



Disciplinary Policy and Action - Students

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RACI Chart - Responsibility(Recommender), Accountable (Approving) Consulted, Informed

Responsible	Accountable	Consulted	Informed
Deans of Schools	Registrar	<ol style="list-style-type: none">1. Residence-in Charge(s)2. Director of Student Life3. Controller of Examination4. Chief Administrative Officer - Campus5. Mission Director6. Vice - Chancellor	<ol style="list-style-type: none">1. All Employees2. Board of Management3. Academic Council4. Executive Committee5. 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 person Accountable to the Informed list. A detailed description of the review, version control, awareness creation, and adherence process is covered in the Policy on Oversight of all Policies.

Revision history

Version	Prepared by	Significant changes	Page No.	Reviewed by	Approved by	Approval date
1	Registrar			1. Chairperson of the Disciplinary Committee 2. Deans of Schools	Vice Chancellor	

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1. Guiding Philosophy:

- 1.1. Attending college is one of the most significant phases of an individual's life and plays a transformational role in their development. This policy reflects our commitment to create an environment of nurturance, empathy and support where every student can discover themselves, build a nuanced sense of right and wrong and get ready to lead the world. This policy and process is guided by the overarching mission of Krea to *"Help humanity prepare for an unpredictable world"*
- 1.2. The University treats its students like young adults who have all the rights granted to them as citizens of the country and access to every opportunity of learning and growth at the University. At the same time, Krea also expect every student to have a fair sense of their responsibilities as citizens of the country and members of the University. Students thus, need to conduct themselves in a manner that does not breach the laws of the land and the Code of Conduct that is expected of them by the University
- 1.3. This policy is also a reflection of the emphasis Krea places on protecting essential rights, the privileges of every stakeholder of the University, and in creating a safe, respectful place of work and study for everyone

2. Approach:

- 2.1. This Policy represents the basic principles of compliance to the rules and regulations so that all students understand their responsibilities and operate safely and lawfully. This policy ensures that reasonable and effective arrangements are made to deal with disciplinary issues and uniform standards are developed throughout the University with respect to work and behaviour.
- 2.2. The University will be consistent, fair and reasonable in the treatment of disciplinary matters to protect the wellbeing of its community and to advance its educational mission and uphold its values by establishing certain norms of behaviour.
- 2.3. The University will act promptly when potential disciplinary matters come to light and to handle minor infringements of discipline informally.
- 2.4. The student disciplinary system is designed for an educational system and not as a court of law. The procedural aspects will therefore be handled in a manner that focuses on its educational mission.
- 2.5. The University will investigate the facts as defined in the policy procedure and advise in writing to all students, depending on the nature of complaints.

- 2.6. The policy also provisions for appeal against the decision of the disciplinary proceedings. However, the appeal in no way means that the outcome of the proceedings can be reversed.
- 2.7. All disciplinary proceedings will be conducted with utmost care to protect the confidentiality of individuals, details and data that may be used in the case.
- 2.8. 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:
 - 2.8.1. Policy for Prevention of Ragging
 - 2.8.2. Policy for Prevention of Sexual Harassment and Sexual Misconduct
 - 2.8.3. Code of Conduct for Students
 - 2.8.4. Student Life Policy
 - 2.8.5. Grievance Redressal Policy for Students
 - 2.8.6. Safety and Security Policy

3. Applicability:

- 3.1. This policy 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 shall apply to all actions of students that takes place on and or off-campus. Such actions may involve students of Krea or other individuals and may have significant adverse consequences for all those who may be involved or have an adverse effect on the University's interests or reputation.

