



KOSHYS INSTITUTE OF MANGEMENT STUDIES

Code of conduct for Students

1. General Principles

The Code of Conduct for students is a guide from the college to the expectations regarding conduct within the community. The Student Code holds a high standard of behavior, both to protect the campus community, to promote consideration and respect for individuals of in support of the mission of the College. This document also includes descriptions of the individuals/ bodies charged with responding to alleged breaches of these regulations including the composition, responsibilities, and procedures.

The following rights and expectations apply to all the students:

- Students have the right to freedom of inquiry, and you are expected to know and adhere to the Honor Code, the Student Code of Conduct, the Policy against Discrimination and Harassment, and other College Policies.
- Have the right to freedom of expression, and you are expected to exercise regard for the rights and sensitivities of others.
- Have the right to freedom of discussion, and you are expected to engage in respectful discourse, accepting others' rights to diverse opinions.
- The Grievance Procedures for Sex and Gender Based Misconduct provide additional rights for students reporting sexual assault, domestic violence, dating violence
- Within the framework established in the rules and regulations of this code, an individual is as free as possible to conduct their own academic and non-academic life making decisions in acceptance of responsibility should such choices violate these regulations.
- No students are entertained to involve in ragging activity directly or indirectly.

2. Conduct Rules and Regulations

Students are required to engage in responsible social conduct that reflects credit upon the institution and to model good citizenship in any community. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary process and sanctions:

- a) Violation of the rules and regulations of the institution.
- b) Acts of dishonesty, not covered within the Honor Code, including but not limited to the following:
 - Furnishing false information to any College official, faculty member, or office.
 - Forgery, alteration, or misuse of any College document, record, or instrument of identification.

- c) Conduct which threatens or endangers the health or safety of any person.
 - o Physical abuse, threats, intimidation, and/or coercion.
 - o Verbal abuse, intimidation, and/or coercion.
 - o Written communication, whether hard copy or electronic means (including but not limited to texts, emails, other social media), that includes threats, intimidation, and/or coercion.
- d) Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus.
- e) Failure to comply with directions of College officials, Public Safety officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- f) Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- g) Use or possession of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Misuse of prescription medication. The use of synthetic substances or other items ingested for intoxication effect. Manufacturing or distribution of marijuana, heroin, narcotics, prescription medication, or other controlled substances.
- h) Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the College and/or unreasonably infringes on the rights of other members of the College community; Impeding access/egress to buildings or infringing upon the rights of others to access normal activities within any campus building, area, or program.
- i) Violation of Residential Life and Housing Services.
- j) Violation of the College Posting.
- k) Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her knowing and willing consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom; or creating social media communication or profiles using the name or likeness of another. In general, filming of audio or video on College premises, whether for academic or other purposes, must be approved in advance by the Barnard Office of Communications.

3. Student Code of Conduct Authority

- a) The Chief Operating Officer and Academics Director shall determine the composition of any Conduct Boards and determine which Student Conduct Board or Student Conduct Administrator shall be authorized to hear each matter.
- b) The Chief Operating Officer and Academics Director shall develop policies for the administration of the student conduct system and oversee development and adherence to procedural rules for the conduct of Conduct Board Hearings that are not inconsistent with provisions of this Student Code.
- c) Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the available appeal process.

4. Definitions

- a) The term “College” means Koshys Institute of Management Studies. The term “University” means Bangalore University.
- b) The term “student” includes all persons studying at the College, as full-time or as a Bangalore University student enrolled. Persons who withdraw after allegedly violating the Student Code (as defined herein), who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are any persons who are living in College residence halls, although not enrolled in this institution. This Student Code of Conduct applies to all students.
- c) The term “faculty member” means any person hired or utilized by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- d) The term “College official” includes any person employed by the College, performing assigned administrative, facilities, or professional responsibilities. In some cases, graduate level interns or assistants may also be assigned such administrative or professional responsibilities.
- e) The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the COO or The Director.
- f) The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the College (including adjacent streets and sidewalks).
- g) The term “organization” means any number of persons who have complied with the formal requirements for Koshys Institute of Management Studies.
- h) The term “shall” is used in the imperative sense.
- i) The term “may” is used in the permissive sense.

5. Jurisdiction of the Student Code

The College - Student Code of Conduct shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that involves or adversely affects the College Community and/or the pursuit of its objectives.

