KLE
EMPOWERING PROFESSIONALS

STUDENTS' CODE OF CONDUCT

KLE ACADEMY OF HIGHER EDUCATION & RESEARCH

[Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956 vide Government of India Notification No.F.9-19/2000-U.3 (A)]

Accredited at 'A' Grade by NAAC (2nd Cycle) ★ Placed in 'A' Category by MHRD (GoI)

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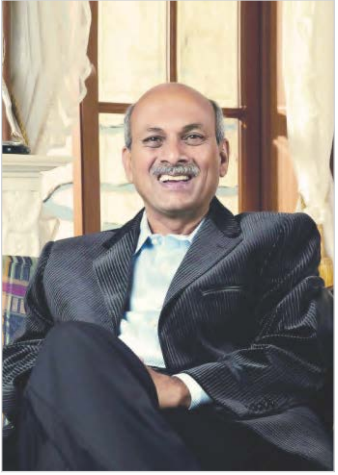

From
The Chancellor's Desk ...

For nearly a century now, the KLE Society has rendered yeoman services to the cause of education. The seed was sown in 1916 with the establishment of an institution in the educationally ill-served region of North Karnataka. Today, that one seed has grown into a virtual forest with over 254 institutions in its fold.

Over the years, the KLE Society has never lost sight of the purpose that saw it come into being "Learning that transforms individuals and in turn transforms society at large". This deep rooted desire to make a positive difference has resulted in a range of institutions that span everything from kindergarten to post doctoral research.

In 2006, the KLE Society had the satisfaction of gaining recognition from the University Grants Commission (UGC) for the KLE Academy of Higher Education & Research. The KAHER takes immense pride in its curriculum and endeavours to provide internationally accepted education and healthcare practices. A new chapter now dawns at the KLE Society with the launch of the KLE Academy of Higher Education & Research (Under Karnataka University Act, 2013)

Being at the helm today, I follow the footsteps of many illustrious predesors who have nurtured the vision of the founders. I am humbled by all that has been achieved by those before me. The achievements are, however, a source of inspiration too, in the sowing of new seeds, while carefully tending what has already grown.

Dr. Prabhakar B. Kore MP
Chancellor

KLE
EMPOWERING PROFESSIONALS

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1.	**Prof. (Dr.) V. A. Kothiwale** Registrar, KAHER, Belagavi	94481 19899
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3.	**Dr.(Mrs.) Alka D. Kale** Principal, KLE V. K. Institute of Dental Sciences, Belagavi	98452 40574
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5.	**Dr. Sunil S. Jalalpure** Principal, KLE College of Pharmacy, Belagavi	94489 64057
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8.	**Dr. Sanjiv Kumar** Principal, KLE Institute of Physiotherapy, Belagavi	94487 45648
9.	**Dr. Sudha Raddi** Principal, KLE College of Nursing Sciences, Belagavi	94483 54712
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15.	**Dr. Sumati Hogade** Executive Officer, KLE Society Hostels & Residential Quarters & JNMC Hostels Committee & Chairman, HRAC	94488 66944

CONSTITUENT UNITS OF KAHER

Sl.No	Logo	Name of the Institutions
1.		**Jawaharlal Nehru Medical College** JNMC Campus, Nehru Nagar, Belagavi - 590 010. Off.:+91-0831-2471350, Fax: +91-0831-2470759 E-mail: principal@jnmc.edu, Website: www.jnmc.edu Principal | **Dr.(Mrs.) N. S. Mahantashetti**
2.		**KLE V. K. Institute of Dental Sciences** JNMC Campus, Nehru Nagar, Belagavi -590 010. Off.: +91-0831-2470362, Fax: +91-0831-2470640 E-mail:principal@kledental-bgm.edu.in, Website : www.kledental-bgm.edu.in Principal | **Dr.(Mrs.) Alka D. Kale**
3.		**KLE College of Pharmacy** JNMC Campus, Nehru Nagar, Belagavi-590 010. Off : +91-831-2471399, Fax No: +91-831-2472387 E-mail: princpharmbgm@kledeemeduniversity.edu.in, Website: http://.klepharm.edu Principal | **Dr. Sunil S. Jalalpure**
4.		**KLE College of Pharmacy** Vidyanagar, Hubballi - 580 031. Off : +91-0836-2373174, Fax : +91-0836-2371694 E-mail : principal@klepharm.edu,Website : https://.klescoph.org Principal | **Dr. AHM Vishwanath Swamy**
5.		**KLE College of Pharmacy** P. B. No. 1062, II Block, Rajajinagar, Bengaluru-560 010. Off : +91-080-23325611, Fax: +91-080-23425373 E-mail : princpharmblr@kledeemeduniversity.edu.in, Web : http://klepharmblr.org Principal : **Dr. Raman Dang**
6.		**KLE Shri B. M. Kankanwadi Ayurveda Mahavidyalaya** Shahapur, Belagavi - 590 003. Off : +91-0831-2426624, 2486286, Fax : +91-0831-2424157, E-mail : princbmkayurveda@kledeemeduniversity.edu.in Web :www.kleayurworld.edu.in Principal : **Dr. B. Sreenivasa Prasad**
7.		**KLE Institute of Physiotherapy** JNMC Campus, Nehru Nagar, Belagavi-590 010 Off.: +91-831-2473906, Fax No.: +91-831-24742727 E-mail : principalbpt@kledeemeduniversity.edu.in, Web : http:klekipt.edu.in Principal : **Dr. Sanjeev Kumar**
8.		**KLE Institute of Nursing Sciences** Nehru Nagar, Belagavi -560 010. Off : +91 0831-2472303, Fax : +91-0831-2475103 E-mail : princnursing@kledeemeduniversity.edu.in, Web : https://kleunursingbgm.edu.in Principal : **Dr. Sudha Raddi**
9.		**KLE Homeopathic Medical College & Hospital** Yellur Road, Belagavi -590 005. Off: +91 0831-2413777 E-mail: prinhomeo@kledeemeduniversity.edu.in, Web: http://klehomeo.edu.in Principal : **Dr. M. A. Udachankar**

