



Student Life Policy

K|S|003 | Version: 1 | 30 June, 2019

RACI Chart - Responsibility(Recommender), **A**ccountable (Approving) **C**onsulted, **I**nformed

Responsible	Accountable	Consulted	Informed
Director, Student Services	Registrar	1. Resident-in-charge 2. Chief of Campus Administration 3. Deans of Schools 4. Mission Director 5. Vice-Chancellor	1. All Students 2. All Employees 3. Board of Management 4. Academic Council 5. Executive Committee 6. 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 for the same 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	Director, Student Services			1. Deans of Schools 2. Mission Director 3. Vice Chancellor	Vice Chancellor	

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1. **Guiding philosophy**

- 1.1. Krea places equal value on out-of-classroom experiences as it does on in-classroom learning. The University's endeavour is to curate the campus as a free and safe space for Interwoven Learning to flourish
- 1.2. We envision the university campus as a space which engenders a spirit of inquiry, fosters an analytical mindset and allows for open dialogue and exchange of ideas
- 1.3. It is our hope that this belief will inform the sense of belonging of our founding batch(es) and that they will be instrumental in leading the way to shape the Krea campus and student life
- 1.4. We are certain that the graduating will leave the campus very different from how they first saw encountered it

2. **Approach**

- 2.1. We view students as equal stakeholders in nurturing a community which facilitates holistic growth in its members
- 2.2. We believe in promoting student growth through individual and collective responsibility. We do not not believe in policing student behaviour. However, communal living demands that certain rules that are formulated with an understanding of Krea's mission and values, must be followed by all the stakeholders
- 2.3. In order for students to participate in campus life in an informed manner, they are required to acquaint themselves with this policy and in relation to this, the following other policies:
 - 2.3.1. Krea Code of Conduct for Students
 - 2.3.2. Krea Policy for Prevention of Ragging
 - 2.3.3. Krea Policy for Safety and Security
 - 2.3.4. Krea Policy of Prevention of Sexual Harassment and Sexual Misconduct
 - 2.3.5. Krea Policy for Disciplinary Actions for Students
 - 2.3.6. Krea Policy and Process for Grievance Redressal of Students
 - 2.3.7. Krea Policy for Usage of Campus Facilities
 - 2.3.8. Krea Policy for Information Technology
- 2.4. We intend to develop the Krea campus as an inclusive space and hence, students are welcome to provide feedback and suggestions on campus policies
- 2.5. Relevant revisions will be made upon being reviewed by the Student Life Committee (refer to Section 5) before going through the Revision process described in Page 1 of this policy
- 2.6. The University respects the right to privacy and protection of confidential information of any student. The University will ensure that any confidential

information shared with the University, be it medical history and records, mental health history and records, or any other matter of a private nature are well protected and safeguarded with access strictly only on a need-to-know basis and with the recipient of such information being bound by confidentiality and non-disclosure

3. Definitions:

- 3.1. Students: Include 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
- 3.2. Committee: refers to Student Life Committee, unless specified otherwise
- 3.3. Office: refers to the Office of Student Life, unless specified otherwise, which comprises of the Director of Student Services, Associate Director - Student Life, Resident-in-Charge(s) - RCs and Residential Assistant(s) - RAs and other members of the OSL team
- 3.4. Officers: Heads of departments, statutory officers, managers, supervisors of different departments, professors in administrative capacity
- 3.5. University: refers to Krea University
- 3.6. Community: refers to all members, including students, faculty, staff of Krea University
- 3.7. Director: refers to the Director of Student Services, unless specified otherwise

4. Office of Student Life

- 4.1. The Office of Student Life (OSL) is led by the Director of Student Services, comprising of the Associate Director - Student Life, Resident-in-Charge(s) - RCs and Residential Assistant(s) - RAs and other members of the OSL team.
- 4.2. OSL staff will be responsible for the programming for Student Life, supporting student activities and overall functioning of the Residence Halls

5. Student Life Committee (SLC)

- 5.1. Constitution:
 - 5.1.1. The Student Life Committee shall comprise of the following:
 - 5.1.1.1. Vice-Chancellor as the Chairperson
 - 5.1.1.2. Deans of Schools
 - 5.1.1.3. Director of Student Services as the Member Secretary
 - 5.1.1.4. Chief Administrative Officer
 - 5.1.1.5. Two resident-in-Charge(s) with one being female, nominated by Director Student Services

