

CODE OF CONDUCT FOR STUDENTS

Introduction: A well-documented Codebook specify the standard procedures and practices of the JK Lakshmipat University, Jaipur (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it"

All students are requested to be well conversant with Codes, which can also be reviewed on the official website of the University. The University's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility."

Jurisdiction: The University shall have the jurisdiction over the conduct of its regular on rolled registered students to take knowledge of all acts of misconduct including incidents of ragging/ harassment which are taking place on the University campus or on Outside of University connection with the University related activities and functions. The University may also exercise jurisdiction over conduct which occurs in campus violating the ideal student conduct and discipline as laid down in this manual and also in discipline policy of the University.

The JK Lakshmipat University, Jaipur lays primary emphasis on the maintenance of discipline. The students are advised to strictly follow the following code of discipline:

Dress Code: The dress code for formal occasions of the University as given below:

For Boys: Boys will be required to wear white shirt, black pants / trousers with black blazer, black tie with monogram and formal footwear.

For Girls: Girls will be required to wear white shirt, black pants / trousers with black blazer, black tie with monogram and formal footwear.

Identification Card

1. The JK Lakshmipat University, Jaipur issues Photo Identification (ID) Cards to faculty, staff, students and other individuals to verify identity and to manage access to various University services and facilities. Individuals are expected to maintain possession and control of their Photo Identification and related credentials at all times and to have them in their possession when on the University premises.
2. The ID Card contains a photograph, bar code, identification, authentication and access credentials intended to provide the University with a mechanism for identity verification and electronic validation where required.
3. The ID Card is the property of the University and as such, it can be confiscated, deactivated and invalidated upon expiration of their intended use or upon any misuse, forgery, or alteration.
4. Any loss must be intimated to the Director's office at the earliest in writing. A duplicate ID Card will be issued on payment of the stipulated fee.
5. Students must carry the Identity Card with them and should produce the same as and when asked for.

Entry of outsiders in the University campus without proper permission from the Director/ Registrar/ Section Head is strictly prohibited.

Smoking/alcohol/drugs and banned substances inside the University Campus is strictly prohibited.

Residential students are expected to be back on campus by 10 pm, beyond this time it will be treated as non-compliance of code and may attract penalty. They cannot leave the campus before 5.00 pm

It is mandatory for every student to maintain proper discipline in the University Campus. Any kind of act by the student that amounts to indiscipline will make him/her liable to imposition of heavy fine or even expulsion from the University.

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the university authorities.

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

Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the university or about university on the social media or indulging in any such related activities having grave ramifications on the reputation of the university.

Student Attendance

1. Every student is expected to put in 100% attendance. The minimum attendance for appearing in End Term Examination for every student is 75% in every course. A student, who has attendance lower than 75%, will not be permitted to appear in the End Term examination of the course(s) in which the shortfall exists.
2. Since regular attendance and punctuality in the classes is compulsory, leave can be granted to a student by the Director of the Institute on genuine reasons, not exceeding 25% of the total classes held during the Semester under all circumstances including participation in activities.
3. The student will be warned of the shortfall in the attendance by the Institute under intimation to the parent/guardian of the student.
4. The details of all students who have attendance less than 75% in a particular course will be announced in the class by the faculty himself/herself every month.
5. A letter intimating the shortage of attendance and the de-barring of the student shall be sent to the parent/guardian of the student by the Institute within one week of the de-barring notification.

Rules and Regulations for Acts of Indiscipline

Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the University, damage University property cause grievance to another student or member of the University or any other behavior which should be generally construed as misconducted.

Any act of indiscipline of a student reported to the Director, Faculty or Chief Warden, will be referred to the Disciplinary Committee constituted by the Vice Chancellor.

The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated to the Vice Chancellor. The Vice Chancellor will consider the recommendation of the Disciplinary Committee and approve appropriate action.

IT Facilities Usage Guidelines

The following Internet and e-mail rules require strict adherence. Any infraction thereof could result in disciplinary action/s, which may range from verbal warnings to termination; the severity of the misbehavior governs the severity of the disciplinary action.

Student shall not indulge in any kind of Cybercrime, Dissemination of Obscene Material, Defamation, Hacking, E-Mail Spoofing, Mass emailing, Denial – of service & (M in M) attacks, IP spoofing, Rough DHCP/Access point creation, Static IP assignment, Child Pornography, Assault by Threat, Intellectual Property Crimes, Transmitting Virus, Cyber Terrorism, Possession of Unauthorized Information. The Use of anonymous proxies, proxy avoidance sites / VPN tools, network penetration tools, packet sniffers, ARP/IP/MAC spoofing, LAN gaming in JKLU campus makes users liable for disciplinary action as deemed fit by the University rules including punishment. The IT Center is authorized to block network access to a host/device which falls under the above category, whenever necessary. Use of network for creating, sending, storing, uploading, accessing, using, soliciting, publishing or linking offensive, obscene or indecent images or material is STRICTLY PROHIBITED.

Users are not allowed to indulge in the acts of brand abuse and impersonation by creating fake JKLU accounts at various social media platforms like Instagram, Facebook etc., and posting disgraceful content / comments about the University and its staff.

Drug Policy—Zero Tolerance: For the protection and welfare of all students and staff, the University has established the following Drug Free Policy:

- Distribution, dispensing, possession, or use of a controlled substance in the campus is prohibited;
- Violations of this prohibition will result in expulsion or any other appropriate action;

Alcohol Policy: Usage or possession of any forms of Alcohol inside the campus is strictly prohibited. Possession, use, consumption, sale, distribution or storage of any alcoholic beverage is prohibited on University campus, training sites and at all University sponsored student events, conferences and activities. Students resorting to consumption of alcohol and found intoxicated inside the campus or indulging in use or possession of alcohol are subject to be dealt as a case of indiscipline and severe action including expulsion from the University may be initiated against them.