[Estd. 2018]

STUDENTS'
CODE OF CONDUCT

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SECTION: I

PART-I

I.I. DEFINITIONS

As used in this chapter, unless the context requires otherwise:

i. **"College/ Institution"** means- Constituent Units of KLE Academy of Higher Education & Research

ii. **"Administration"** and **"Administrator"** include Registrar, KAHER, Principal , Medical Superintendent, Heads of the Departments, Proctor, Chief warden, and everyone else designated as a member of the administration by the authorities.

iii. **"Arbitrary or Capricious"** refers to willful or unreasonable action, taken without consideration of, or in disregard of, facts or circumstances of a particular case. Where there is room for two reasonable opinions, an action shall not be deemed to be arbitrary or capricious when taken honestly and upon due consideration, however much it may be believed that an erroneous conclusion has been reached.

iv. **"Assembly"** means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.

v. **"College community"** is composed of all individuals who are enrolled in classes and/or employed by the college.

vi. **"College Facilities"** means and include any and all real and personal property owned, rented, leased or operated by the College, and shall include all buildings and appurtenances attached there to and all parking lots and other grounds.

vii. **"Representative"** means a person appointed in writing by an officer or other person designated in a rule to perform a function, to perform that function on the appointer's behalf.

viii. **"Disciplinary action"** shall mean and include reprimand, probation, suspension, dismissal, monetary fine, rustication, and any other action taken against a student as a sanction or penalty for violation of a designated rule of student conduct.

ix. **"Faculty member"** means any employee of College/KAHER who is employed on a full- or part-time basis as a teacher.

x. **"Hospital"** means patient care and student training buildings of JNMC (KLEs Dr. Prabhakar Kore Hospital & MRC& Charitable Hospital and PHCs & UHCs attached to JNMC / VKIDS Hosp. / BMK Ayurvedic Hosp.)

xi. **"Rules of student conduct"** shall mean those rules regulating student conduct as herein adopted.

xii. **"Student"** is any person who is enrolled (includes undergraduate and postgraduate students)

PART-II

II. (A). NON-ACADEMIC RULES AND REGULATIONS :

1. For the purpose of determining identity of a person as a student, any faculty member, college administrator, or representative of the Principal may demand that any person produce evidence of student enrollment at the college. Presenting a current student **identification card with a photo I. D. card** will be deemed proof of student status.
2. Refusal by a student to produce identification as required shall because for disciplinary action.

II. (A). 1. Freedom of Expression :

The right of free speech is fundamental to the democratic process. Students and other members of the college community shall be free to express their views or support causes by orderly means that do not disrupt the regular and essential operations of the college.

II. (A). 2. Dress Code :

Suggestive, provocative clothing is not allowed to be worn in the college campus or college sponsored activities. Clothing that is judged by the college administration to be disruptive to the orderly functioning of the College and Hospital either by virtue of the design or in the manner in which it is worn is also forbidden.

Though college does not impose any strict dress code, but students are advised to adhere to :

a) Transparent attire is prohibited.

b) Headwear is not permitted. This includes but is not limited to hats, visors, bandannas and hoods (Exceptions may be granted based on religious and medical reasons with proper verification)

c) Sunglasses are not permitted except during outdoor activities
d) Clothing or material that is inappropriate for Institute or offensive to any group is not permitted. This includes, but not limited to, material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
e) Jewellery that poses a safety hazard to the student or other students/ patients is not permitted
f) Sleepwear and sleepwear type clothing are not permitted.
g) It is must for all the Students', Interns and Post-Graduate students to wear white apron with name plate when they are in classroom, practical hall, dissection hall, demonstration room, museum, wards, outpatient departments and other sections of hospital.
h) Students are expected to wear decent footwear, preferably shoes while attending class, practicals, wards, OPDs and other sections of college and hospital.
i) Students must wear a **photo ID** card of the institution while attending class, practicals, wards, OPDs and other sections of college and hospital.

Note : Administrators have the discretion to exercise their judgment to determine if a student attire is considered disruptive, distracting or in descent.

II. (A). 3. Assembly of students:

I. Students can assemble upon college facilities that are generally available to the public. Such assembly shall:
   a) be conducted in an orderly manner;
   b) not unreasonably interfere with vehicular or pedestrian traffic;
   c) not unreasonably interfere with classes, schedules, meetings or ceremonies and
   d) not unreasonably interfere with the regular activities of the college.

II. A student who conducts or participates in an assembly in a manner which causes or helps to cause a violation of this section shall be subject to disciplinary action.

III. All speakers at an assembly shall allow time, in so far as circumstances reasonably permit, for a question and answer session.

IV. Sound amplifying equipment shall not be used without permission of the administration

II. (A). 4. Inviting Outside Speakers

Student association, after written notification to the **Principal**, may invite a speaker to the college, subject to any restraints imposed by law. The appearance of an invited speaker at the college does not represent an endorsement, either implicit or explicit, by the college. The scheduling of facilities for hearing invited speakers shall be made through the Principal's office.

The **Principal must be** notified in writing at least four academic days prior to the scheduled talk of an invited speaker. Notification shall include time, location and sponsoring organization. The **Principal** may approve or disapprove the program it is and solely dependent on **Principal's** discretionary powers. All speakers shall allow time, in so far as circumstances reasonably permit, for a question and answer session.

II. (A). 5. Sale of Personal Property

Students shall not involve in any such practices at all and if any student involves in such acts outside the campus, authorities are not responsible for such acts.