- 5.1.1.6. One faculty adviser appointed by the Vice Chancellor, if required
 - 5.1.1.7. Maximum of six student body members representing all genders and Schools nominated by the Deans and including the Head of the student government
 - 5.2. Duration:
 - 5.2.1. Nominated members of the Committee will be usually for a year and nominations can be changed as per the Constitution presented above
 - 5.3. Responsibilities:
 - 5.3.1. Review the policy and make changes to it from time-to-time and send it for approval to the Board of Management
 - 5.3.2. Propose Student Life budget to the Finance Department
 - 5.3.3. Should any changes be proposed to be the Student Life policy, they have to be reviewed and approved by the Student Life Committee
 - 5.3.4. Review cases of violations of this Policy and make recommendations for action by the Disciplinary Committee for students and HR for employees
 - 5.4. Meetings:
 - 5.4.1. The quorum of the committee should be two thirds of the total number of members in the Committee
 - 5.4.2. The Member Secretary should call for meetings with the agenda shared, in normal circumstances, one week in advance of the meeting
 - 5.4.3. Minutes of the meeting shall be recorded by the member secretary and approved by the Chairman of the committee
 - 5.4.4. In normal circumstances the MOM should be finalised within two working days and circulated amongst relevant parties.
 - 5.4.5. SLC will meet every two months and may also convene meetings as required
- 6. **Krea Campus at Sri City:**
 - 6.1. The University's current campus is located on the Central Expressway of Sri City, an integrated industrial and mixed-use park located in the state of Andhra Pradesh, 65 km. from Chennai. The campus currently comprises:
 - 6.1.1. A main academic block comprising classrooms, seminar halls, library, labs, other academic services offices, and faculty and administrative staff offices
 - 6.1.2. Residence Halls that provide for the student, faculty, administrative staff rooms with attached toilets and common areas
 - 6.1.3. The Dining Hall which houses student, faculty and administrative staff dining facilities and the associated kitchens

6.1.4. The Lounge which comprises of the Student and Faculty lounges as well as the Gymnasium and the Salon

6.1.5. Playfields, Jogging tracks and Open Air spaces

7. Room allocation in the Residence Halls:

7.1. At the beginning of every academic year, rooms will be allocated to students on a twin-sharing basis.

7.2. Room change is subject to authorization by the OSL and must follow due procedure (refer to Section 8).

7.3. Change of rooms without official permission will be considered as disciplinary infraction

7.4. The rooms are allotted on a controlled randomized basis. Students are expected to make some adjustments and demonstrate basic courtesy to their roommates.

7.5. The Residence Halls are segregated by gender.

7.6. Students identifying as Transsexuals, through a written self-declaration process to the Director of Student Services, will be given the choice of staying in the Residence Hall / Wing of their preferred gender

8. Room change procedure

8.1. Requests for room change can be made by filling up the appropriate form. The requests will be reviewed by the Director of Student Services in consultation with the Associate Director of Student Services, RCs And RAs.

8.2. Acceptable reasons for room change include: failure/malfunction of facilities; irresolvable conflicts with roommates and medical conditions

8.3. In cases of irresolvable conflicts, the concerned could approach the OSL and seek its assistance in resolution of the conflict or reallocation of the rooms. The OSL's decision on these matters will be considered final and binding on students concerned

8.4. Approval of room change is also subject to the availability of rooms

9. Roommates and conflicts

9.1. Krea's strongly believes in each person's potential to teach and learn from others

9.2. In this spirit, it is suggested that students attempt to get to know their roommates and maintain cordial relations with each other

9.3. However, OSL understands that some conflicts may lead to stress and negatively impact the students and their studies. In such cases the wellbeing of the student(s) is paramount for Krea