Smoking: Smoking inside the campus is strictly prohibited. Students found indulging in the act are subject to be dealt as a case of indiscipline.

False Information or Falsification of Records: Providing false or misleading information to a university official is a violation of Academic Responsibility subjecting a student to disciplinary action. Falsification of any university record is prohibited. This includes information during admission, financial aids/scholarships forms where applicable, falsifying personal information and forgery among others.

Fire Safety: Tampering with any fire extinguisher, fire system alarm is prohibited and can lead to disciplinary action.

Gambling: Gambling of any kind on university property is strictly prohibited. Students indulging in any form of gambling will be subject to strict disciplinary action.

Littering: To maintain a litter free campus all the students are expected to use the dustbins provided throughout the campus to dispose-off trash and waste. Students should maintain their hostel rooms clean and leave their classroom clean and tidy.

Theft or Unauthorized Possession: Theft, including theft of University property or personal property of others such as computers, computer accessories, street signs, furniture and library books/periodicals, mobile phones/ accessories or any other item of value etc. will be construed as a serious act of indiscipline and severe action is likely to be initiated against the student.

Vandalism or Destruction of University Property: Damage/Destruction/Defacing of University property or others property is Punishable offence. Anybody found indulging in damaging/destruction/defacing the University property or others property will be subject to disciplinary action.

Abuse/Physical Assault: Students are expected to resolve personal differences in a mature amicable and unthreatening manner. Conduct that threatens or endangers the health, safety, or welfare of any university student, faculty member, of staff member is strictly prohibited. Students involved in any act of abuse or physical assault will be subject to disciplinary action as per University rules after necessary investigation by the Disciplinary committee. All students are encouraged to report crimes, suspicious activities or other security problems to the Warden, Chief Warden, the Registrar or any other faculty or staff at the campus.

Weapons: Students are prohibited to keep firearms, any other lethal weapons or any object on the campus, forbidden by law, which can cause any kind of harm to anybody.

Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

Procedure for Imposing Penalties: The Disciplinary Committee will submit the recommendation to the Vice Chancellor of the University. If the Vice Chancellor feels that the charges leveled against the student fall under the major penalty, the decision about imposing the penalty will be taken by the Vice Chancellor.

Penalty may include the following:

- a. In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- b. Detention of the student(s) for a semester or more.
- c. Rustication/Expulsion from the University or from the Institute for a period of one year or more.
- d. Permanent rustication/expulsion from the University.
- e. Any other major penalty, which the Vice Chancellor feels appropriate to impose.

Anti-Ragging Regulations

As per the directions of the Hon'ble Supreme Court and UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions – 2009. Under the provisions of the said Regulation, ragging has inter-alia been defined as any conduct by any student / students whether by words spoken or written or an act which has an effect of teasing treating or handling with rudeness a fresher or any other student or indulging in rowdy or indisciplinary activities which causes or is likely to cause annoyance, hardship or psychological harm or creates fear or apprehension thereof in any fresher or any other student or forcing a student to do an act which has the effect of causing or generating a sense of shame or torment or embarrassment so as to affect the physique or psyche of a fresher or any other student, showing of power, authority or superiority by a student to any fresher or any other student. Collective gathering of students with any form of excuse and interviewing the freshers will also be treated as an act of ragging. Where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

The above said UGC Regulation also provides for punishment to the student found guilty of ragging. These punishments include suspension from attending classes, withholding / withdrawing scholarship, debarring from appearing in the test / examination, withholding results, suspension / debarring from hostel, cancellation of admission, rustication from the institution for certain period and expulsion from the institution. Besides these the student found guilty of ragging shall also be liable to face charges under the Indian Penal Law if the nature and gravity of the act is considered to come under the Penal laws.

Students are warned not to indulge in any act of ragging in the University during his/her stay here to complete his/her course of study and makes him/her liable for punishment that may jeopardize his/her career also.

Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, is encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

All kinds of observation against any student by a senior may be brought to the notice of the authorities.

Anti-Ragging Committee for the respective Academic Year will be nominated by the Vice Chancellor. The committee will be chaired by a faculty and comprise of faculty and non-teaching members.

This is ragging free campus with zero tolerance.

Complaints, in any, related to Ragging can be lodged through a mail to registrar@jkl.edu.in or in the complaint register in the Registrar office.

Prevention of Sexual Harassment

JKLU is committed to creating and maintaining a community in which Staff, Faculty and students, can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. The University has formed the Sexual harassment committee that will penalize the offenders and will take strict action against people who do not follow its policies and rules. The purpose is to make every student

aware that we as a University believe in Gender Equality and protection of Fundamental Rights. Aggrieved student may contact the Chairperson, Sexual harassment committee or the Registrar's office for help.

Where sexual harassment is found to have occurred, the University will act to stop the harassment, prevent its recurrence and/or take other appropriate action against those responsible.

JKLU Internal Complaints Committee for Prevention of Sexual Harassment of women nominated by the Vice Chancellor will be chaired by a lady faculty.

Complaints, if any, related to Sexual Harassment can be lodged through a mail to registrar@jkl.edu.in or in the complaint register in the Registrar office.

Issued with the approval of Competent Authority with subject to the revision as and when required.