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. Students: includes all students who have enrolled in the University for undergraduate or postgraduate study, doctorate or post-doctoral candidates, whether sponsored or self-sponsored, as well as those who have come through academic exchange programmes
- 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. Student Body: the governing body of the student community established as per due process determined by the student community and approved by the University

- 4.6. Officers: Functional Heads / Division Heads, Statutory Officers, Managers / Supervisors of different functions, professors in administrative capacity
- 4.7. 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 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. Policy: refers to Krea Disciplinary Policy and Action for Students, unless specified otherwise

5. **Grounds of Disciplinary Proceedings:**

All students enrolled at the University must recognize their responsibilities towards fellow students, the faculty and staff and conduct themselves in a manner which will enhance the learning environment. Failure to maintain appropriate standards of conduct will attract disciplinary action. The following can be considered as some of the grounds of disciplinary proceedings:

5.1. **Academic Misconduct -**

As an academic institution, Krea is committed to maintain the highest standards of academic integrity. Any case of violation of the academic integrity of the University, can be termed as Academic Misconduct. This will include instances like the following:

- 5.1.1. Plagiarism: The use of someone else's concept, ideas, materials, data or code as one's own without proper acknowledgement of that person can be termed as plagiarism. This involves exact copying of the language, text or sentences from a report, publication from the internet, paraphrasing of the material without proper authorization from the source, exact copy of one's own previously published paper.
- 5.1.2. Cheating: Copying during exams or copying of homework assignments from other fellow students, allowing other students to copy, using unauthorized data and material, falsification of data and other documents

5.2. **Abusive Behavior:**

- 5.2.1. Unfavorable comments relating to an individual's gender, race, caste, religion, sexual orientation, marital / relationship status, disabilities, age or any other form of diversity
- 5.2.2. Use of inappropriate language
- 5.2.3. Repeatedly contacting another person (by phone, email, text or on social networking sites) against their wishes

5.3. **Bullying, Intimidation and Ragging:**

- 5.3.1. Bullying: includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause harm to another student or group of students
- 5.3.2. Intimidation: is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being
- 5.3.3. Ragging: Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, food culture, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background
- 5.3.4. Stalking another person with an intention to physically harm or emotionally unsettle the person
- 5.3.5. Cyber Revenge: use of any online medium to directly or indirectly attack, hurt or shame or malign another individual's reputation or cause mental and emotional harm
- 5.4. **Assault, Physical Harm:**

Physical abuse or assault or any act of violence or using physical power against another member of the University is absolutely prohibited under the Code of Conduct. This may include pushing, shoving, punching, biting, slapping, kicking, pulling hair, hitting with any object
- 5.5. **Sexual Harassment, Sexual Misconduct:**

The Policy for Prevention of Sexual Harassment and Sexual Misconduct provides a detailed description, process for grievance handling and consequences thereof. For the limited purposes of this document, the following points may be noted:

 - 5.5.1. The term Sexual Harassment is used to define all uninvited or unwelcome acts or behavior (whether directly or by implication) such as:
 - 5.5.1.1. Unwelcome physical contact and/or advances.
 - 5.5.1.2. A demand or request for sexual favours.
 - 5.5.1.3. Making sexually colored remarks.
 - 5.5.1.4. Showing, sharing, sending pornography or any other offensive or derogatory pictures, cartoons, pamphlets, videos or any other unwelcome physical, verbal or non-verbal conduct of a sexual nature offline/in-person, directly or indirectly, or online.
 - 5.5.1.5. Implicit or explicit promise of preferential treatment in employment / academic performance, or threat of unfavorable treatment in the progress of their employment / academic performance or interference with work or creating a hostile work environment in an implicit or explicit expectation of sexual favour.

- 5.5.1.6. Any derogatory or professionally berating comment that is colored by gender bias and/or has the potential to affect the emotional, mental, physical health and well-being of the person.
- 5.5.1.7. Eve teasing or stalking an individual or unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- 5.5.1.8. Threats, intimidation, blackmail around sexual favours.
- 5.5.1.9. Invasion of personal space (getting too close for no reason, brushing against or cornering someone). Forcible physical touch or molestation.
- 5.5.1.10. Serious or repetitive disagreeable remarks likely to cause awkwardness or embarrassment including gender based insults or sexist remarks.
- 5.5.1.11. Capturing, watching, sharing an image or recording of the person in a private act that may be sexual in nature when the person is not expecting to be observed (Ref. 345 E of IPC).