- 9.4. Any personal disputes should be reported to the OSL. The OSL will consider the point-of-view of all the stakeholders involved and the institutional policies to work out the right course of action and resolution
 - 9.5. In case the concerned students are not satisfied with the OSLs intervention they may choose to raise the concern as per the Policy of Grievance Redressal
10. **Maintenance of rooms**
- 10.1. Cleanliness and damage to property:
 - 10.1.1. Students are expected to keep their rooms, common areas and surroundings clean
 - 10.1.2. The amenities and facilities provided must be maintained and any damage to institutional property will be considered as a disciplinary infraction and may result in a monetary penalty
 - 10.2. Room keys
 - 10.2.1. Students will be provided with a set of two keys to their room
 - 10.2.2. Students are responsible for the same and misplacing it will incur a fine of INR 500 for issuing a subsequent replacement
11. **Security of personal items**
- 11.1.1. Students are urged to not bring expensive personal items to the campus. In case they do, the safety of such items is their sole responsibility
 - 11.1.2. The University is not responsible for any loss, theft or damage to personal belongings of the students
12. **Check-in and check-out from Residence Halls**
- 12.1. This is applicable when students check-in and check-out at the beginning and end of trimester/academic year
 - 12.2. Students will be allotted a room before the commencement of the trimester/academic year. Moving-in dates will be communicated in advance of their arrival on campus. In normal course, the same room will be allotted to a student for the entire duration of an academic year
 - 12.3. Upon reaching the campus, students must collect their ID and room key from the reception desk at the respective Residence Halls. This process shall also apply to student check-in every trimester as per the moving-in date for each trimester
 - 12.4. Students will be given a checklist to report the conditions of the items including bedding and furniture available to them in their allotted rooms at the beginning of each academic year. Students will also be expected to complete and sign relevant forms and undertakings with respect to residential life in the campus on the first day of check-in

- 12.5. Check-out dates at the end of each academic year will be communicated to each student in advance
 - 12.6. Students must inform the RCs/RAs at least two days prior to their departure at the end of an academic year to complete the departure formalities, room inspection and collect their previously submitted deposit. In the case of check-outs during trimester breaks, as per check-out dates communicated to the students, the students shall handover the ID and room key to the reception desk at the respective Residence Halls
 - 12.7. Students are required to clear their rooms during check-out, at the end of an academic year. The University will not be responsible for any left-over personal belongings and may charge a clearing / cleaning fee
 - 12.8. At the end of each academic year, during the summer break, students are expected to vacate their rooms
 - 12.9. Limited storage space is available on campus for returning students to store their belongings when vacating their rooms for the summer break. The University shall not be responsible for any theft or damage caused to belongings in storage.
13. **Day-out and night-out protocols**
- 13.1. Day-outs will only be permitted anytime between 6 am and 10 pm.
 - 13.1.1. At the time of admission the parent(s)/guardian of each student must understand the policy of giving permission to their ward for going out of the campus and sign a permission protocol that is best suited for them and their wards
 - 13.1.2. Students will be permitted to go out of the campus, based on the permission protocol signed by the parents. Students desirous of going out must submit their request at least 6 hours in advance for the RCs to approve
 - 13.1.3. Each student's visits and permissions will be maintained and monitored on an electronic /online database, as may be available
 - 13.2. Night-outs are permitted only in exceptional circumstances, with the permission of parent(s)/guardian and require the approval of the Director of Student Services. In case of such an approval, the RC and RA must also be informed.
 - 13.3. Uninformed absence from the campus will be reported to the student's parent(s)/guardian.
 - 13.4. For students who do not have parent(s)/guardian, the Director of Student Services shall make alternate provisions to follow this protocol

14. Visitation protocols

- 14.1. Students are allowed visitors during visitations hours, i.e., from 8 am to 6 pm everyday on campus and in the common lounge area of Residence Halls
- 14.2. In the case of minors, parent(s) / guardian must pre-approve persons permitted to visit their ward
- 14.3. Off-campus visitors including the family members of the students must sign in the reception desk for entry to the Residence Halls.
- 14.4. They must be accompanied by the resident student with a valid student ID at the time of their arrival and must strictly adhere to the visitation hours.
- 14.5. Overnight guests are not permitted.
- 14.6. If informed, at least 48 hours in advance, provisions can be made for guests who are family members to stay in a guest rooms on/off-campus upto a duration of two nights at the prevailing rates that are defined by OSL and subject to availability
- 14.7. Students are not permitted to bring students of different genders to their rooms

