rejoin the Hostel, he/she will not be allowed to do so until he/she pays up all the previous dues, including the fine and plus re-admission charges.
- e) Every applicant for admission to the Hostel will be required to pay a hostel caution money deposit. This sum will be returned to the student in full soon after he/she finally leaves the hostel provided there are no outstanding dues of any description recoverable from him/her.
- f) Application for refund of caution money should be submitted to the principal, in the hostel office through the respective hostel warden at the time of leaving the hostel.

Claims for refund of caution money received more than three months after leaving the hostel will not be entertained and the same will be forfeited.

PART-IX:

DAILY MANAGEMENT OF HOSTELS

We encourage the students to participate in the daily administration of hostels. At the start of every term after the new allotment of rooms seats in the Hostels to the applicants the following procedure for the efficient and smooth internal functioning and administration of the Hostel will be followed. Each hostel shall have a committee of office bearers for the day to day management of the Hostel consisting of 1) Honorary General Secretary of the Hostel. 2) Honorary Joint Secretary. These are to be elected or nominated by the student-body residing in that hostel to hold office for one term/till such time the next committee is nominated and elected.

Terms of reference of Hostel Management Committee. It is their joint responsibility to see that:

- a.** A peaceful and academic atmosphere is maintained all the time in the Hostel during the term of their office.
- b.** The premises are secured from damage misuse and theft etc by either residents / outsiders.
- c.** Any complaint of efficiency and smooth running of the hostels amenities and all aspects are first scrutinized by the committee and decided upon and necessary forwarded to the Principal through the warden. Such complaints/requests and applications should be made in writing addressed to the Principal through proper channel.
- d.** All the property loaned to the residents such as furniture, fixture, utensils are frequently checked for wear and tear or otherwise accounted for and reported to the college authorities through proper channel.

The warden will convene the meetings of the Hostel Committee as and when required. Student's problems, if any, shall be discussed in these meetings and the students grievances shall be redressed.

PART-X

AMENITIES

The students are provided with basic amenities like bed, table, chair, small cupboard and all other usual fittings like ceiling fan. The rooms are spacious, airy and illuminated. The water supply is available for 24 hours.

PART-XI:

HOSTEL RULES (GENERAL)

XI. (A) .SUPERVISION

1. The supervision and control of the students residing in the hostel will rest with the Principal. He will be assisted by the executive officer, proctor, wardens and supervisors of respective hostel and the managerial staff of Hostel section.
2. The executive officer will have the powers to supervise, regulate and control the students in matters of accommodation discipline, studies and general conduct. He will enforce the rules laid down in this connection. The executive officer will be assisted in administration by the wardens.
- 3. No students is allowed to change his or her room unless permitted by the warden.**
- 4. In all matters of dispute, the Executive officer's decision shall be final.**
5. The RIGHT to admit/cancel hostel admission and to form a new rule, if required, is reserved with the Director of Hostel administration -identified and appointed by the Chancellor of KLE University to keep peaceful, secured for healthy atmosphere in hostel premises.

XI. (B) .EXTRA-CURRICULAR ACTIVITIES

1. No sports are played at any time in the cardboard, quadrangle and places not intended for games.
2. The students will be allowed to celebrate certain functions/**festivals** of their interest, with prior permission and only at the place provided by the proctor, the festival like Holi, Rangapanchami

etc. will not be permitted in the hostel premises. **The firework/crackers are all strictly prohibited.**

3. Students are advised not to form separate groups, plan short tours or picnics, site seeing etc; such activities shall not be allowed by the warden/rector. However, with the prior permission and on undertaking from the parents of the concerned students, this may be permitted.

XI. (C) .FORBIDDEN ACTIVITIES

1. **Smoking, consuming of alcohol, tobacco and Gutkha etc, are strictly prohibited** in the hostel campus and in the hostel. Hence if anybody is found indulging in these activities, case will be changed as per the IPC rules and a strict action will be taken.

2. **Ragging:** Any act of teasing, manhandling using abusive words, physical or mental torture and such other type of act which creates physical or mental tension on another student or a group of students shall be treated as ragging. Ragging is legally cognizable offence. The management of the Hostel will strictly curb any activity leading to ragging, fighting, teasing, abusing each other, strict action will be taken against defaulters, under the Ragging Prevention Act(as per the Supreme Court of India ruling) .The students engaged in activities mentioned above immediately will be expelled from the hostel and college/institution. He or she will be permanently debarred from the roll of the institution. The hostel fees, the deposit fees and tuition fees of college/institution etc of such students shall be forfeited and the decision of the Principal on the recommendation of the proctor /warden will be final and binding on the student and her /his parents recommendation of the proctor /warden will be final and binding of the student and her /his parents.

3. **Photography, of others or their property**, in any form is forbidden in the college campus.