5.5.2. Sexual misconduct:

- 5.5.2.1. Non-consensual sexual penetration or rape
- 5.5.2.2. Non-consensual sexual contact or sexual assault
- 5.5.2.3. Sexual exploitation
- 5.5.2.4. Dating or intimate relationship violence
- 5.5.3. Psychological Sexual Aggravation, Exchange of sexual favour
- 5.5.4. Cyber Revenge by use of sexually explicit, real or morphed images or similar content on online medium to hurt the reputation or emotional wellbeing of the person
- 5.5.5. All cases under this Section will be processed under the Krea Policy for Sexual Harassment and Sexual Misconduct.

5.6. **Consumption and Distribution of Alcohol and Drugs:**

- 5.6.1. The consumption, possession, purchase or distribution of illegal drugs inside the premises of the University is strictly prohibited
- 5.6.2. The consumption, possession, purchase or distribution of alcohol inside the premises of the University by students, is strictly prohibited

5.7. **Possession of any Kind of Weapons, Firearms, Explosives:**

The following items are banned on the campus. Any student in possession of these items is liable for disciplinary action or legal proceeding as per the University policies applicable

- 5.7.1. Arms, ammunition and weapons of any kind that have the potential to cause any physical harm to any person or asset. This may include but may not be limited to firearms, daggers, ice picks, knives having a blade longer than 2 1/2 inches (except for lawful use in food preparation or consumption),

folding knife with a blade that locks into place, razor with an unguarded blade, taser, stun gun, instrument that expels a metallic projectile, spot marker (paintball) gun, or any other weapons prohibited by prevailing State and National laws

5.8. Banners and Posters:

Circulating or displaying any communication that may be regarded as anti-national or hurt the sentiments of a specific community or individual(s) or may incite violence or any anti-social behavior is strictly prohibited. The Disciplinary Committee may take disciplinary action as per the Policy

5.9. Discrimination of any Kind:

Discrimination and harassment on the basis of gender, caste, colour, sexual orientation, ethnic origin, race, religion, disabilities, age and any other form of diversity is unreasonable and strictly prohibited under the Code of Conduct of the University.

5.10. False Representation or Forgery of Documents:

False representation of academic records and forgery of documents for academic progress is unacceptable under the Code of Conduct. This includes income proof and financial documents submitted for the purposes of financial assistance.

5.11. Theft, Vandalism and Damage to University Property

Attempting to or causing significant damage to the property of the University, other students, parents, employees, or visitors

5.12. Obstruction of University Processes and Operations

- 5.12.1. Acts/omissions/statements intended to deceive an office of the University
- 5.12.2. Attempts to interfere, disrupt or disruption of the academic, administrative or sporting or social activities or functioning of any office of the University
- 5.12.3. Attempting to breach data or any other security or event protocol
- 5.12.4. Attempting to violate any of the institution's terms or conditions, policies or procedures, or rules and regulations
- 5.12.5. Any act that may have caused physical or emotional harm to any other student or staff member

5.13. Unauthorized Use of University Facilities and Services

- 5.13.1. Attempts / actual unauthorized access to University assets, premises, parts of the campus including residence halls, sports facilities, dining halls, academic spaces, offices or any other facility
- 5.13.2. Misuse of assets, equipment, services of the university
- 5.13.3. Use of the Krea brand / any other brands or trademarks of the University in physical, electronic, digital form including social media, without permission from the Office of External Affairs or the Communication department of the University

5.14. Reputational Damage:

Behaviour which may have or has caused serious damage to the reputation of the University or its various Schools, Centres and other departments

5.15. Abetment of Self-harm and Suicide:

- 5.15.1. Students who may be aware of anyone else being in an emotionally vulnerable position should by all means, inform the Director of Student Life or the Counselling Center at the earliest.
- 5.15.2. In no circumstances should the student offer any advice or recommendation that may further any other student's propensity to cause self-harm or commit suicide. In case such evidence is found, the accused student will be liable for disciplinary proceedings

5.16. Violation of Local, State or National Laws

- 5.16.1. Any action that violates any local, state or national laws may call for legal proceedings that may be initiated by the University

6. Disciplinary Committee (DC):

The Disciplinary committee is responsible for reviewing cases of violation of conduct and deciding appropriate punitive measures based on the nature of violation.

