Krea Code Of Conduct for Students

Version: 2 | 8 January, 2020

RCI Chart - **R**esponsible, **C**onsulted, **I**nformed

Responsible	Consulted	Informed
Deans of Schools	1. Resident-in-Charge 2. Director – Student Life 3. Chief Administrative Officer - Campus 4. Mission Director 5. Vice-Chancellor	1. All Students 2. All Employees 3. Board of Management 4. Academic Council 5. Executive Committee 6. Governing Council

Note: All policies including this one, need to be reviewed by the Board of Management, recommended by the Executive Committee and approved by the Governing Council before they are released by the Registrar to the Informed list. A detailed description of the review, version control, awareness creation, and adherence process is covered in the policy on "Oversight and Governance of All Policies".

Revision history

Version	Prepared by	Significant changes	Page No.	Reviewed by	Approved by	Approval date
1	Registrar	Definitions standardization	4	Mission Director	Vice Chancellor	06.01.20
2	Deans of Schools			1. Director of Student Life 2. Mission Director	Vice Chancellor	

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1. Guiding Philosophy:

1.1. The policy derives itself from a core element of Krea's mission - *"to enable high potential individuals to learn to create positive, catalytic impact **ethically**"*. Fulfilling this mission is the collective responsibility of the Krea community and the University expects every student of Krea to strive towards adhering to the highest standards of conduct in a manner that strengthens Krea's values of ethics, excellence, inclusivity and accountability.

1.2. The conduct of students during and after their time of studies at Krea will be a strong indicator of what Krea truly is as an institution and the University hopes that the practice of this Code, over the course of the engagement with Krea, will hone the sense of right and wrong of every student and stand them in good stead during times of moral dilemma on how they conduct themselves in their wider social and personal lives

1.3. Krea's expectation for responsible conduct from students also encompasses accountability for one's own well-being, including responsible decision-making regarding physical and mental health, academic and extracurricular pursuits and residence life

1.4. Like all policies and norms, not all kinds of behavioral standards or misconduct can be codified in a single document and the University hopes that the references used here will serve as a guide to exercise honesty, rules of fairness and respect for the rights of others at all times

2. Approach:

2.1. The University has conceived the Code of Conduct for Students to state the University's expectation from the students who enroll to study at Krea. This policy represents the basic principles of other policies, rules and regulations

2.2. All students are expected to practice and actively support the specific principles described in the Code and their general standing in the Krea community will be subject to adherence to these basic principles of ethics. Violation of the Code of Conduct can lead to disciplinary action

2.3. This policy should be viewed and applied in conjunction with the following policies that relate to fostering a sense of discipline and order among various members of the Krea community:

- 2.3.1. Policy for Prevention of Ragging
- 2.3.2. Policy for Prevention of Sexual Harassment and Sexual Misconduct
- 2.3.3. Policy and Process for Disciplinary Action

2.3.4. Student Life Policy
2.3.5. Grievance Redressal Policy for Students
2.3.6. Code of Academic Integrity
2.3.7. IT Policy
2.3.8. Safety and Security Policy
2.3.9. Policy on the Use of Campus Infrastructure

3. Application:

3.1. This Code shall apply to all students who have enrolled in the University for regular academic programmes, part time programmes or sponsored programmes
3.2. This policy will apply to the conduct of students, both inside and outside the University campus

4. Definitions:

4.1. Discipline means orderly behaviour: It means voluntary and willing compliance of rules and regulations and instructions and also development of desirable habits of conduct with others at the workplace
4.2. Student: any person enrolled for degree/diploma/certificate course in a full-time/part-time format with Krea University or a student from another institution who may be at Krea on an exchange program or any similar arrangement.
4.3. Conduct: Overall behaviour of the student in the context of a particular place or situation
4.4. Disciplinary Committee: constituted for different schools as per the membership detailed in this document
4.5. Plagiarism: means the use 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
4.6. Student Body: created as per the norms defined by the Office of Student Life (OSL)
4.7. Officers: Senior leadership, Functional heads / Division heads / Area chairs, Statutory officers, Managers / Supervisors of different departments, Professors in administrative roles
1.1. Executive Committee: Refers to the Committee that is created by the Governing Council and comprises of two Governing Council members who are the Chair and the Vice-Chair of the Executive Committee, the

Vice-Chancellor, the Mission Director and/or any other member designated by the Governing Council.