4. **Shouting**, loud singing, playing and loitering in corridors is strictly prohibited. Silence hours will be observed from 9.00pm to 6.00pm on all days. No noise of any sort will be permitted during the silence hours. Serious notice will be taken of the breach of this rule.

5. Affixing of **Photos**, wall paper, indecent posters, stickers on the walls of glass panel is strictly prohibited.

6. Playing cards, musical instruments, audiovisual devices in the manner which is disturbing the others; is strictly prohibited.

7. Spitting is strictly prohibited.

8. Hostel and mess employees should never be sent on personal work.

XI. (D). MAINTAINANCE AND SANITATION

1. Each student will be supplied with a cot, a chair, a study table and a shelf, for the safety of which he/she will be responsible and answerable. He/she will be held responsible for the damages in the room and to the furniture supplied to him/her. Nailing the walls or defacing or writing on benches, tables, chairs, doors, walls, cupboards etc is strictly forbidden. In all such cases students will have to pay for such damages as assessed by the warden.

2. The rooms should be kept quite **clean, neat and tidy**. Garbage should be thrown only in dust bins.

3. Minor alterations/fixtures for routine requirements may be permitted only with the prior permission of the warden and once done, will become the property of the hostel.

4. Staff would be provided to the hostel to sweep the external area and keep the premises clean. All complaints such as those regarding sanitation etc. concerning the hostel should be made to the hostel supervisor who will look into them and take the necessary steps to rectify the same.

XI. (E). Use of Hostel Rooms and Timings (for under-graduate students)

1. Students must use the premises allotted to them only for the purpose of residence, study and within limits prescribed by these rules.
2. Students should be as economical (cost-conscious) as possible in the use of electricity and water. Light or fan should not be switched on unnecessarily. Lights and fans should be switched off when the students go out and rooms are locked.
3. No student should **be absent from the hostel beyond 10.00P.M.** except with written permission of the warden. All applications for leave of absence from hostel should be written in a specially provided "Leave Form". This form should be duly filled in and

submitted to the warden and his permission obtained before leaving hostel. Leave notes written on scraps of paper will receive no attention.

4. Students are not authorized to go **out of station/leave station** without prior notice and permission of the warden. If any student wishes to leave station, he/she should apply to the warden in writing, stating the date and time of his/her departure and return and the place to which he/she is going. He/she should give his/her postal address and mobile number during the absence from hostel. All students shall give in their application forms, the names and address of persons in Bengaluru or Near Bengaluru with whom they are permitted by their parents/guardians to stay out night or spend short holidays.
5. **Girls** are not allowed to enter boy's wing of hostel and vice versa.
6. Students are advised not to keep any **valuables** such as gold, cash etc. in their rooms.
7. The hostel is not responsible for the theft or loss of any article belonging to the students.
8. Resident students must keep the keys of their rooms always with them. The rooms should be locked when the students leave their rooms for whatever reasons.
9. If a student is found to be **irregular** in attending classes and practicals without any reason, he or she shall be asked to leave the hostel even during the term without any prior intimation. The students involved in "mass bunking" or having less attendance in class shall be expelled from the hostel.
10. Permission to stay during **vacation** maybe given by the warden on written request. Personal belongings of student's proceedings on vacation may be left behind in the hostel till their return. All such articles must be packed and labeled properly and entrusted to the hostel clerk for safe custody, with their inventory. A receipt will be issued for the articles held in safe custody which should be surrendered when the articles as claimed again.
11. Vehicles -two and four wheelers are banned for UG in the Campus.
12. **Use of electrical appliances in the hostel other than those provided by the institution is strictly prohibited.** No refrigerator, television, microwave, electric iron or geyser is permitted in the rooms of the hostel without the permission of the authorities. The college is not responsible for any accidents occurring due to the use of such appliances. Any private electric appliance found in any of the rooms will be confiscated. Infringement of these rules will be severely dealt with. If someone is found to be using such appliances, action will be taken against him/her and a **fine of Rs.1000/-** will be charged.