- 6.1. Each School at the University will have its own DC, as per the membership presented in this section
- 6.2. The Committee shall comprise of the following members:
 - 6.2.1. Dean of the School
 - 6.2.2. Senior female professor of the School nominated by the Vice Chancellor, preferably, with a background in psychology
 - 6.2.3. Head of Counselling Services of the University
 - 6.2.4. One student representative from the doctoral programme or the Head/President of the Student Body
 - 6.2.5. Special invitees based on the nature of the case could include:
 - 6.2.5.1. For Academic or examination related violations:
 - 6.2.5.1.1. Controller of Examination
 - 6.2.5.1.2. Invigilator of examination
 - 6.2.5.1.3. Professor of the relevant course
 - 6.2.5.2. For residence and social life or personal conduct related violations:
 - 6.2.5.2.1. Director of Student Life
 - 6.2.5.2.2. Chief Administrative Officer - Campus
 - 6.2.5.2.3. Head of Security
 - 6.2.5.2.4. Resident-in-Charge
 - 6.2.6. Any other invitee as per the request of the Dean of the School. This may include legal experts,
 - 6.2.7. Registrar as Member Secretary

- 6.3. Duration: The term of the Committee members will be usually for a year and nominations can be changed as per the Constitution presented above
- 6.4. Meetings:
 - 6.4.1. The quorum of the Committee should be two thirds of the total number of members in the Committee
 - 6.4.2. The Member Secretary should call for meetings with agenda shared, in normal circumstances, one week in advance of the meeting
 - 6.4.3. Minutes of the meeting shall be recorded by the Member Secretary and approved by the Chairman of the Committee
 - 6.4.4. In normal circumstances the MOM should be finalised within two working days and circulated amongst relevant parties.
 - 6.4.5. Frequency of meetings will be as per cases filed to Disciplinary Committee. However, the Committee shall meet at least once a year to review the effectiveness of the Policy and the processes adopted by the DC.

7. Informal Resolution Procedure:

- 7.1. For minor infringements of the Code of Conduct, professors, Resident-in-Charges, Division Heads / relevant Functional Heads will make every effort to resolve the matter by informal discussions with the student
- 7.2. The concerned Krea University faculty / staff member may discuss the nature and circumstances of the misconduct and suggest a remedy and timeframe within which the misconduct should be rectified
- 7.3. The concerned faculty / staff member will send a note on the incident and its resolution to the Registrar and to the specified email address of the Committee, only for purposes of record keeping and for future use, in case there are more significant violations at a later date
- 7.4. Where this approach fails to resolve the issue, or repeated minor breaches of discipline occur, the formal disciplinary procedure will be implemented.

8. Formal Resolution Procedure

8.1. Filing and Receipt of Complaint:

- 8.1.1. Any student or employee of the University or vendors or third parties associated with it, may report a case of violation of conduct by students
- 8.1.2. The report needs to be filed to the Registrar and the DC via the specified email. An online system will be made available in due course.
- 8.1.3. The Registrar will revert confirming the receipt of the complaint, in normal circumstances, within 48 hours

