



TKM
Institute of Technology



STUDENT'S CONDUCT AND DISCIPLINARY CODE

TKM Institute of Technology, Kollam is an institution that nurtures teaching learning process in utmost sanctity and harmony. Besides striving for the best facilities and faculties for world class education, it also firmly believes in respect, moral values, discipline and integrity that is crucial for the development of the institution and students as well. The students of today are the prospective engineers of the nation tomorrow. We firmly believe in instilling this responsibility in the students of this campus.

Students form the pivotal element in the smooth functioning of an institution and hence TKMIT is committed to uphold a student-friendly campus. While having a grievance redressal mechanism at every level to cater to the needs of the students, these efforts are expected to be reciprocated in the form of good conduct and behavior by the students.

This Code of Conduct intends to guide the students to be aware of their social and moral responsibilities in the campus as individuals and as budding products of this institution.

Section 1: Title and Commencement

This code may be referred to as TKM Institute of Technology Student's Conduct and Disciplinary Code. The code shall be deemed to have come into effect from the date on which the Chairman, TKM College Trust/ Central Action Committee resolved to implement this Conduct and Disciplinary Code.

Section 2: Preamble

TKM Institute of Technology is a learning centre where both the teachers and the students uphold the cause of maintaining order and discipline in the campus for the accomplishment of the vision of the institute and to maintain a harmonious atmosphere. Rules and regulations are therefore meant to achieve the contours of the expected order and discipline. The student community should see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the institute's vision.

Section 3: Applicability of the Code

The code shall be applicable to all the students admitted to this Institution for any academic programme, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the

Code. It is presumed that every student from the date of his/her admission to the institute to any academic programme/activity/event has knowledge of this Code. All students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the institute and this Code would be binding on them.

Section 4: Responsibilities of the Students.

The responsibilities of the students shall be to:

1. Familiarize and adhere to this Code and any amendment brought to this Code.
2. Behave and conduct themselves in the institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, women and elders.
3. Follow the prescribed dress code while in the campus and wear ID card.
4. Foster and maintain vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the institute.
5. Access all educational opportunities and benefits available at the institute and make good use of them to prosper academically and develop a scientific temper.
6. Follow Institutional rules and directions from college/hostel authorities for ensuring the safety, health and well-being of students in the college/campus/hostels
7. Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.
8. Obtain permission from authorities by producing consent from parents to commute to college. Park the vehicles in the areas demarcated near the gate. Strictly follow the prescribed speed limits. As per order of the Hon'ble High Court of Kerala, refrain from using motor bikes/cars/jeeps within the campus beyond the permitted point. In case of disability, obtain prior permission from authorities to bring the student to campus using vehicle.
9. Abstain from the use/possession of alcohol, tobacco, narcotic substances or any other intoxicants in the campus and hostels
10. Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
11. Report any violation of this Code to the functionaries.

Section 5: Behaviour of the students

1. Student activities should supplement the harmonious function of the institute and all activities of students should be oriented in this direction. Activities that may adversely affect the harmonious function of the institute would not be permitted.

2. Students are encouraged to spend their free time in the Library/Reading Room. Clustering in the verandahs or crowding in front of the offices or the Campus roads are to be avoided.
3. TKMIT Campus is a "Smoking Free Campus".
4. Classes commence by 9am and ends at 4.15 pm. Students shall not leave the campus during 9.00am -12.10 pm (FN Session of Monday to Saturday); 1.00 pm to 4.10 pm (AN Session of Monday to Thursday and Saturday) and 2.00 pm to 4.00 pm (AN Session of Friday)

In an emergency, students are permitted to leave the campus after getting the pass from the Principal/College office issued on recommendation by Faculty advisor and Head of the Department.

5. Silence shall be maintained in the designated premises of the institute.
6. Students should avoid usage of mobile phones in the class room, Library, Computer Centre, Examination Halls, etc. They may use such gadgets judiciously as permitted.
7. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
8. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels.
9. Students are expected to exhibit highest order of self esteem and self respect and are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostels.
10. Politically based organizations or outfits are not allowed in the Campus as per order of the Hon'ble High Court of Kerala. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
11. Students shall exhibit highest order of decency not to deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
12. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders (except parents or family members) to the institute or hostels.
13. Students shall not bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc. within the Campus or hostels. The possession, distribution or exhibitions of obscene items are prohibited within the Campus or on any property owned/managed by the institute.
14. Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls
15. Students need to obtain written permission from college authorities to collect money from other students or faculty or any staff within the campus or hostels.