15. Quiet Hours

- 15.1. Quiet Hours on campus including in the Residence Halls are to be observed between 11 pm - 7 am every day
- 15.2. During Quiet Hours, students are expected to refrain from playing loud music or making noise in the rooms, hallways, washrooms, and other common areas
- 15.3. Even outside the Quiet Hours, noise that may disturb any member in the academic blocks, labs and classrooms should be avoided
- 15.4. Any violation of the Quiet Hours is considered a disciplinary infraction and will be referred to the disciplinary committee

16. Room entry and search protocols

- 16.1. The OSL is committed to protecting the students' right to privacy and does not permit unauthorized and unwarranted entries to a student's room by anyone without their permission. This however, does not apply to routine daily cleaning by the housekeeping staff.
- 16.2. The Director of Student Life can adjudge a situation and decide if it warrants a room search. In such cases the Director's decision will be final and with Director's permission, the OSL staff may search the rooms of students
- 16.3. This policy is subject to be overruled in case of an imminent danger threatening the safety or well-being of students

17. Keeping pet(s) on campus

- 17.1. Students are not allowed to keep any pet(s)/animal(s).

- 17.2. If found, pets will be immediately removed from the premises
18. **Fire safety policy**
- 18.1. Fire alarms are installed throughout the campus including in the Residence Halls. Upon hearing the alarm students are expected to vacate indoor spaces via building stairways and gather at the demarcated outdoor safe space
- 18.2. Fire-drills will be carried out throughout the year to acquaint students and staff with fire-safety procedures
19. **Drugs, smoking and alcohol policy**
- 19.1. Students cannot smoke, drink alcohol or have drugs or illegal substances on campus
- 19.2. The possession, distribution, sale and use of alcohol, tobacco or any form of psychotropic drugs and narcotics are prohibited on campus
- 19.3. Any student found in violation of this policy will be reported to the disciplinary committee. If illegal substances are found, the university will be liable to report the incident to the police in accordance with prevalent laws of the State or Central Government
- 19.4. The list of illegal substances can be found listed on the websites of Drug Law Enforcement of Government, Andhra Pradesh and Narcotics Control Bureau, Government of India at <http://dca.ap.nic.in> and <http://narcoticsindia.nic.in>; which may be updated with time
- 19.5. If a student returns to the campus in an inebriated state, the OSL staff on duty will quarantine the student before permitting them to go to their room. The OSL staff can mandate a medical / breath check at any point in time, if they suspect a state of inebriation
- 19.6. Any misconduct in an inebriated state will be considered as a disciplinary infraction and will be referred to the Disciplinary Committee
20. **Weapons policy**
- 20.1. Possession and sale of any kind of weapons is prohibited
- 20.2. If a student is found with a weapon, it will be considered a disciplinary infraction and the matter will be presided over by the Disciplinary Committee. The University may also be liable to report the same to the police in accordance with prevalent laws of the State or Central Government
21. **Vehicles policy**
- 21.1. Minors are permitted to bring in only bicycles on campus

- 21.2. Majors are permitted to bring in two-wheelers other than bicycles to campus, however parking is not guaranteed and subject to availability and the student owner shall be responsible for the safety of his vehicle
- 21.3. Student owners shall ensure that they have a valid driving license for the category of vehicle they own and also that their vehicles are insured for vehicle and third party insurance. The students shall provide an undertaking to the University to this effect
- 21.4. Student owners shall also undertake to always use helmets and stay within the defined speed limit within and outside campus and to ensure that anybody else they permit to use their vehicle has a valid driving license for that category of vehicle, uses helmets on driver and/or pillion seats and stays within the defined speed limit within and outside the campus
- 21.5. Students are not permitted to bring cars to the campus
- 21.6. The Policy on Safety and Security provides detailed information on all aspects of safety and security

22. Emergencies

- 22.1. The safety, health and wellbeing of the students is the Krea's primary priority.
- 22.2. In case of any medical, mental health and family emergencies, students/friend's of affected students/ bystanders to a serious situation are expected to immediately seek assistance from the staff and inform their RAs or RCs
- 22.3. In case of a medical emergency, 24x7 nurse on duty must be notified
- 22.4. During a mental health emergency, the counselor on call must be notified
- 22.5. RCs must be informed about a family emergency. The RCs are trained to maintain confidentiality and provide the necessary assistance in such a scenario