8.2. Investigation:

- 8.2.1. After a suspected breach of Code of Conduct is reported, the Registrar will conduct a preliminary enquiry into the matter and decide whether and when the meeting of the DC needs to be called
 - 8.2.2. At this stage, the Registrar may decide to consult with the Dean of the concerned School and based on the gravity of the offence, may call for a meeting with the student and issue an oral warning
 - 8.2.3. Registrar may decide to call for a DC meeting and intimate the concerned student(s) and other parties, individuals involved in the case to be available on the defined date
 - 8.3. **Conducting the DC Meeting**
 - 8.3.1. Prior to the meeting, Registrar may provide a detailed account of preliminary enquiry done on the case to the members of DC ahead of the meeting date
 - 8.3.2. The Registrar will host the meeting and facilitate interactions of the individual(s) and parties and the DC
 - 8.4. **Outcomes of the Meeting:**
 - 8.4.1. The DC may call for further investigation by a sub-committee that may involve a select members of the DC and will be organized by the Registrar
 - 8.4.2. The DC, may also decide a host of measures as per the guidance in the ensuing sections
9. **Categories of Offences:**
- 9.1. The following table is merely an indicative listing as not all offences can be captured in the table below. The DC, in its best judgement, will decide the classification of the offence and use this table as a guide:

Category	Details and examples of offence
1	Minor (e.g. leaving campus without permission, creating disturbance, nuisance in the residence halls or any part of the campus, pushing, shoving, making unwanted remarks, use of inappropriate language, causing minor damage to property by error)
2	Major (e.g. possession or consumption of liquor on campus, any attitude/behaviour of students that negatively impacted the reputation of the university, unauthorized entry into premises, abusive and hurtful comments, physical assault)
3	Serious (e.g. misbehaving with any employee of the University, cyber offence, gambling, theft, getting involved in fights, major disruption of an event or process, breach of

	data, significant damage to university property, abetting violence and suicide)
4	Critical (e.g. violent physical assault, possession or consumption of drugs, serious cyber offence, maligning the name of the university, theft of data, sexual misconduct)

10. Remedial Measures

The DC will explore and recommend various remedial measures including psychotherapy, rehabilitation, counselling in case the actions of the student can be attributed to certain psychological or psychosocial conditioning or substance or alcohol abuse

11. Punitive Actions:

The DC may decide on application of one or more of the following measures for violation of conduct by the student:

- 11.1. **Oral Warning:** Oral warnings can be issued for minor first time offenses. This can be done by the Member Secretary in consultation with the Dean of the School. The Dean and Member Secretary may decide if there is a need to call for a DC meeting or not. No more than two oral warnings should be used for the same type of offence.
- 11.2. **Written Warning:** Written warnings can be used for certain minor offences, subject to the nature of the offence. This is issued only after a DC meeting
- 11.3. **Restrictions and Debarments:**
 - 11.3.1. Restricting access to certain facilities of the campus like the Library, Sports Facilities, Out-of-Campus social visits, for a specified period of time, can be called for by the DC
 - 11.3.2. Students may be debarred from participating for nominations, election to any official position in the Student Body
 - 11.3.3. Students may not be allowed to receive recommendation from professors for the purposes of professional or academic opportunities during or after graduation
- 11.4. **Community Service:** This may entail compulsory service on or off campus and could include teaching and training to underprivileged communities, cleaning of public spaces outside campus and similar such areas of compulsory community service
- 11.5. **Monetary Penalties:** This may be imposed in case of damage to campus property or causing financial loss to another student or employee of the University or a related party

- 11.6. **Grade Docking:** Grade docking for the specific course(s) may also be recommended for violations that relate to academic conduct. The DC has the rights to recommend a 'Fail' grade in the course
- 11.7. **Suspension:** DC may recommend suspension from living on the campus or participating in a semester (term). This may effectively mean that:
 - 11.7.1. During the suspension period, the parents will have to come and make arrangements for the student to stay out of campus and commute everyday under the care of the parent
 - 11.7.2. Re-register for courses missed during the period of suspension at a later date in order to complete the academic requirements
 - 11.7.3. Spend an additional semester or year to fulfill degree requirements
- 11.8. **Expulsion:** Based on the nature of the violation, the DC may also recommend expulsion from the program. This decision will need to be ratified by the Vice-Chancellor of the University
- 11.9. **Legal Action:** The DC may also recommend legal action against the student and in certain circumstances hand over the case to the local police, immigration offices, as may be deemed necessary