II. (A). 6. Distribution of Materials

a) Handbills, leaflets, newspapers and similar materials may be distributed free of charge upon college facilities/ cultural events/ sports events/ other with prior approval by the **Principal**, provided that such distribution does not interfere with the movement of persons or interfere with the free flow of vehicular or pedestrian traffic.

b) All students and staff shall inform **Principal's** office prior to distributing any handbill, leaflet, newspaper or related matter, including, but not limited to, materials to be posted on college bulletin boards.

c) The distribution of materials is prohibited in parking areas.

d) All handbills, leaflets, newspapers and similar materials should identify clearly the organizers of the event

e) Distribution by means of accosting individuals or unreasonably disruptive behavior is prohibited.

f) Any student who violates any provision of this rule relating to the distribution and sale of handbills, leaflets, newspapers or similar materials shall be subject to disciplinary action.

(g) Any distribution of the materials regulated in this section shall not be construed as approval or endorsement of the same by the college.

II. (A). 7. Denial of Access to College Campus

a) The **Principal may** deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that by the student's presence or conduct, creates a disruptive atmosphere within the college or poses substantial risk of actual harm to a member of the campus community.

b) Denial of access decisions may be appealed, as or like disciplinary actions, to the disciplinary board or academic board, whichever is designated by the **Principal**.

II. (A). 8. Trespass :

a) In the instance of any event that the **Principal** deems to be disruptive of order, or deems to impede the movement of persons or vehicles, or deems to disrupt or threaten to disrupt the movement of persons from college facilities, the **Principal** can:

I. Prohibit the entry of any person, or withdraw from any person permission to enter into or remain upon any portion of a college facility;

II. Give notice against trespass to any person from whom the permission has been withdrawn or who has been prohibited from entering into or remaining upon all or any portion of a college facility;

III. Order any person to leave or vacate all or any portion of a college facility.

b) Any student who disobeys a lawful order given by the **Principal**, shall be subject to disciplinary action

Liable to punishments like :

- Fine of Rs. 20,000/- with warning for the first time
- Fine of Rs. 40,000/- for the second time and legal action

II. (A). 9. Smoking :

Smoking in the college campus is not permitted. Violations of this act shall be cause for disciplinary action

Liable to punishments like :

- Fine of Rs 5.000/- with warning for the first time
- Fine of Rs. 10,000/- with expulsion from the Hostel for the second time
- Fine of Rs. 50,000/- with Academic suspension for I term from College- third time

II. (A). 10. Liquor:

Any student who, while in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any liquor, in violation of law shall be subject to discipline.

Liable to punishments like :

- Fine of Rs 10,000/- with Warning and Expulsion from the Hostel- First time
- Fine of Rs. 30,000/- with Suspension for Academic one term from the College- Second time
- Fine of Rs. 50,000/- with Suspension for Academic two terms from the College- Third time
- If found as repeated Offender dismissal from the college.

II. (A). 11. Drugs/Substance Abuse :

Any student who, while in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance, in violation of law, shall be subject to disciplinary action.

Legal action as per law and

- Fine of Rs 10,000/- with Warning and Expulsion from the Hostel- First time
- Fine of Rs. 30,000/- with Suspension for Academic one term from the College-Second time
- Fine of Rs. 50,000/- with Suspension for Academic two terms from the College- Third time
- If found as repeated Offender dismissal from the college

II. (A). 12. Conduct at College Functions :

Any student who significantly disrupts any college function by intentionally engaging in conduct that renders it difficult or impossible

to continue such a function in an orderly manner, shall be subject to disciplinary action.

Liable to punishments like :

- Fine of Rs 10,000/- with Warning - First time
- Fine of Rs. 20,000/- with Suspension of 15 days from the College- Second time
- Fine of Rs. 30,000/- with Suspension for Academic one term from the College- Third time

II. (A).13.Theft; Stolen Property; Robbery :

Any student who, while in any college facility or participating in a college related program, commits theft or possesses stolen property, or commits robbery, shall be subject to disciplinary action.

Legal action as per Law and Liable to punishments like :

- Fine of Rs. 10,000/- with Warning - First time
- Fine of Rs. 20,000/- with Suspension of 2 months from the College- Second time
- Fine of Rs. 30,000/- with Suspension of Academic one term from the College- Third time

II. (A). 14. Damaging Property :

1. Any student who causes or attempts to cause physical damage to property owned, controlled, or operated by the college or to property owned, controlled, or operated by another person while said property is located on college facilities, shall be subject to disciplinary action.
2. Any student who in this or any other manner is guilty of malicious mischief shall be subject to disciplinary action

   Liable to punishments like :

   - Compensation of damaged property along with Fine of Rs 20,000/- with Warning - First time
   - Compensation of damaged property along with Fine of Rs. 30,000/- with Suspension of one term from the College- Second time
   - Dismissal from the College- Third time

II. (A). 15. Interference; Intimidation :

Any student who, while in any college facility or participating in a

college related program, shall interfere by force or violence with, or intimidate by threat of force or violence, another person who is in the peaceful discharge or conduct of his/her duties or studies, shall be subject to disciplinary action.

Liable to punishments like:

- Fine of Rs 10,000/- with Warning - First time
- Fine of Rs. 20,000/- with Suspension for 2 months from the College- Second time
- Fine of Rs. 25,000/- with Suspension for Academic one term from the College- Third time

II. (A). 16. (a). Ragging(as per MCI and UGC guidelines)

Broadly speaking Ragging is :

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension there of in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. The cause of indulging in ragging is deriving a sadistic pleasure or showing off power, authority or superiority by the seniors over their juniors or freshers.

II. (A). 16. (b). Ragging and the Indian Penal Code

There are ***thirteen*** provisions of the IPC (Indian Penal Code) which can be used by a fresher who is being ragged to register an FIR (First Information Report) in the police station under whose jurisdiction-area the crime has taken place. KAHER or College authorities also can inform and register a police complaint.