1. Each student shall be responsible for her conduct from the time of application for admission through the actual awarding of a degree. This includes students who have matriculated to, are currently enrolled in, are on leave from, or have been readmitted (following a dismissal) to programs of the College (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
2. The Director or The Chief Operating Officer shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in her/his sole discretion. In making the determination to pursue conduct violation that occurred off campus, considerations include but are not limited to: the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) is a member of the campus community and/or whether the off campus conduct had or could have an adverse effect on the campus community.
3. The Policy against Discrimination and Harassment includes a specific jurisdiction statement given the nature of such behavior.

6. Student Code of Conduct Process and Procedures

Reports of student conduct concern may be filed through the routine work of Public Safety, Residential Life staff, or other College officials. Any member of the College community may file a report describing potential violations of the Student Code. Any report should be submitted as soon as possible after the event takes place or is made known, preferably within three days.

1. Incidents reported to have occurred in any Residence Hall will typically be handled through the Residential Life conduct process, though repeat or severe violations may be referred to the disciplinary committee.
2. The Disciplinary committee for Community Investigations (or designee) may conduct an inquiry to gather sufficient information to determine if the report has merit and/or if the report can be disposed of administratively by mutual consent of the parties involved on a basis acceptable. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Director for Community Investigations may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a Student Conduct hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. Notice of charges shall be presented to the Accused Student in written form, typically via email or postal letter to the student's parent. If the case is not resolved in the initial

meeting, a time shall be set for a Student Conduct Hearing, not less than seven not more than fifteen calendar days after the student has been notified of allegations. Maximum time limits for scheduling of Student Conduct Hearings may be extended at the discretion of the Student Conduct Administrator. A hearing may be scheduled sooner than seven days if all parties agree. Incidents occurring near a semester break may result in a delay in process, but every effort is made for timely resolution and communication of necessary delays. In some cases, the use of telephone or video conference may be utilized within the process.

7. Sanctions

One purpose of the student conduct system is that of an educational process, to guide students toward understanding consequences of decision making. When found responsible for violation of policy, the outcome will include sanction(s) imposed as a consequence of behavior.

- a) The following sanctions may be imposed upon any student found to have violated the Code of Student Conduct:
 - Warning—A notice in writing to the student that the student is violating or has violated specified regulation(s) of the Student Code. Students who receive a warning are reminded of the need to be familiar and comply with all College policies.
 - Educational Sanction or Project—Work assignments, reflective essays, service to the College, or other related discretionary assignment(s). Educational sanctions are based on an individual assessment of each case, and can reflect both the circumstances of the violation and the individual student(s) involved.
 - Counseling Referral – Required meeting(s) or other College provided support, assessment, or counseling services.
 - Probation—A written reprimand for violation of specified regulation(s). Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any College regulation(s) during the probationary period. Probationary status may also preclude a student from participation in events or opportunities that require a student to be in good standing.
 - Loss of Privileges—Denial of specified privileges for a designated period of time. This may include, but is not limited to, loss of guest or visitation privileges in the residence halls or other specified campus location and ineligibility to run for or removal from office of organization(s).
 - Residence Hall Suspension—Separation of the student from the residence halls for a specified period of time, after which the student is eligible to return. Conditions for readmission to residential living may be specified, and may not be guaranteed.

- College Suspension—Separation of the student from the College with a specified effective date and imposed for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Access to campus property, programs, and resources may be restricted during periods of suspension.
 - College Expulsion—Permanent separation of the student from the College, with no eligibility for readmission. Restrictions on access to campus property, programs, and resources may also be imposed upon expulsion
- b) A disciplinary record may be shared with campus administrators for educational purposes. Disciplinary outcome may be shared with employers.

INTERPRETATION AND REVISION

1. Any question of interpretation or application of the Code shall be referred to the Director and Chief operating Officer for final determination.
2. While these academic and non-academic disciplinary procedures are intended to establish guidelines for the proper evaluation of academic and non-academic infractions, it is sometimes neither possible nor advisable to adhere strictly to such guidelines. Therefore, provided that the parties are afforded proper fairness — prior notice of the substance of the complaint or grievance, a fair and reasonable opportunity to present evidence and to respond to the grievance, and an opportunity to appeal any decision on the basis that substantial fairness was not provided — reasonable deviations from the process set forth herein shall be permitted.
3. The Code shall be reviewed at timely basis under the direction of the Director and Chief Operating Officer.