23. Sexual Harassment and Sexual Misconduct:

- 23.1. Krea has a zero tolerance policy towards sexual harassment and gender-based violence. Krea has a Policy for Prevention of Sexual Harassment and Sexual Misconduct that details the process and procedure for handling cases of such nature
- 23.2. The details of what constitutes sexual harassment, sexual misconduct and consequences thereof are covered in detail in the Policy for Prevention of Sexual Harassment and Sexual Misconduct. In the event of a sexual offence against a minor, the procedures as laid down under the Protection of Children from Sexual Offences (POCSO) Act, 2012 will be adopted by the University

24. Campus Abuse, Harassment and Violence

- 24.1. Abuse, violence and harassment of any and all kinds is prohibited on Krea University campus
- 24.2. As a part of Krea's community, students are expected to maintain a high standard of conduct and respect for their peers and others who are a part of the community
- 24.3. The University policy on ragging is governed by 'UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' and is prescribed in the Policy for Prevention of Ragging
- 24.4. The University has also formulated its own policy against Sexual Harassment and Sexual Misconduct. Both these policies are also shared as separately

25. Dress Code

- 25.1. The University's campus is a liberal space and adherence to any particular dress code is not enforced on the community members (students, faculty, administrative staff). However, the University does attempt to sensitize its members to understand, respect and empathize with different contexts, preferences, communities, peer groups and sensibilities. In this spirit, students are encouraged to attend classes, meetings with faculty and administrative staff, and meetings with external stakeholders in formal settings in smart casuals/business casuals, as appropriate.
- 25.2. The campus is envisioned as a safe haven for the students. Students are required to be cognizant of their surrounding social and cultural ethos and dress appropriately when attending class trips or during visits to local communities and markets

26. Curfew Timings

- 26.1. Since safety of students is paramount, all students must be inside the campus by 10 pm everyday
- 26.2. Failure to do so will be construed as disciplinary infraction and will be referred to the disciplinary committee and may result in a penalty. In case of exceptional circumstances, the student must inform permission the RCs in advance
- 26.3. Within the campus, students are free to use the common areas outside of the Residence Halls up to 1 am every day and subject to the hours of operation of these common areas which will be displayed at these locations. All students need to be inside the Residence Halls no later than 1 am

27. On-Campus Convenience Store

- 27.1. The campus is equipped with a small store to meet the everyday needs of the students and other members of the Krea community

- 27.2. The store will make available stationery items, medicines, toiletries, a small range of readymade snack items and other miscellaneous daily groceries
- 27.3. If a student on campus needs any specific item, he / she can enter the requirement at the register maintained with the convenience store operator, who will organise the same at the earliest and on a best effort basis

28. Other Amenities on campus

- 28.1. An ATM has been installed on campus for students and other members of the Krea community who wish to withdraw cash. Information about nearby banks and their financial services will also be made available to students during orientation.
- 28.2. A medical center is available on campus. The center has a nurse on duty 24x7 and a visiting doctor. The medical center will also stock basic medicines and over-the-counter medications. An ambulance is available on campus and the nearest hospital, SIMS is located within Sri City.
- 28.3. A salon will be operational at the campus for use by students, faculty and administrative staff. Persons wishing to use the salon services will need to book an appointment with the salon and pay the salon directly for such services.
- 28.4. A Laundromat is operational at the campus. The University charges a fixed amount per year for a defined number of clothes per month that is paid to the operator on behalf of the student. Any service requests over and above these numbers, will be payable directly to the operator by the student. If a student opts to wash any of their clothing on their own, they can do in the bathrooms attached to their rooms. However, the drying of clothes in the corridors outside the rooms is strictly prohibited and a clothesline is provided in the bathroom for light clothing

29. Transport and Travel

- 29.1. Krea will operate shuttle buses at a predefined frequency in ferrying students to Chennai or TADA and back to the campus
- 29.2. The shuttle schedule will be made available to the students in advance. Students are required to book their seats in advance to make the trip and subject to the conditions under Section 13