These sections are:

i. 339. Wrongful restraint
ii. 340. Wrongful confinement
iii. 341. Punishment for wrongful restraint
iv. 342. Punishment for wrongful confinement
v. 294. Obscene acts and songs

vi. 506. Punishment for criminal intimidation
In cases of extreme ragging that includes violence :
vii. 323. Punishment for voluntarily causing hurt
viii. 324. Voluntarily causing hurt by dangerous weapons or means
ix. 325. Punishment for voluntarily causing grievous hurt
x. 326. Voluntarily causing grievous hurt by dangerous weapons or means in case a ragging victim has lost his/her life :
xi. 304. Punishment for culpable homicide not amounting to murder
xii. 306. Abetment of suicide
xiii. 307. Attempt to murder

Here are the details of all the above sections:

i. 339. Wrongful Restraint

Whoever voluntarily obstructs any person so as to prevent that person from proceeding in any direction in which that person has a right to proceed, is said wrongfully to restrain that person.

Exception : The obstruction of a private way over land or water which a person in good faith believes himself to have a lawful right to obstruct, is not an offence within the meaning of this section.

Illustration : A obstructs a path along which Z has a right to pass. A not believing in good faith that he has a right to stop the path. Z is thereby prevented from passing. A wrongfully restrains Z.

ii. 340. Wrongful confinement

Whoever wrongfully restrains any person in such a manner as to prevent that person from proceedings beyond certain circumscribing limits, is said "wrongfully to confine" that person.

Illustrations :

i. A causes Z to go within a walled space, and locks Z in. Z is thus prevented from proceeding in any direction beyond the circumscribing line of wall. A wrongfully confines Z.
ii. A places men with firearms at the outlets of a building, and tells Z that they will fire at Z if Z attempts to leave the building. A wrongfully confines Z.

iii. 341. Punishment for wrongful restraint

Whoever wrongfully restrains any person shall be punished with

simple imprisonment for a term which may extend to one month, or with fine which may extend to five hundred rupees, or with both.

iv. 342. Punishment for wrongful confinement

Whoever wrongfully confines any person shall be punished with imprisonment of either description for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

v. 294. Obscene acts and songs

Whoever, to the annoyance of others-

(a) Does any obscene act in any public place, or

(b) Sings, recites or utters any obscene song, ballad or words, in or near any public place, shall be punished with imprisonment of either description for a term which may extend to three months, or with fine, or with both.

vi. 506. Punishment for criminal intimidation

Whoever commits, the offence of criminal intimidation shall be punished with imprisonment of either description for a term which may extend to two years, or with fine, or with both; If threat be to cause death or grievous hurt, etc- and, or to cause the destruction of any property by fire, or to cause an offence punishable with death or152[imprisonment for life], or with imprisonment for a term which may extend to seven years, or to impute, unchastity to a woman, shall be punished with imprisonment of either description for a term which may extend to seven years, or with fine, or with both.

vii. 323. Punishment for voluntarily causing hurt

Whoever, except in the case provided for by section 334, voluntarily causes hurt, shall be punished with imprisonment of either description for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

viii. 324. Voluntarily causing hurt by dangerous weapons or means

Whoever, except in the case provided for by section 334, voluntarily causes hurt by means of any instrument for shooting, stabbing or

cutting, or any instrument which, used as weapon of offence, is likely to cause death, or by means of fire or any heated substance, or by means of any poison or any corrosive substance, or by means of any explosive substance or by means of any substance which it is deleterious to the human body to inhale, to swallow, or to receive into the blood, or by means of any animal, shall be punished with imprisonment of either description for a term which may extend to three years, or with fine, or with both.

ix. 325. Punishment for voluntarily causing grievous hurt

Whoever, except in the case provided for by section 335, voluntarily causes grievous hurt, shall be punished with imprisonment of either description for a term which may extend to seven years, and shall also be liable to fine.

x. 326. Voluntarily causing grievous hurt by dangerous weapons or means

Whoever, except in the case provided for by section 335, voluntarily causes grievous hurt by means of any instrument for shooting, stabbing or cutting, or any instrument which, used as a weapon of offence, is likely to cause death, or by means of fire or any heated substance, or by means of any poison or any corrosive substance, or by means of any explosive substance, or by means of any substance which it is deleterious to the human body to inhale, to swallow, or to receive into the blood, or by means of any animal, shall be punished with 152 [imprisonment for life], or with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine.

xi.304. Punishment for culpable homicide not amounting to murder

Whoever commits culpable homicide not amounting to murder shall be punished with 104 [imprisonment for life], or imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine, if the act by which the death is caused is done with the intention of causing death, or of causing such bodily injury as is likely to cause death, or with imprisonment of either description for a term which may extend to ten years, or with fine, or with both, if the

act is done with the knowledge that it is likely to cause death, but without any intention to cause death, or to cause such bodily injury as is likely to cause death.

xii. 306. Abetment of suicide

If any person commits suicide, whoever abets the commission of such suicide, shall be punished with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine.

xiii. 307.Attempt to murder

Whoever does any act with such intention or knowledge, and under such circumstances that, if he by that act caused death, he would be guilty or murder, shall be punished with imprisonment of either description for a term which may extend to ten years, and shall also be liable to fine; and if hurt is caused to any person by such act, the offender shall be liable either to104[imprisonment for life], or to such punishment as is here in before mentioned.

II. A 16 (c). IMPLEMENTATION OF THE GUIDELINES FRAMED BY THE MEDICAL COUNCIL OF INDIA TO CURB THE MENANCE OF RAGGING IN MEDICAL COLLEGES.

1) Every students for the purposes of his/her admission to Medical College shall furnish a Character Certificate from the institutions where from he/she has passed his qualifying examination, which would mention the status of his/her behavioral pattern specially in terms as to whether he/she has displayed persistent violent or aggressive behavior or any desire to harm others.
2) The admitting medical institution shall keep intense watch upon students who has a negative entry in this regard.
3) An annual undertaking signed by each student, whether fresher or senior and his/her parent (s)jointly stating that each of them have read the relevant instructions/regulations against ragging, as well as punishments, and that if the ward has been found guilty he/she shall be proceeded against, shall be procured.
4) Such an undertaking shall be furnished in English as well as in vernacular (mother tongue of the parent) at the beginning of each

academic year by every student.