XI. (F). Complaints

1. All complaints related to hostel activities should be addressed to the warden only.
2. All matters relating to **differences** among students and complaints about hostel servants shall be reported to the Warden. The warden will take such action as he thinks necessary to resolve the problems in consultation with proctor.
3. A student who **misbehaves** in the institute shall also be liable for expulsion from institute/hostel.
4. If anybody is found in infringement of security guard instructions, misbehaving with the faculty or staff of the college, misbehaving in the hostel premises or college premises, on road and doing unfair means, which will damage the image of the institute, is liable for the punishment.
5. The student's **discipline** and general behavior is of paramount importance. On receipt by the Warden either in writing or orally relating to the indiscipline of a student from other students/representatives he would take immediate action as required in consultation with proctor.
6. When a student appears to the Warden/ other officials to be **undesirable** or otherwise unfit to be a resident student due to his/her persistent neglect of studies, Hostel rules or for any other causes, the Disciplinary Committee has the power to expel such a student from the hostel, even without notice. Any student involved in an indecent behavior with the hostel authorities, staff, security personale, or the inmates of the hostel is also liable for expulsion from the hostel. Action will also be taken against a student engaged in shouting in mess, using abusive words on friends or servants and for indecent behaviour in the mess.
7. Occupants of each room will be responsible for safety of the tube and fan **fittings**. In case of any fault arising in the fittings the students will report the matter to the Hostel Superintendent. the Hostel Superintendent will arrange for proper repairs or replacements of spare parts at the earliest. Students should not meddle with electric fittings in their rooms or make extra connections from them; Tampering in the electrical connections is strictly forbidden.
8. No student shall undertake to **repair** himself any damage to rooms, fixtures or furniture. He/she will report to the Hostel Superintendent who will then arrange to have it repaired.

9. **Illness** must be immediately reported to the room partners, student representative or to the Warden who will make arrangements for necessary medical treatment and attendance. The immediate medical treatment will be provided to students. If sickness of a hostelite requires hospitalization arrangements are made under intimation to the local guardians/parents wherever necessary.
10. In case of **emergency** if the student is struck somewhere in the city or elsewhere, he/she should immediately contact the Warden/Hostel office/ Head of the Institution/ Security office.

XI. (G). Guests

1. **Guests** are not allowed to stay in the hostel. Visitors (parents, relatives, local guardians, friends and non- hostelite colleagues) are allowed to visit the hostel inmates in the hostel between 10.00A.M. to 7.00P.M. All visitors and friends should be received in the common room. Visitors must leave the premises before 7.00P.M. except on special occasions on which the Warden has given permission for a longer stay.
2. Unauthorized outsiders or strangers are not permitted to visit the college hostel at any time in the day or night such of those as dhobhi, etc. if they desire to visit the hostel, they must apply in writing to the warden for the issue of a pass authorizing them to enter the hostel premises.
3. If unknown visitors are found moving about in the hostel premises without a pass, they will be handed over to the police.
4. All students are advised to extend their fullest co-operation to see that no unauthorized persons enter the hostel premises. If they happen to find such a person, they should demand the pass and if it is not forthcoming the matter should be brought to the notice of the supervisor, for further action.
5. Invitation maybe extended to the resident lady students collectively for feasts and other such occasions by the Secretaries of the mess with the previous approval of the warden.

XI. (H). Additional Rules for Girls Hostel

1. The hostel will be open from 6.00A.M. to 9.00P.M. for occupants. All hostel residents should take prior permission for extension of time after 9.00P.M. under the special justified circumstances.
2. With permission, relatives can meet the students in the guest room only, after entering their details in the visiting register. The visiting timings are from 7am to 9am and 5pm to 7pm on working days and 8am to 12 noon and 4pm to 7pm on holidays/ Sundays. No visitor will be allowed to visit the student's room.
3. The permission of the warden should be obtained in advance while going out of station. The student will have to make entry to that effect in the register maintained at the hostel office. She must write the address of the place where she is going, along with contact telephone number.
4. Lady students of the college residing in the hostel should not invite or admit any male students to their hostel premises. Any breach of this rule will be taken note of seriously and the parent/guardian of the students concerned will be informed and other necessary action may also be taken at the direction of the warden. Lady students are however permitted to receive and speak to their near relative in the common room of the hostel. Special permission of the warden may be given on application by the lady student or the visitor.

PART-XII

OTHER RULES FOR HOSTEL STUDENTS

1. No outsider is permitted to use/play in the common room.
2. Furniture etc. in the room should not be moved to any other place/ room or be given to anybody else.
3. Students are not allowed to cook in the hostel rooms without prior permission of warden.
4. The students should always carry his/her identity card and the same should be presented when asked by the authority/ security personale.

PART XIII:

MESS FACULTY

The mess of hostel will be managed by a contractor or students. Rules regarding the working of the mess have been made and displayed on the Mess Notice Board. Resident students are expected to observe these rules scrupulously. Hostel residents will be compulsory member of the mess. Charges will be decided by the college authorities.

Outside vendors are not allowed to come into hostels and supply food on a daily basis; students are discouraged from getting food from outside; those who do get food from outside are at their own risk; the mess may not be functional on Sunday and other holidays; food may be supplied on Sunday and other holidays on prior request by a sizeable number and residents.

PART-XIV

ROLE OF WARDEN

The following duties are assigned to the warden. All resident students should note them carefully and see the warden in all day-to-day difficulties.