4.8. University: refers to Krea University

4.9. Community: refers to all members, including students, faculty, staff of Krea University

4.10. Code: refers to this Code of Conduct for students, unless specified otherwise

5. Rights and Responsibilities of Students:

5.1. By virtue of being a member of the Krea community, students have the rights as well as the responsibilities that are aligned to the purpose and mission of the University

5.2. The rights and responsibilities go hand-in-hand and they cannot be applied in isolation

5.3. Some of the rights include:

- 5.3.1. Right to access and participate in the academic and non-academic opportunities offered by Krea, subject to applicable standards or requirements
- 5.3.2. Right to be free from discrimination on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age, disability, or any other form of diversity
- 5.3.3. Right to be treated fairly as per the rules, guidelines and processes outlined in the various policies of the University
- 5.3.4. Rights to freedom of thought and expression

5.4. Some of the responsibilities include:

- 5.4.1. To refrain from conduct towards other students that infringes upon and interferes with their rights as listed above
- 5.4.2. To comply with the policies and regulations of the University and any sanctions that may be imposed as per the policies
- 5.4.3. To cooperate fully and honestly in the proceedings of any case or investigation that may be initiated as per the policies of the University
- 5.4.4. To refrain from making hate speeches or circulating content and communication that may be racial or hurt social and religious or philosophical sentiments or attack the sexual orientation and preferences of others or that could be construed as inimical to national interests
- 5.4.5. To respect the physical and mental health and safety of others
- 5.4.6. To refrain from stealing, damaging, defacing, or misusing the property or facilities of the University or impact the services offered by the University

5.4.7. To respect and comply with all terms of contracts made by the University with third party service providers like dining, security, housekeeping

5.4.8. To comply with the laws of the land, while in India or in any other country

6. **Standard of Use of Physical and Intellectual Resources:**

6.1. These include, and may not be limited to, University systems (e.g., telephone systems, data communication and networking services, ERP platform), domain for electronic communication forums, brand identity and related collateral, equipment like computers and peripherals, vehicles, campus facilities, university records including student, employee, donor, sponsor, and patient records, and time and effort of staff, students and others at the University

6.2. Students are expected to respect the physical and intellectual resources of the University and other individuals of the Krea community

6.3. Student will not misuse or misappropriate the resources of others in any of the following manners, but not limited to:

6.3.1. Accessing, removing, or destroying any information, materials, or other property from another student's or student organization's premises, locker, computer files, or mail folder without prior permission

6.3.2. Accessing or removing without prior permission, or hiding or destroying any corporate records, files, job postings, or academic materials from the library, the career planning office, or any other administrative office

6.3.3. Divulging proprietary or confidential information obtained for class assignments;

6.3.4. Utilizing for commercial gain any infrastructure, systems, processes, platforms, material, websites, or software provided by Krea specifically and restrictively for educational purposes without prior permission of the University and /or any third party service provider

6.4. Students should exercise great care while using the University resources like books from the library, information technology resources and follow due process in case they need support in using them

7. **Academic Conduct:**

7.1. Students are expected to uphold the principles of academic integrity. Some of the essential principles include:

7.1.1. Students must produce all academic work honestly and not plagiarize any work

7.1.2. Students cannot use or produce any unlawful material in their academic work

7.1.3. Students must act in an ethical manner while using someone's ideas or citing examples and must properly acknowledge the use of materials and words in their assignments, publication of academic work

7.1.4. Students must obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with their interpretation or conclusions

7.2. Students must attend workshops hosted by the Programme office on understanding what constitutes plagiarism. Students may also check with their professors, program office members, in case of doubt

7.3. Students must not submit a purchased or downloaded work of academic value to satisfy a course requirement.

7.4. Students must proactively acknowledge the contribution of other students in a group assignment or project

7.5. A student must not knowingly use any dishonest method to gain or aid an unfair advantage over other students in academic pursuits, especially through giving or receiving any unauthorized aid on an assignment or exam, including working in groups on any assignment unless specifically asked by the professor

7.6. A student must always treat all other students in an ethical manner and respect their integrity and right to pursue their educational goals without interference

7.7. Students are not permitted to either audio or video record lectures in class rooms or the actions of other students, faculty, or staff without prior permission

8. Honour Pledge:

8.1. Students must abide by the Honour Pledge. The Honour Pledge is presented in Annexure 1

9. Representation:

9.1. Students are expected to be honest while representing themselves as members of Krea University to other students, faculty, staff, prospective employers, or anyone else. Students must ensure that they represent facts, information, data accurately in all circumstances, and do not misrepresent in situations including but not limited to:

9.1.1. Misrepresentation of academic, social or economic background to prospective or current employers to aid their professional growth

9.1.2. Misrepresenting any material fact regarding information sought by Krea administration e.g. for consideration of financial assistance, guiding the investigation of cases of sexual harassment or violation of the Code of Conduct and other policies