5) An undertaking to the similar effect should be obtained every year from each student admitted to the hostel.
6) The undertaking should be appended to the brochure containing the guidelines and other relevant instructions in regard to ragging and consequences of indulging in ragging.
7) The compliance to the above effect shall be ensured by each of the affiliating university to which the concerned medical institution is affiliated and would be verified by the council annually.
8) In order to ensure the ragging free environment in the campus, each institution shall compulsorily in the prospectus" and other admission related documents, shall depict the earlier directions of the Apex court and/or of the Central or State Governments as applicable, so that candidates and their parents are sensitized in respect of the prohibition and consequences of ragging.
9) Each institution should engage or seek the assistance of "Professional Counselor" at the time of admissions to counsel freshers in order to prepare them for the life ahead, specially for adjusting to the life in hostels.
10) It should be ensured that there would be a clear gap of one to two weeks between the date of joining of freshers and the seniors ensuring that classes the seniors shall commence later, so as to enable the freshers to familiarize themselves with the campus environment and adjust to the sudden change over from schools to higher education.
11) It shall be mandatory for the institutions to inform the parents of senior students to send their wards only on the due date of commencement of the academic session and not earlier.
12) All the examining Universities with which the institutions are affiliated or the deemed to be Universities shall compulsorily amend their relevant ordinances or byelaws, as the case may be, to incorporate the schedule gap of one or two weeks between the date of joining of freshers and seniors.
13) Each institution shall arrange a joint sensitization "Programme and Counseling" of both freshers and seniors to be addressed by the Principal/Head of the institution and the Convener of the Anti Ragging Committee. The inmates of the Hostel shall be addressed

on this count by the Hostel Warden.

14) Each institution shall have an Anti-Ragging Committee and Anti Ragging Squad, which shall comprise of other than senior teachers of the institution, representatives of Civil & Police administration and local media.

15) Each institution shall constitute a "Mentoring Cell" to oversee and involve senior students as Mentors for the freshers.

16) Such a Mentoring Cell shall be constituted at the end of every academic year, where application shall be invited from the students to join the Mentoring Cell as Mentors for the succeeding academic year.

17) An anonymous random survey shall be conducted by each institution across the entire 1st year batch of students every fortnight during the first three months of the academic session in order to verify and cross-check whether the campus is genuinely ragging free or not.

18) The methodology of such survey may be designed by the institution appropriately. However, doing so it shall be ensured that the institution does not compromise with the anonymity of the whistle blowers.

19) The institution shall ensure that private commercially managed lodges or hostels outside campuses, must be registered with the local Police authorities and permission to start such hostel or their registration must necessarily be recommended by the Heads of the Medical Institutions.

20) In case the victim of ragging his/her parent/guardian is not satisfied with the action taken by the Head of the Institution or by other institutional authorities, or where Head of the institution is of the opinion that the incident ought to be so reported, it shall be mandatory for the intuition to file a First Information Report with the local police authorities.

21) It must be ensured by each of the institution that the Complaints or information in regard to ragging could be oral or written and even from third parties and the confidentiality there of must be protected at all costs.

22) Each institution shall ensure that remedial action is initiated and completed within a week of the incident itself, so that complaints

do not linger and allow either interest in pursuing the matter to vane or enable the culprits to tamper evidence or influence witnesses. In view of above, you are requested to implement the above guidelines and take immediate action in the matter, accordingly.

For further information please refer to :

1. Gazette Notification of Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009 Implementation of (No.135, August 3, 2009).
2. UGC Regulation, 2009 on curbing the menace of ragging in Higher Educational Institutions,2009-Reg.(F.1-16/2007 (CPP-II, Dated 17th June, 2009)

II. (A). 17. Offensive Language:

Any student, who, while in any college facility or participating in a college related program, and without a privilege to do so, uses language which he/she knows or should know is offensive to a reasonable person, shall be subject to disciplinary action.

Liable to punishments like :

- Fine of Rs 5,000/- with Warning - First time
- Fine of Rs. 10,000/- with Suspension for 15 days from the College- Second time
- Fine of Rs. 15,000/- with Suspension for Academic one term from the College- Third time

II. (A). 18. Sexual Harassment :

Any student who, while in any college facility or participating in a college related program, knowingly engages in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, shall be subject to disciplinary action.

Shall be Punished as per law and

- First time – Rs. 25,000/- with warning and Expulsion from the hostel and suspension for one term from the College.

- Second time – Rs 1,00,000/- with suspension for one year from the college
- Third Time- Expulsion from the college.

II. (A). 19. Forgery or Alteration of Records :

Any student, who, while in any college facility or participating in a college related program, engages in forgery, shall be subject to disciplinary action.

Liable to punishments as per law and

- Fine of Rs 50,000/- with Warning and one term suspension - First time
- Fine of Rs. 1,00,000/- with Suspension for 2 terms from the College-Second time
- Dismissal from the college - Third time

II. (A). 20. Computer Trespass :

Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, a faculty member, library, department, hospital or any other section of Institute shall be subject to disciplinary action.

Liable to punishments as per law and :

- Fine of Rs 50,000/- with Warning and one term suspension -First time
- Fine of Rs. 1,00,000/- with Suspension for 2 terms from the College-Second time
- Dismissal from the college - Third time

II. (A). 21. Fire arms/Explosives:

Any student who, while in any college facility or participating in a college related program, uses or has on his/her person firearms or explosive materials, shall be subject to disciplinary action.