30. Student societies, clubs and sports teams

- 30.1. Krea recognizes that involvement in societies clubs, organizations and sports teams is an important part of a student's educational experience and provide students with opportunities for leadership, collective learning and the development of special abilities and skills
- 30.2. The OSL will support the setting up of new clubs, societies, student organizations and sports teams by the inaugural batch of students
- 30.3. The OSL will work with students and faculty charting out each club's objective and budget
- 30.4. Procedure for setting up student clubs, societies, organizations and sports teams set up by OSL must be followed
- 30.5. Faculty/Staff Advisor
 - 30.5.1. The OSL collaborates with student leaders and advisors from the faculty and administration to plan and implement student activities.
 - 30.5.2. The advisor plays a significant role in student development by being a consultant, associate, and an interpreter of the university's mission
- 30.6. Registration of Student Organizations
 - 30.6.1. It is mandatory for every student organization, club, society or team to be officially registered with the OSL
 - 30.6.2. The OSL will conduct an orientation session on clubs, societies and teams during the Welcome Orientation. Applications for starting a club will open at the beginning of a trimester
 - 30.6.3. Students are required to fill the proposal form
 - 30.6.4. Proposals will be evaluated on the purpose of the club, society or the team activities suggested and alignment with the mission of the university and the number of interested students in that club
 - 30.6.5. It is required that all student organizations and teams set-up a membership procedure for students who wish to join the organization, club or society and get it ratified by the OSL
 - 30.6.6. Each member and coordinator will receive a certificate acknowledging their involvement upon graduation
- 30.7. Budget for Student Clubs, Societies and Organizations
 - 30.7.1. Each student organization, club, society or team will be entitled to a budget subject to approval of the Faculty Advisor and the Assistant Director of OSL
 - 30.7.2. The student club coordinators can submit proposals for events, conferences, matches and request for attending events off-campus. Such requests including the budgets required for the same will be evaluated by the Associate Director of Student Life and approved by the Director

30.8. Travel Policy for Student Clubs, Societies and Organizations

- 30.8.1. Krea encourages students to participate in inter-university festivals, competitions, symposiums and sports tournaments
- 30.8.2. If the participation were to require travel, students can submit a request for sanction of a travel and outstation event budget to their respective Clubs or OSL in case their engagement does not fall under a particular club and will be subject to budgetary and other scheduling constraints

30.9. Attendance on account of travel for activities of Societies

- 30.9.1. Students are expected to manage their travels and participation while bearing in mind the prevailing attendance policies for their program. Students who may be falling short on meeting any prevailing attendance norms should be prepared to forego the opportunities for participation and should not assume a waiver on this account from the OSL or Program Office of their respective programs
- 30.9.2. Any waivers on attendance will have to be requested by the student and to the OSL. The OSL, in its best judgement may recommend the same to the Program Office of the School. The Program Office will approve the request in its best judgement in consultation with the concerned faculty member (s)
- 30.9.3. In general, waivers may be granted on account of travel for activities that are at the Inter-Institutional level and may not be granted if the activity is at the level of Clubs/Societies at the respective academic institution

31. **Student government and involvement in governance**

- 31.1. Krea encourages students to form a student government for representing the student body
- 31.2. The Student Government will serve as the primary voice of students in the University's governance. In order to ensure a transparent and democratic system of governance, Student government representatives will be invited to participate in various committees within Student Affairs, Student Life and the Academic Affairs Divisions of the University.
- 31.3. All students are allowed and encouraged to contest for the student government.
- 31.4. The University will share a recommended structure of the Student Government. However, the University encourages the students to come up with their own structure and norms for the Student Government.
- 31.5. The faculty and OSL will act as advisories and assist the process of setting up the Student Government with associated rules and policies the first time the Student Government is established
- 31.6. Student Government will also work closely with OSL to organize various annual festivals that may invite participation from other universities in India or abroad