9.1.3. Misinforming or lying to a fellow student, a faculty member, or an administrator in order to gain preferential treatment

9.2. The above list is not an exhaustive list of situations of representation and students are expected to exercise their judgement as per the guiding philosophy of this policy

10. Personal Conduct:

10.1. Students are expected to treat their peers, other students, employees of the University, consultants, contractors, service providers, volunteers and any other members of the public with respect , dignity and sensitivity. They should be courteous and polite in all circumstances

10.2. Students should have a cooperative and collaborative approach while they conduct themselves in a group. They should abstain from using harsh or threatening language while in conversation with other students and also in groups

10.3. Students should be honest and ethical while dealing with the students and employees of the University or any other stakeholder of the University

10.4. Any form of bullying, intimidation and ragging, sexual harassment, sexual misconduct will call for disciplinary proceedings

11. Confidentiality and Privacy:

11.1. Over the course of their studies, students on their own or while working with faculty members may receive and generate various types of confidential, regulated, proprietary and private information on behalf of the University. All students are expected to comply with all applicable rules, laws, and regulations (whether Central or State or international),

contractual obligations, and policies of the University pertaining to the use, protection and disclosure of such information

11.2. While disengaging from the University, students must return all sensitive University data, unless a specific exception has been granted in writing

11.3. Students should respect the privacy of others and should not interfere in others' private affairs

12. **Financial Responsibilities:**

12.1. Students as active members of the community may come to hold positions of responsibility as leaders or heads of clubs, committees and activities. In these engagements, they may end up managing funds and resources while working with administration and external partners, vendors.

12.2. Students are expected to employ sound business practices and exercise prudent financial management in their management of financial resources

12.3. Any case of misappropriation of funds will be dealt with utmost seriousness and will call for review and action by the Disciplinary Committee.

13. **Social Conduct:**

Students will be guided by the Student Life Policy on most matters that relate to social conduct. However, the following points are reiterated in this Code of Conduct, keeping with their importance:

13.1. Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the relevant Officers of the University

13.2. Students will not organize any meetings and processions in the campus without permission from the appropriate Officers of the University

13.3. Students cannot enroll or accept membership of religious or terrorist groups banned by the University or the State Government or Government of India

13.4. Ragging in any form is illegal and is strictly prohibited inside the University campus. It is a punishable offence as per the laws of Supreme Court of India. All the students should strictly comply with this conduct to avoid disciplinary procedure

13.5. Students are also prohibited from using or possessing, selling and circulating narcotic substances/weapons of any kind/drones not authorised

as per the law. It is illegal and violation will lead to strict disciplinary action including intimation to the local police authorities, as applicable.

13.6. Harassment of any kind - sexual, mental or physical, abuse, threats of any kind, any kind of unwelcome advances, requests for sexual favours, any kind of written or verbal harassment is strictly prohibited

13.7. Consumption of alcohol and/or gambling is strictly prohibited in the campus.

13.8. Smoking is prohibited and may attract disciplinary action against violators

13.9. Theft and abuse of the resources of the University like electronic items, books, computers or tampering with any documents of the University will lead to disciplinary action

13.10. Students should behave responsibly while using social media. Any derogatory remark which can bring disrepute to the University should be avoided.

13.11. Making audio or video recordings or taking pictures and streaming them without the person's consent will be considered a breach of the Code of Conduct and will invite disciplinary action

13.12. In case the student is found to be involved in any kind of unlawful activity, the University is obligated to invite police and judiciary intervention

13.13. The University is not responsible for involvement of the students in an unlawful incident outside the campus. The University will not offer any support to any such case, if it may be punishable under the Indian Penal Code

13.14. Students must refrain from having a romantic or intimate relationship with faculty or staff members of the University. This takes away from the professional environment of the University and may adversely affect the conditions of employment for staff and faculty members

14. Conduct in Residence Life

Students will be guided by the Student Life Policy on matters that relate to conduct in residence life, including the norms that governs occupancy, conduct in University housing, and expectations for proper maintenance of residence rooms

15. Disciplinary Action

Violations of the Code of Conduct may invite disciplinary action as per the relevant policies, including but not limited to those described in Section 2.3

16. Training and Awareness:

16.1. The Director of Student Life will organize biannual workshops with students on making them aware of the Code of Conduct

16.2. Deans of Schools will regularly organize workshops to inform and educate students on matters of academic integrity including what constitutes as plagiarism

17. Reporting of Violations:

17.1. Adherence to this Code also requires that students bring to attention, any suspected violations of applicable standards, policies, laws or regulations to the appropriate departments. Such reporting may be done directly, in-person to the concerned Officers or anonymously

17.2. Students are guaranteed confidentiality for all such reporting. Krea also prohibits retaliation against an individual who in good faith reports or provides information about concerns or suspected violations

17.3. The Office of Student Life is committed to the highest standards of responsiveness to reports of violations of this Code of Conduct and will strive for timely action and resolution:

17.3.1. The department will revert to the student with an account of actions initiated within one week of receipt of the communication

17.3.2. There will be a running log of concerns maintained through a ticketing system that will be reviewed frequently by the Director of Student Services and the Deans.