Liable to punishments as per law and

- Fine of Rs 50,000/- with Warning and one term suspension - First time
- Fine of Rs. 1,00,000/- with Suspension for 2 terms from the College-Second time
- Dismissal from the college - Third time

II. (A). 22. Photography and posting on web:

Any student engages in photography either with camera or mobile, where such act offends the person or persons shall be subject to discipline. Posting of information or photograph of any student other than student himself on web is strictly prohibited and shall be subject to disciplinary action.

Liable to punishments as per law and

- Fine of Rs 25,000/- with Warning - First time
- Fine of Rs.50,000/- with Suspension of one term from the College- Second time
- Dismissal from the college - Third time

II. (A). 23. Lawns:

Persons are not permitted to use lawns for walking/ sleeping or sunbathing purpose. Out door games shall be played in the designated sports grounds and using of lawns for this purpose shall be subject to disciplinary action.

Punishments equivalent to as per Damage to property II (A).14.

II. (A). 24. Roofs and attics

College roofs and attic spaces are out of bounds. Damage to these will attract punishment

Punishments equivalent to as per Damage to property II (A).14.

II. (A). 25. Waste management and recycling :

It is an offence to deposit litter in any location within the College perimeter other than designated litter bins.

Violation is punishable

- First time – Rs. 1000/- with warning
- Second time – Rs 5000/-
- Third time – 10,000/- with one term suspension from the academic classes

II. (A). 26. Mobile Phones/pagers and/or others

Mobile Phones/pagers and other related gadgets should not be used by Under-Graduate students in the library, Information System Service

Public Access Computer Rooms, Lecture Theatres, Laboratories, operation theatres, outpatient departments, wards or other public teaching/patient care and research areas.

Violation is punishable

- First time - Rs. 1000/- with warning
- Second time - Rs .5000/-
- Third time - Rs.10,000/- with one term suspension from the academic classes

II.(A). 27. Prohibition of vehicles in the campus:

1. Use of only bicycles is permitted, both by UG and PG students in the campus.
2. Use of four wheelers is strictly prohibited for UG students in the campus.
3. Use of four wheelers by Post-Graduate students is permitted with prior permission from the Proctor of the KAHER, if they are on duty only.
4. Use of two wheelers by Post-Graduate students with loud silencer noise viz. bullets and modified vehicles with more than 200 CC is strictly prohibited.
5. The speed limit for all vehicles in the campus is 20 Kms/hour only.
6. Only two persons are permitted to sit on the two wheelers and no triple riding is permitted.
7. Wearing of helmets is compulsory for two wheelers, as per the norms of the Government of Karnataka.
8. Post-Graduate students are permitted to park their two wheelers & four wheelers only in the designated parking places.
9. Owning, Using and Parking of four wheelers in the campus by UG students is strictly prohibited.

Violation of Rules and Regulations shall attract the following penalties:

a) **Use of two or four wheelers by UG students:**
   1. **First Time : Rs. 5,000/- with warning**
   2. **Second Time : Rs.10,000/- with expulsion from the Hostel**
   3. **Third Time : Rs.15,000/- with suspension from one term from the academic classes**

II. (A). 28. Library regulations :

a) It is a breach of the Library regulations to attempt to enter any Library building by use of another reader's Identity Card. Readers must show their Identity Card or Library Card on request to any member of the Library staff when within the Library.

b) Readers before leaving Library buildings must present all books, bags and briefcases to the guards for inspection. No Library book may be taken out of a Library building except a book the loan of which is permitted and which has been recorded by the Library staff as being on loan to the reader.

c) Mutilation or defacement of any book or article of Library property is regarded as a major offence.

d) Readers may not use bottles of ink or correction fluid in the Library, nor may such substances be left on desks or in reading rooms.

e) Any marking or highlighting or underlining of any content of any book/journal is strictly prohibited and subject to discipline

f) Silence must be observed as far as possible in all parts of the Library. The use, in a manner causing noise or disturbance, of electrical equipment such as computers, mobile phones, personal stereos, or radios is prohibited. Except in respect of computers in specifically designated areas, the Library does not make power outlets available for such electrical equipment. Users of computers in the Library are reminded that they must also comply with the college's IT and network code of conduct and other regulations for the time being in force.

g) Smoking and the consumption of food and drink are forbidden in all parts of the Library open to readers, and no items of food or drink may be left on desks or in reading rooms.

h) Readers are not allowed to bring visitors into the reading rooms unless special permission is taken from the Librarian

i) Readers are not permitted to reserve seats by leaving their belongings or books on seats and desks. The Library staff may move any property left at unoccupied desks or seats for more than 15 minutes except for officially reserved seats.

j) Readers are at all times responsible for their own property.

k) Activities like group discussions are strictly prohibited in the reading rooms

l) Those Under-Graduate students who want to enter Post-Graduate or staff reading section may do with prior permission from the librarian.

m) Readers are required to comply with the provisions of the **Copyright and Related Rights** acts when making photocopies from material which enjoys copyright protection. Failure to comply may expose student or staff member of College, to College disciplinary procedures. Breach of the Library regulations will result in disciplinary action by the Librarian, Professor Incharge of library and Principal or as appropriate. Appeal against a Library penalty or decision of the Librarian is to the Professor Incharge and he in turn may act appropriately after informing Principal. The Disciplinary committee under the Chairmanship of Principal with respect to library, imposes penalties, with the inputs from the librarian for breaches of the Library regulations. Penalties may include fines, administrative & other charges, ejection & temporary or permanent exclusion from the Library and/or the College and/or the KAHER, and the confiscation of any personal property brought into or used within the Library in breach of library and/or any other applicable college regulations. The Library shall not be responsible, in any way whatsoever, for any property so confiscated. Graduate and Post-Graduate students are required to return all books to the Library within one month before the final examination. The Library will submit records of books and fines outstanding to the Principal's office for the purpose of alerting students to their obligation to clear their Library dues so that they may be allowed to appear in the examinations.

