

## **KGI - STUDENT DISCIPLINE POLICY - 1**

KGI being a value based educational entity has the following discipline policy to maintain the decorum of the Institution and to provide healthy educational environment to students. The College is a community in which many people live together. It is therefore essential that all members have due regard for the rights of others. The Disciplinary Committee of the Institution looks after disciplinary matters and problems arising from a breach of the College rules. The College rules are intended to help preserve a happy and harmonious atmosphere for all those living and working in the College.

### **Attendance & Time Schedule**

- The students should fulfil the minimum required attendance for every programme both theory and practical as per the University Guidelines. Students failing to meet this prerequisite will not be eligible for taking up the exams at the end of the academic semester / year.
- Attendance will be monitored on a day-to-day basis throughout the course of study and parents are kept updated about the absence of the ward through sms or direct calls.
- Students are required to inform about their absence to the respective Head of the Department in prior to any emergency or critical situation.
- In case of prolonged absence (7 days or above) with a genuine reason, the student or his / her guardian must inform the concerned authorities in writing the reason for the absence in advance.
- The student should reach college on time and attend the lecture as per the timetable given to them.

### **Ragging**

- Ragging in any form is strictly forbidden by law. The students should not be found involved in ragging.
- Action shall be taken by the Institution as per the guidelines of the University on the students or whosoever, directly or indirectly commits, participates in, abets, or propagates ragging within or outside the KGI.

### **Uniform**

To regulate discipline and uphold decorum, a prescribed dress code is to be observed by the students, which requires that the students be formally dressed while on campus. Formally dressed means formal attire, to elaborate, must wear clean and ironed dress. Shirts to be tucked in always. Wearing a formal belt is compulsory. Must wear socks and polished formal shoes. Must be well-groomed with proper haircut and shaving.

### **Behavior**

Students are expected to always conduct themselves in a manner that befits the decorum of the institution.

#### **Bullying Prevention**

KGI is a bully - free campus and does not tolerate bullying in any form. This can include the use of physical strength, making threats, or distributing embarrassing information. Cyber bullying of students or any employee via any social media platform will also not be tolerated. Students should report any bullying behaviour to a teacher, principal, or another staff member immediately.

#### **Positive Behaviour Support Initiatives**

KGI widely expects respect, responsibility and safety always in all areas of the College. Students are required to show respect to all people on campus including other students and employees. Students should be responsible for picking up themselves, taking care of property no matter who it belongs to, and turning in all assignments. Students should make decisions that will always keep themselves and others safe.

## **KGI - STUDENT DISCIPLINE POLICY - 2**

### **• Inappropriate/Disruptive Behaviour**

Inappropriate and disruptive behaviour disrupts the learning process. KGI does not allow such behaviour of Swearing, using racial slurs, or using vulgar and obscene gestures or usage of foul language. Disruptive behaviour, such as rough play, making loud unnecessary noises, creating disturbance in the classroom by throwing items, or other behaviour that interferes with the learning process is strictly prohibited.

### **Conduct In the Premises**

- The student should note that he/she is answerable to the Discipline Committee of the Institute not only for his/her conduct in the premises of the institute but also for his/her overall behaviour outside the campus. It is an extremely serious offence to endanger the safety of other members of the College or getting involved in any of the illegal activities, unethical practice or in Public Display of Affection inside the college campus.
- **Housekeeping:** The student should help in maintaining the facilities, buildings, and the campus of the institute clean, tidy and maintain the overall ambience.
- **Parking of Vehicle:** Students should park their vehicles only in the specified area and follow the parking policies set by the institution from time to time. The student driving a two-wheeler, or a car must hold a driving licence issued by the concerned Govt. authority and must wear helmet inside and outside the campus while riding. All the students must obtain parking sticker from the facility department of the institution to use the institutes parking area by producing a set of vehicle's valid documents.

### **Involvement in Anti-Social Activities**

Students should not participate in any political and antisocial activities. Strict disciplinary action shall be taken against such students.

### **General Code of Conduct**

- Student must abide by the rules and regulations framed by the institute from time to time.
- The student is expected to read the notices put up on the notice board of the college regularly. The college is not responsible for any loss or damage caused to the student due to his failure to read the notices from time to time.
- Any change in the residential address of the student or change in the mobile number of the parent and the student must be communicated to the respective department immediately.
- Student should wear their identity card while in the college. Any student found without ID card will be charged 50/- fine for the first time and then 100/- for the 2nd time and then 200/- for further times.
- Specific sets of regulations covering specific functional area of the College may be posted from time to time by the College Administration and the same must be respected.

**Students who fail to follow the discipline policy of the Institution shall be referred to the Discipline Committee of the Institution and will be liable to severe actions which may even lead to permanent rustication from the Institution.**



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Chairman  
Koshys Group of Institutions