- a. To maintain a list of students with permanent addresses of guardians and such other information as may be required.
- b. To be vigilant and observe the students in hostel.
- c. To supervise all co-curricular and extracurricular activities of the resident students to give proper advice.
- d. To sanction leave permits of the resident students.
- e. To organize and attend hostel meetings and report to the executive officer from time to time the difficulties and suggestions of resident students.

PART-XV:

ACTS OF INDISCIPLINE

THE FOLLOWING ACTS OR ACTS ON THE PART OF STUDENTS WILL BE CONSIDERED AS INDISCIPLINE

- a. Failure to produce IDENTITIY CARDS on demand by Faculty/ College Staff, Warden/ Security personaleetc, at any time and place within the facility/ College, Hostel, Campus and Library.

- b.** Indifferent reply to any query.
- c.** Entering the rooms of others when the occupants of the room are absent in their rooms.
- d.** Keeping weapons including Hockey-Sticks, lathes, Knife etc. in the hostel room in possession of the student.
- e.** Irregular attendance and persistent un-authorised absence from hostels.
- f.** Possession and/or Consumption of alcoholic drinks/intoxicating Drugs etc. and/or found drunk in the Campus.
- g.** Damaging or defacing any property of the institute or do any act reasonably likely to cause such damage or defacing.
- h.** Engage in any conduct within or outside the Institute, which is, or is reasonably likely to be clearly detrimental to the Institute's purpose and image.
- i.** Disregard of facility/College and hostel rules, orders & notice.
- j.** Disregard of orders/instructions of the members of the Faculty/College.
- k.** Noisy, boisterous, disorderly and obnoxious behaviour.
- l.** Ragging in any manner.
- m.** Lack of punctuality in attendance, payment of College dues and in other matters where dates and times of any duty, functioning or obligation are prescribed.
- n.** Recourse to false or fraudulent statement or acts.

PART-XVI:

DISCIPLINARY ACTIONS

If any of the above acts is done by any of the students, disciplinary actions will be taken by the appropriate authorities or the competent agency of the institute depending upon quantum of misconduct after following the procedure by the competent authorities as provided under the rules:

XVI. (A). NATURE OF PENALTY

X.VI. (A). 1. Minor penalty

- a) Warning, censure, fine

- b) Penalty in terms recovery of loss or damage in cash or kind.
- c) Place the students concerned on probation for a certain period.
- d) Academic suspension for a specific period.

XVI. (A). 2. Major Penalty

- a) Expelling the student from the hostel for a specified period.
- b) Debarring the student from pursuing studies in any of the Faculty/institution of the University for a specified period.
- c) Minor and major penalty in any combination may be imposed

XVI. (8). Procedure

Whenever any of the acts comes to the notice of the competent authority the same authority will issue a notice to the student concerned to show cause as to why disciplinary action should not be taken against him; the reply received from the student concerned will be placed before the **Faculty level disciplinary committee** and on the recommendations of the said committee the principal will take further appropriate action regarding imposition penalty.

For imposing **major penalties**, on the basis of the complaint, the Principal with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry and on the basis of the report on the preliminary enquiry he will forward the matter along with the report to the University for Further Necessary Action.

The matter will be placed before the University level disciplinary committee and the same committee, after following the law of natural justice. Will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter. Minor penalty will be imposed by the Principal of the institution and for major penalty the Vice Chancellor will impose penalty after following above procedure.

1. While conducting an enquiry/investigation, the Disciplinary Committee should go into the causes/circumstances leading to the acts of indiscipline or violence and ii the root cause is found to lie with academic or administration lapse. Such as late submission of results, delay in declaration of admissions, availability of mark lists, irregularity in taking

classes etc. such findings should be noted and the committee should report the findings along with erring parties for necessary action. In such a case, the act of violence or indiscipline on the part of students should be looked at with due moderation.

2. Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence takes place are involved, the incident must be fully investigated by the disciplinary Committee of the Faculty.
3. Whenever an act of indiscipline violence takes place, before filing the F.I.R. all the aspects at the appropriate level be considered.

X.VI. (C). Appeal:

The Faculty level committee will be appointed by the Principal of the Institution. University level Committee will be appointed by the Vice-Chancellor. On the decision of the Principal, the student concerned will have a right to file an appeal before the Vice-Chancellor to review the penalty Imposed by the Principal and in case of the penalty imposed by the Vice-Chancellor, the student concerned will be entitled to file an appeal to the BOM to review the penalty. This appeal is to be filed within a period of 45days from the date of the order of penalty. The appeal filed after the expiry of 45 days from the date of communication of the order, will not be entertained.

X.VI. (D). Constitution of faculty level disciplinary committee of hostels:

This will consist of the following:

1. The Principal.
2. The Medical Superintendent
3. The Proctor.
4. The Hostel Wardens.
5. 4 senior faculty members
6. Representative of Hostels Residents