18. Changes to the Policy:

18.1. Krea University reserves the right to change this policy from time to time

18.2. Changes will be made after due deliberation by the Committee for Oversight & Governance of All Policies (COGP) and approved as outlined in the policy on Oversight & Governance of All Policies. Such changes will be informed to the students and other stakeholders as delineated in the Informed list of this policy.

18.3. Students are also expected to check the policy from time to time and stay updated with the latest version of this policy.

19. Annexures:

19.1. Honour Pledge

19.2. Affidavit for Compliance to the Code of Conduct

19.3. Format for Reporting Violations

19.1 Honour Pledge

I, _____, declare that I am a student of the _____ of Krea University, and a member of its _____ students' community.

I promise to uphold the core values of ethics, excellence, inclusivity, and accountability required of me by Krea University.

I promise not to cheat, plagiarize, or otherwise claim as my own, work that I did not create or that does not belong to me. I promise to give credit where it is due.

I promise to accept and respect, without prejudice, the rights of others on campus. I promise not to discriminate against others, irrespective of their gender, race, caste, income, language or any other form of diversity.

I promise not to discriminate against anyone holding religious, political, or social belief systems different from mine.

I promise to treat all members of the Krea community, be they students, faculty, staff or visitors, with dignity and respect.

I promise to promote efficiency and sustainability on campus.

I promise to make these values, a part of my everyday life.

Signature

Name of the Student:

19.2 Affidavit for Compliance to the Code of Conduct

This is to certify that I _____ have been offered and have accepted admission to the _____, Krea University.

I hereby give a solemn undertaking of my good conduct and ethical behaviour as a student of Krea University.

I will follow the rules of the University, as prescribed in the Student Handbook and the various policies of the University, that may be prevailing at any point in time during my period of study at Krea University. I shall not indulge in any risky or unacceptable behaviour, and understand that there can be severe consequences resulting from such actions.

I understand that if I indulge in behaviour that may be construed as unacceptable and risky, Krea University will not be held liable for my action and cannot be taken to court under the laws of the land. I also understand, that in case of any violation resulting in loss/damage to life and property, Krea can proceed and initiate action against me.

I understand that risky and unacceptable behaviour includes, but is not limited to, ragging, sexual harassment and sexual misconduct, inciting riots, violence, aiding and abetting suicide / attempted suicide, consuming drugs and other narcotic or psychotropic substances, consuming alcohol on campus, coming to campus in a drunken state, driving under the influence of alcohol or drugs, unsafe, rash and negligent driving including not using a helmet while driving a two wheeler or driving / permitting others to drive vehicles without a valid driving license.

Signature:
Name of Student:
Date:
Place:

This is to certify that I …… am the father / mother / legal guardian of …… who has been offered and has accepted admission to the _____, Krea University.

I hereby give a solemn undertaking of my child's / my ward's good conduct and ethical behaviour as a student of Krea University.

Further, I also understand that if my child / ward violates any policy and/or indulges in behaviour that may be construed as unacceptable and risky, Krea University will not be held liable for his/her action and cannot be taken to court under the laws of the land. I also understand, that in case of any violation resulting in loss/damage to life and property, Krea can proceed and initiate action against the student.

I understand that risky and unacceptable behaviour includes, but is not limited to, ragging, sexual harassment and sexual misconduct, inciting riots, violence, aiding and abetting suicide /

attempted suicide, consuming drugs and other narcotic or psychotropic substances, consuming alcohol on campus, coming to campus in a drunken state, driving under the influence of alcohol or drugs, unsafe, rash and negligent driving including not using a helmet while driving a two wheeler or driving / permitting others to drive vehicles without a valid driving license.

Signature:
Name of Parent / Guardian:
Date:
Place:

19.3 Format for Reporting Violations

Name:[Enter Name]
Reporting against:[Choose: Individual/Group/Division/School/University]
Specific names: [Enter names]
Date of filing the report: [Date]
Summary note: [Enter notes - not more than 200 words]
Detailed note: [Enter notes - not more than 1000 words]
Expected action/outcome: [Enter notes - not more than 100 words]
Supporting documents: [Pictures, documents, videos, any other - limit of 50 MB]