16. The institute being a holy place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning effigy or indulge in anything which may harm the peaceful atmosphere of the institution and shall abstain from violence in the Campus and hostels and even outside.
17. Engaging in *gherao*, keeping under captivity or illegally confining any official of the institute is prohibited.
18. Students can park their vehicle in the dedicated space exclusively reserved for them. No two-wheeler riding is permitted into/inside the campus.
19. Students shall leave the classroom only when the session is over with the permission of the teacher.
20. Students charged with criminal offence or under suspension can enter the institute Campus and college hostels only with the permission of the competent authority.
21. Any case of criminal activity or violation of law and order in the institute Campus and hostels will be reported to the police.
22. Students may use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
23. Students are to follow all the rules and regulations as directed by the University while appearing for any examination.
24. Students are expected not to involve in any conduct which leads to lowering of the esteem of the institution.

Section 6: Respect for Women

Verbal or non-verbal conduct such as unfair comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, indecent stares, physical contact, stalking sounds or displays of a derogatory nature which have the purpose and/or effect of interfering with a woman's academic performance or living environment will be considered as misbehaviour to girls/ladies and is strictly prohibited in the campus and hostels.

Section 7: Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions:

(a) Minor Sanctions

i) Warning or Reprimand

This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.

ii) Tendering Apology

The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act. An undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future will be sought.

(b) Major Sanctions

i) Debarring from Examinations

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/have joined.

ii) Suspension

A student may be suspended from the institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall lose his/her attendance for the suspended period unless decided/informed otherwise by the college authority.

iii) Restitution

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the institute or any property kept in the premises of the institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the institute or any property kept in the premises of the institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

iv) Forfeiture

Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

v) Expulsion

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this institute thereafter.

Section 8: Functionaries under the Code

i) Head of the Departments/ Senior Faculty Advisors/ Wardens of Hostels.

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged in this code. As these

functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Head of the Departments or Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Wardens shall have the power to impose minor sanctions as envisaged under section 7(a) of this Code. They may also recommend imposition of major sanctions as envisaged under Section 7 of this Code to the Principal.

The Head of the Departments/ Senior Faculty Advisors/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher /warden to report any instance of violence/misconduct/ragging on the part of the students shall be reported to the Principal by the respective Head of the Departments/ Wardens. The wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 5 & 6 of this Code.

ii) Dean, Student Affairs

Any authority of the institute with delegated powers shall have the power to visit/inspect any premises, buildings, hostels or any property of the institute when there is a genuine doubt that any act of prohibited behaviour is taking place. The authority may take any lawful actions to curb such behaviour. The HoDs/ Senior Faculty Advisors/ Wardens of Hostels shall report to the Dean (Student Affairs) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Principal. The Dean (Student Affairs) shall forward the recommendations from the HoDs/ Warden to impose a major sanction under Section 7(b) of this Code to the Principal after noting his observations. The Dean (Student Affairs) may also *suo moto* recommend action against any student(s) indulging in prohibited behaviour which is brought to his/her notice to the Principal.

iii) Principal

The Principal shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(b) against the students for acts of prohibited behaviour. The Principal can also entertain any appeal from any student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal and decide the case on merit.

Section 9: Right to Appeal

The student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal can appeal to the Principal. The decision of the Principal shall be final and binding on the students.

Section 10: Assistance from Law Enforcement Agencies

The Principal and the Dean, Student Affairs (with the concurrence of the Principal) shall have the power and duty to call the Police immediately when there is a threat of law and order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The HoDs/ Warden shall in such a case give a detailed report to the Principal/Dean, Student Affairs. The Principal/Dean, Student Affairs may also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

Section 11: Grievance Redressal Committee

The Institute has a "Grievance Redressal Committee" where the students can air their grievances. The Committee consists of the Principal, Dean (Student Affairs) as Convener and faculty and student representatives as members.

Section 12: Undertaking by the Students

The students joining any academic programme of the institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and in case it is violated, it will be bound by the provisions of this Code.

Section 13: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).

Section 14: Ultimate Authority

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

Section 15: Amendments to the Code

The Chairman, TKM College Trust/ Central Action Committee of the institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institute immediately.