31.7. Student representatives are mandated to conduct one Town-Hall per month for the student body, staff and faculty.

31.7.1. Monthly Town-Halls

- 31.7.1.1. This is to ensure that there are open forums for students to voice their opinions, views and concerns about any aspect of the University's operations
- 31.7.1.2. The Student representatives are entrusted with the responsibility of moderating the Town-Hall between the staff, faculty and students to ensure that it is a constructive conversation
- 31.7.1.3. This is to also ensure that there are democratic participation of the student body in the governance of the institution
- 31.7.1.4. If any student, staff or faculty member were to propose a specific agenda item, they must contact the Student Government Head/Minister of Communications to convey the same at least two days before a Town-Hall
- 31.7.1.5. The Student Government Head/Minister of Communications should distribute the agenda of the Town-Hall amongst the students, staff and faculty at least a day before a Town Hall
- 31.7.1.6. If any agenda item were to require additional documents or information, the Student Government Head/Minister of Communications must attach the same to the agenda

32. Student support services

32.1. Krea is cognizant of the different needs of the students and is invested in their overall wellbeing. We understand the moving to a new place and higher studies might induce stress and that each student is on a unique journey and may face some challenges in that path. The University offers expert counselors, clinical psychologists and doctors available for students to take care of their physical health, mental health and emotional wellbeing. The services available are mentioned below:

32.2. Medical Services

- 32.2.1. The Campus is equipped with sick-rooms and a 24x7 nurse and a visiting doctor for 2 hours a day and access to a 24x7 doctor in case of medical emergencies and students reporting sickness
- 32.2.2. Students feeling unwell should see the nurse on campus
- 32.2.3. Any major hospitalization expenses, subject to a certain limit, will be covered under a group insurance that will be offered to all students enrolled with the university

32.3. Counselling and Psychological Services

- 32.3.1. There will also be a counselor on-call 24x7 to deal with any mental health emergencies. Students in distress are encouraged to make an appointment with the counselor whenever they feel the need for it
- 32.3.2. Regular walk-in sessions will also be made available, every week. These sessions will be offered free-of-cost and students are encouraged to make prior appointment with the counselor whenever they feel the need for it
- 32.3.3. Students may also schedule additional sessions, beyond the regular hours with the counselor for a fee

32.4. Insurance

- 32.4.1. The University will cover all students for accidents by way of a Personal Accident Insurance Policy.
- 32.4.2. Medical insurance covers will not be taken by the University for students and students are encouraged to ensure they have the same organised through their parents(s) / guardian for any unforeseen medical emergencies or illness.

33. **Welcome and orientation**

- 33.1. Students will be taken through a detailed orientation to acquaint them with the aforementioned policies and other institutional norms. The orientation will not just cover the Orientation Week but a longer period of the following month to ensure all aspects of living in a larger community are addressed. The orientation will include but will not be limited to, educating the students about the following:

33.1.1. Financial Literacy:

- 33.1.1.1. We understand that attending college is the first experience of independent living for many students
- 33.1.1.2. The university will attempt to impart financial literacy to incoming students and familiarize them with basic banking

33.1.2. Intercultural Competence

- 33.1.2.1. Krea is imagined to be a heterogenous community and we look forward to welcoming students from different cultures and backgrounds
- 33.1.2.2. In order for the community to be a space of mutual respect, the students will go through a workshop to develop intercultural competence and cultivate skills to be part of a diverse community and learn to constructively engage with different ideologies and mindsets

33.1.3. Gender Sensitization

- 33.1.3.1. Krea has been imagined to be a gender equal space and the University will make active attempts to create and implement gender - equal policies
- 33.1.3.2. The University is aware that most of us have grown up in a patriarchal society and must proactively unlearn the patriarchal tendencies that we may have
- 33.1.3.3. In this regard, the University will organize periodic gender-sensitization workshops for students, staff and faculty
- 33.1.3.4. The first in this series will happen during the Welcome orientation

33.1.4. Sexual Respect

- 33.1.4.1. Krea respects all sexual identities and orientations
- 33.1.4.2. Every effort will be made to ensure that the campus is a safe space for the LGBTQI+ community
- 33.1.4.3. All students will be educated about the same in a series of sessions starting during the welcome orientation

33.1.5. Mental Health Awareness and Social Emotional Learning

- 33.1.5.1. Krea believes in developing self-aware students and will organize sessions to educate students about mental health and social and emotional learning.

