

**KONERULAKSHMAIAH EDUCATION FOUNDATION**

**(Deemed to be University)**

**Green Fields, Vaddeswaram, Guntur District,**

**Andhra Pradesh, India. PIN: 522302**



**HANDBOOK**  
**ON**  
**CODE OF CONDUCT**  
**FOR**  
**STUDENTS**

A handwritten signature in green ink, appearing to be 'K. Lakshmaiah', is positioned above the registrar's name.

**REGISTRAR**  
Koneru Lakshmaiah Education Foundation  
(Deemed to be University)  
Green Fields, VADDESARAM-522 302.  
Guntur District, Andhra Pradesh.

## I) Code of Conduct for KLEF Students

### A. PREAMBLE

The student code of conduct [*Code*] is established to foster and protect the core values of the KLEF University to foster the scholarly and civic development of the University's students in a safe and secure learning environment and to protect the people, properties and processes that support the University and its mission. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. The code of conduct is necessary to mark the boundaries of this needed order.

### B. APPLICABILITY

The *Code* is applicable to all students, which includes all persons taking programmes at various constituent institutes of the University, either fulltime or part-time, pursuing undergraduate, post graduate, professional or doctoral studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as “students”. The Code applies to all locations of the University.

### C. JURISDICTION

The *Code* applies to the on-campus conduct of all students at all the locations/ campus of the University.

1. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
2. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
3. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
4. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
5. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

## **D. RESPONSIBILITIES OF STUDENTS**

Students are members of the University community and citizens of the state. They are responsible to the society as a citizen and responsible to the academic community as a student.

Admission to the university carries the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

A student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

## **E. STUDENT COMMITMENT**

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) He/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to the written consent of the concerned authorities of the University.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess and any other fees dues. If a student had joined the Institute on a scholarship, the said grant shall be revoked.
- d) Shall abide by the measures enforced by the University whenever pre-defined misconduct is committed by the students.

## **F. STUDENT PARTICIPATION IN GOVERNANCE – Code of Conduct**

As students are members of the University, they have a substantial interest in the governance of the University. The involvement of the student in governance in both administrative and academic areas is essential. The students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through the involvement of students in all levels.

The following code of conduct needs to be exhibited by the students while participating in the administrative and academic bodies meetings.

1. Be in time to the meeting
2. Provide information related to any mishappenings
3. Observe the behavior of other members in the meeting and correct self behavior.
4. Follow-up with the concerned if a corrective action to be taken resolved by the committees/cells/forums in which the students are also members.

### **G.DISCIPLINARY MISCONDUCT**

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The following actions are considered as misconduct:

1. **Academic Misconduct:** Academic Misconduct means copying, malpractice, cheating in assignments or examinations.
  - i) **Cheating:** Cheating includes, but is not limited to:
    - a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
    - b) Allowing or facilitating copying, or writing a report or impersonating in exams.
    - c) Using unauthorized material, copying, collaborating when not authorized, and purchasing / borrowing papers / material from various sources.
    - d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
    - e) Creating sources, or citations that do not exist
    - f) Altering previously evaluated and re-submitting the work for re-evaluation
    - g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.
  - ii) **Plagiarism:** Referring/using of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

**Examples of plagiarism include:**

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
  - b. Reproducing previously published data, illustrations, figures, images, or someone else's data, etc.
  - c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
  - d. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
  - e. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
  - f. Paraphrasing or changing an author's words or style without citation.
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2. **Disruptive Conduct** - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities in university premises or in connection with any university-sponsored event or activity;
  3. **Discrimination** - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.
  4. **Falsification** - Falsification means will-fully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or documents or conspiring with or inducing others to forge University records.
  5. **Refusal to Identify** - Refusal to identify or falsely identifying one's self when requested by an authorized University official.
  6. **Illegal or Unauthorized Possession or Use of Weapons** - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

7. **Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** – KLEF University strongly supports the goals of "Drug Free Campuses". It is the policy of KLEF that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in all the campus.
8. **Unauthorized Access and Use** - Unauthorized access means accessing or providing access for unauthorized persons to University property, facilities, services, or information systems keys, access cards, or access codes.
9. **Act of Violence, Threatening, Harassing, or Assaultive Conduct** - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, threatening, harassing, or assaultive behavior.
10. **Theft, Property Damage, and Vandalism** - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.
11. **Recording of Images without Knowledge** - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is strictly prohibited.
12. **Causing Disrepute to other students** – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the University.
13. **Failure to comply with university or any other authority** - Failure to comply with legitimate directives of authorized university officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.
14. **Ragging** – Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.
15. **Not following the prescribed dress code:** University has a prescribed dress code for boys and girls. Every student shall follow this. Not following the prescribed dress code is considered as misconduct.
16. **Involving in agitations:** Students shall not involve/participate in any agitation. Involving/participating in any type of agitation is considered as misconduct.

17. **Contracts** - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.
18. **Abuse of Electronic Communication** - Using University or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.
19. **Media Contact** - Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility or event without the express written permission of the Office of University Communications.
20. **Organization and Event Registration** – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.
21. **Presenting False Testimony** - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.
22. **Violation of University rules** - Violation of other published university regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

#### **H. Grievance Redressal:**

- f* The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.
- f* The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint.
- f* Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
- f* The decision taken would be communicated to the student within 3 further working days.
- f* Further the student can appeal to the University Grievance Committee (appellate authorities) within 5 working days.

#### **I. PUNISHMENT AND PENALTIES**

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

1. **Warning:** A written letter of reprimand resulting from a student's misconduct.
2. **Suspension:** Suspension is a sanction that terminates the student's enrollment at the university for a specified period of time.

3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations.
5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, university events for a defined period of time.
6. Withholding Degree. Withholding of degree means the withholding degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the university without opportunity to re-enrol in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions

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