III.(A).29. Participation in national disease eradication/control programmes :

All medical students have to compulsorily participate in all national health programs and any absenteeism in the national disease eradication/control programmes when assigned by the Institute shall be subject of disciplinary action.

II. (A). 30. Other Punishable Acts :

Any student who, while in any college facility or participating in a college related program, commits any other act which is a crime under Indian law and which act does not otherwise violate a rule of student conduct, shall be subject to disciplinary action.

CONVICTED CRIMINAL CASES ;

1. Rustication from the college
2. Payment of full tuition fees of the entire course

FIR filed cases

1. First time : Warning and fine of 25,000/-
2. Second time : Warning and fine of 50,000/-
3. Third time : Suspension from the college

Illegal Admission to the Institution

1. Rustication from the college
2. Payment of full tuition fees of the entire course
3. Deal as per law

II. (B). Initiation and Types of Non-Academic Disciplinary action :

1. Any college administrator, may take either of the following disciplinary actions against a student, for causes other than classroom misconduct
   a. **Warning**: An oral or written notice to a student that classroom/ practical laboratory/ ward/ OPD / college expectations about conduct have not been met;
   b. **Reprimand** : A written notice, designated as a reprimand, which warns a student for improper conduct and includes a warning that continuation or repetition of improper conduct may result in other / further disciplinary action.
2. A copy of any written warning or reprimand should be provided to the **Principal**
3. The **Principal**, after meeting or attempting to meet with the student to advise of the potential violation and penalties, may issue a warning or reprimand or take any of the following disciplinary actions against a student, for causes other than cheating or classroom misconduct:

a. **Probation** : A written statement placing specific conditions upon the student's continued attendance at the college, for a stated period of time not exceeding termination of the student's enrollment. Violation of any such condition shall be cause for further disciplinary action;

b. **Suspension or Dismissal** : Written termination of status as a student at the college, for a period of time that is limited (suspension) or indefinite or open-ended (dismissal). The written notice should indicate any condition(s) for re-admission, and that written application for re-admission must be made to the **Principal**. Upon receipt of such an application, with justification deemed adequate by the Principal, the student may be re-admitted. No fees will be refunded for the quarter in which the action is taken;

c. **Monetary fine or restitution** : A written order, alone or combined with another disciplinary action, requiring the student to pay, within a stated time limit, appropriate restitution for a financial loss caused by the student's misconduct and/or a monetary fine as decided by the appropriate authority. Failure to pay shall be cause for further disciplinary action and/or recommendation to the Vice-Chancellor for the cancellation of enrollment.

4. Any written notice of disciplinary action under this rule:
   a. shall be either delivered personally or mailed by registered post to the student's last known address,
   b. Shall advise the student of his/her option to appeal under these rules.

II. (C). Appeal against Non-Academic Disciplinary action

A student may appeal a Non-Academic disciplinary action by within time frame given after the earlier personal delivery or mailing of notice of the disciplinary action, a written application for an adjudicative proceeding conducted by the disciplinary board. The Principal has discretion to extend this deadline for good cause.

PART-III

COLLEGE DISCIPLINARY BOARD:

The purpose of the disciplinary board is to provide a student with an opportunity to be heard by an independent body with regard to Non -Academic discipline.

The disciplinary board shall be composed of selected members of college council, and the members from administration. The members from administration shall be selected by **Principal** as follows:

a) One person from college administration
b) Any other person appointed by the **Principal**
c) **Principal** will be the chairperson of this committee

PART-IV

IV. 1. ACADEMIC RESPONSIBILITIES AND RIGHTS

IV.1. (A). Academic Responsibilities :

Admission to the college carries with it the presumption that students will conduct themselves as responsible and honorable members of the college community. Students are expected to maintain high standards of academic honesty and integrity.

IV.1. (B). Student Academic Rights :

a) A student has the right to fair and equal treatment in all areas of academic concern.
b) A student has the right to a fair evaluation of his/her academic work.
c) A student has the right to clearly stated criteria for evaluation by the faculty.
d) A student has the right to appeal any academic disciplinary action.

IV.1. (C). Plagiarism/Cheating :

1. Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to disciplinary action.
2. Any student who knowingly aids or abets the accomplishment of cheating (for example copying in any examination), shall also be subject to disciplinary action.

IV.1. (D). Classroom conduct :

Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subject to disciplinary action. It is necessary for all the students to be present inside the lecture hall/demonstration room/ practical laboratory at the scheduled time.

IV.1. (E). Practical laboratory/ dissection hall conduct:

Any student who does not show proper behavior which significantly leads to disruption of practicals and damage of laboratory property and his or her behaviour is not as per rules and ethical values set for dealing the cadavers shall be subject to discipline.

IV.1. (F). Wards/ Out patient departments/ clinics:

Misbehaviour with patients or patient's relatives/attendants or indulging in any illegal/ unethical practices with them is liable for disciplinary action.

IV.2. Initiation of Academic Disciplinary action :

1. After considering available information about possible violation of an academic rule:
   a. Faculty member, after meeting or attempting to meet with the accused student, and upon written notice to the student, may report to the **Principal** for necessary action through the concerned Head of the Department.
   b. The **Principal**, after due deliberations with the division or department involved and meeting or attempting to meet with the accused student, may recommend modification of the instructor's action and/or initiate the appropriate action against the concerned student.
2. Written notice of any academic discipline under this rule
   a. Shall be either delivered personally or mailed by registered mail to the student's last known address, within set academic days after the incidence of the student misconduct or the date the misconduct was discovered or should have been discovered, and
   b. Shall advise the student of his/her right to appeal under these rules.

IV. 3. Student Academic Grievance :

An academic grievance refers to a claim by a student that:

1. A specific grade assigned to the student by an instructor is the result of an arbitrary or capricious application of otherwise valid standards of academic evaluation;
2. The standards employed by an instructor in evaluating the student's academic progress are arbitrary or capricious; or
3. An instructor or academic administrator has made an arbitrary or capricious decision or taken an arbitrary or capricious action which adversely and significantly affects the student's academic standing or career.