12. Implementing Decisions of the Disciplinary Committee:

- 12.1. For regular students:
 - 12.1.1. The recommendations of the DC will be effected through the Registrar.
 - 12.1.2. The Registrar may seek the intervention of the Residence-in-Charge, Chief Administrative Officer - Campus or police or lawyers as required
 - 12.1.3. For students on academic exchange:
 - 12.1.3.1. The decision of the DC will be applicable. In the event that the student fails to comply to the decisions made by the DC while being on the exchange and the student has to return to their campus of origin, the Registrar may engage with the associated institution to effect the decision
 - 12.1.3.2. In the event that the associated institution is uncooperative, the Registrar in consultation with the Dean of the School may choose to take necessary measures including withholding or denial of certificate, credits earned by the student till such time decisions of the DC have been executed by the other institution

13. Record and Reporting:

- 13.1. The Office of the Registrar will maintain the records of all violations and cases of disciplinary proceedings

- 13.2. Any instance of serious or critical violation may find mention on the transcript or other official records, letters that may be issued to the student
- 13.3. The Office of the Registrar will present a consolidated statement of records of all cases of disciplinary proceedings in the scheduled meetings of the Board of Management

14. Appeal:

- 14.1. Students may appeal for reconsideration of the decisions taken by the Disciplinary Committee. They may do so by appealing to the Appellate
- 14.2. Appellate: Is responsible for reviewing cases of appeal filed by the student who is under disciplinary proceedings
- 14.3. There will be a common AC for the University, as per the membership presented in this section
 - 14.3.1. Constitution: The Appellate will comprise of the following:
 - 14.3.1.1. Vice-Chancellor as the Chairperson of the Appellate
 - 14.3.1.2. Deans of the Schools
 - 14.3.1.3. Two senior professors nominated by the Vice Chancellor
 - 14.3.1.4. Registrar as Member Secretary
- 14.4. Process for filing and processing an appeal:
 - 14.4.1. Student(s) who have been served a decision from DC may file an appeal by writing to the Member Secretary and copying the request to the AC to the specified email id.
 - 14.4.2. The Registrar will acknowledge the receipt of the appeal, in normal circumstances within 48 hours. Registrar reserves the right to process the case for further deliberation or deny the appeal in consultation with the Vice-Chancellor. The decision of the Registrar will be binding on the student(s) concerned
 - 14.4.3. Registrar will convene a meeting of the AC within seven days of the receipt of the Appeal
 - 14.4.4. The AC will deliberate upon the Appeal and may seek conversation, interviews, hearing from the student(s) concerned and review the details of the deliberations done by the DC.
 - 14.4.5. AC will take a decision by mutual consensus or a simple majority vote, if required
 - 14.4.6. Registrar will communicate the decision of the AC to the student (s) and effect any action required
- 14.5. The decision of the Appellate Committee is unconditionally binding on students

15. Response to Reporting of Violations:

- 15.1. The University is committed to the highest standards of responsiveness and support for students and will strive for timely resolution of any concern that the students may raise, pertaining to violation of conduct by any student:
 - 15.1.1. All communication made by the student will be dealt with extreme care and the receiving department will ensure that the identity of the student is not revealed either directly or indirectly
 - 15.1.2. The department will revert to the student with an account of actions initiated within one week of receipt of the communication
 - 15.1.3. There will be a running log of concerns maintained through a physical / online ticketing system that will be reviewed frequently by the Office of Student Life, the Deans and the Vice Chancellor

16. Training and Awareness:

The Registrar and members of the Committee will organize biannual workshops with students to make them aware of the Code of Conduct and the norms of disciplinary proceedings.

17. Changes to the Policy:

Krea University reserves the right to change the Code of Conduct for Students, any other associated policies and the Disciplinary Policy for Students from time to time.