33.1.6. Secular Ethics

- 33.1.6.1. Secular Ethics are beyond religion and are envisioned as inclusive principles of conscious and compassionate living.
- 33.1.6.2. Krea believes in fostering the value of empathy and respect towards all members of the Krea community and society at-large.
- 33.1.6.3. In this regard, a workshop on Secular Ethics will be conducted during the Welcome Orientation as a suggested moral code of principles to inform conduct and behavior.
- 33.1.6.4. For more information on Secular Ethics, please refer to the link below: <https://www.secularethic.org/secular-ethics-in-curriculum-1>

33.1.7. Food culture:

- 33.1.7.1. The university will constantly endeavor to demonstrate the diversity in eating habits and preferences that is prevalent in India by offering a range of meal plans and menu options that will change from time to time
- 33.1.7.2. Students are expected to be respectful to others who may have different food preferences on because of their place of origin or socio-economic backgrounds. Any action of disrespect on this

account may invite intervention from OSL and or disciplinary action as required

33.1.8. Academic Integrity

33.1.8.1. Academic credit awarded to an individual should represent the work of that individual. Therefore, students at Krea are expected to produce their own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). The citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s), the acknowledgement of any collaboration or source of assistance is likewise required. Failure to do so is dishonest and is the basis for a charge of cheating, plagiarism, or unauthorized assistance. Such charges are subject to disciplinary action

33.2. Awareness of Local Context and Community

33.2.1. No University is isolated. Krea is proud to be a part of Sri City and we would like our students to be aware of local community culture and context

33.2.2. The students will be familiarized with the local community culture and context as a part of their Orientation. For this purpose the University may invite representatives from the local community to interact with the students

33.2.3. We believe that students may be able to undertake projects during their education at Krea which engages with the issues of the local community

34. **Code of conduct for students**

34.1. The University's endeavour by means of designing the code of conduct is to pioneer and administer a progressive set of rules and guidelines that are egalitarian, conscientious, expeditious and effectual

34.2. At the time of admission, each student is required to sign an undertaking to abide by the Code of Conduct. A failure to abide by the code may attract disciplinary proceedings

34.3. The university shall have jurisdiction over the conduct of the students. Certain actions may necessitate reporting to the local police or civil administration which may have superseding jurisdiction on those matters

34.4. The university may also exercise jurisdiction over related conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this policy and other regulations, as the conduct has occurred on campus which shall include:

34.4.1. any violations of the institutional sexual harassment policy

- 34.4.2. physical assault, threats of violence, or conduct that threatens the health or safety of any person on campus or related to the university
 - 34.4.3. possession or use of weapons, explosives, or destructive devices off-campus
 - 34.4.4. manufacture, sale and distribution of prohibited drugs or alcohol or any other psychotropic substances, tobacco
 - 34.4.5. conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community
 - 34.5. Applicants to any program of the university, who may have previously been charged with criminal offences, may not be admitted to the university. Applicants are mandated to share with university authorities of any such charges and proceedings at the time of admission to the university. In case this is found at a later stage, the University reserves the right to revoke their enrollment with immediate effect
 - 34.6. University reserves the right to revoke the enrollment of student(s) who get charged for criminal offences during the time of enrollment with the University.
35. **Filing and processing of complaints**
- 35.1. A complainant can lodge their complaint against any member of the institution for being in violation of any policy or process that has been formally adopted by the university
 - 35.2. The process to file complaints and the process to handle them is detailed out in the University's Policy for Grievance Redressal for Students
36. **Amendments**
- 36.1. Amendments shall be put into effect through decisions taken in a special meeting of Student Life Committee (refer to Section 5) called for this purpose
 - 36.2. Proposed amendments shall be circulated at least ten days prior to the special meeting
 - 36.3. An amendment shall be passed by two-thirds of the total members of the SLC
37. **Concluding note**
- 37.1. Students are mandated to familiarize themselves with the aforementioned policies and be cognizant of the results of any violations. Any violations are considered disciplinary infractions and will be referred to the disciplinary committee
 - 37.2. We hope to see this policy growing and modifying in future with inputs from students, staff and faculty which are aligned to the forwarding Krea's mission