IV. 4. Appeal against Academic Disciplinary action; Filing of Academic Grievance:

A student may appeal academic discipline or initiate an academic Grievance redressal to the

a. Concerned Head of the department or
b. In case if he does not get satisfactory answer he can approach **Principal.**

Principal in turn may refer to the academic board for further deliberations and suggestions. Taking into the account of the suggestions by the academic board.

Principal can either uphold or dismiss such an appeal by the student.

IV. 5. College Academic Board :

The purpose of the academic board is to provide a student with an opportunity to be heard by an independent body with regard to discipline and/or an academic grievance.

The academic board shall be composed of five members, The board members shall be selected as follows:

a. One Professor & Head each from Pre-Clinical, Para-Clinical and Clinical branches
b. Proctor
c. One member from the college administrative office.

Principal will be the chairperson of this committee

PART V : DISCIPLINARY ACTION / GRIEVANCE REDRESSAL :

V.1. Appeal against Disciplinary action and Grievance Redressal- Type of Redressal Proceeding :

1. A student may appeal against disciplinary action or academic grievance by filing a written application for a redressal proceeding with the **Principal**
2. The **Principal** shall determine, after promptly meeting or attempting to meet with the student,
   a. Whether the disciplinary board or the academic board should hear the appeal and
   b. Whether the matter will be heard as a regular proceeding or a brief proceeding.
3. In an academic grievance case or a case where the student is appealing against disciplinary dismissal from the college, the student shall be entitled to a regular redressal proceeding.
4. In any other case, the matter shall be handled as a brief redressal proceeding.

V. 1. (A). Disciplinary action and Grievance- Proceedings Generally :

In both regular redressal proceedings and brief redressal proceedings:

a. The matter shall be heard by the person to whom this matter is directed by the **Principal**.
b. No person may serve as a designee or board member in a particular case if he/she has direct and significant personal knowledge of the relevant facts.
c. Failure to participate or cooperate in the proceeding may be taken into consideration by the designate and shall not preclude the designate from making a decision.
d. The designee may exclude from a meeting or hearing any person whose conduct is disruptive.
e. The designee and, subsequently, a reviewing officer may affirm, modify, or reverse any previous decision or action in the matter.

V.1.(B). Disciplinary action and Grievance—Regular Redressal Proceedings:

In a regular redressal proceeding:

a. Academic Board and Chairman of this board to make procedural arrangement.
b. The **Principal** shall designate a record-keeping clerk to record hearings.
c. The **Principal** may conduct pre-hearing conference(s)
d. The **Principal** may permit or conduct enquiry as provided in the rules
e. Four board members shall constitute a quorum and decisions shall require three or more votes.
f. Hearings shall be conducted in accordance with the rules laid down
g. In a proceedings of an "appeal against disciplinary action", the burden of proof shall be on the party seeking to uphold the disciplinary action to establish good cause by a preponderance of the evidence. In a grievance redressal proceeding, the burden of proof shall be on the student to establish his/her claim by a preponderance of the evidence.
h. The initial order shall include a statement of findings and conclusions
i. The initial order shall become the final order, without further action, unless within twenty days of service of the initial order
    a. The **Principal** or **Principal's Representative**, determines that the initial order should be reviewed or
    b. A party to the proceedings files with the Principal a written petition for administrative review of the initial order.

V.1.(C).Disciplinary action and Grievance-Brief Redressal Proceedings

In a brief adjudicative proceeding:

Principal or **Principal's Representative** is sole presiding officer in the hearings and the appropriate decision is communicated to both the parties and if the Principal feels that this matter may be referred to the academic/disciplinary board then this matter may be referred to the respective board

V.1. (D). Summary Suspension or Removal :

a. A student who significantly disrupts any college class, function, or hearing and makes it unreasonably difficult to conduct the class, function, or hearing in an orderly manner shall be subject to summary suspension or removal. This summary action may be in addition to any other disciplinary action for the same misconduct.
b. Principal on the report of faculty member through concerned Head of the Department may summarily suspend a student and/or order removal of the student from all or part of the college facilities for a period of academic days as decided by the disciplinary committee taking into the account the act of indiscipline by the student. The student ordinarily should, but need not be, warned that such action is possible and given a chance to correct the offensive behavior before summary action is taken.
c. The student shall be notified, verbally and/or by a writing mailed by registered post to the student's last known address or hand delivered, of the summary action taken and the time period during which it is effective. The suspension or removal may begin immediately and may be renewed for an additional five-day period.
d. Upon the student's written request, made within five days of the earlier mailing or personal receipt of notice of the summary action, the suspension or removal shall be reviewed by the **Principal**.
e. A student may appeal a summary suspension or removal like any other disciplinary action, by filing an application for an redressal proceeding.

V.1. (E). Record keeping:

a. The **student section of Principal's office** shall maintain for at least six years the records of student grievance and disciplinary actions and redressal proceedings:
b. Final disciplinary actions shall be entered on student records, provided that the Principal shall have discretion to remove some or all of that information from a student's record upon the student's request and showing of good cause.

V.1. (F). Brief redressal procedures:

Brief redressal procedures shall be used in all matters related to :

i. Student misconduct proceedings,
ii. Parking and traffic violations, permits, fines, and penalties;
iii. Outstanding debts owed by students or employees;
iv. Loss of eligibility for participation in institution sponsored athletic events;
v. Refund of tuition and special fees

PART VI

VI.1. CHARACTERISTCS OF PROFESSION

a) Morality & Integrity
b) Code of Ethics
c) Service
d) Knowledge
e) Altruism
f) Autonomy
g) Accountability
h) Professional Associations

a) Morality and Integrity

A fundamental characteristic of the medical profession is the expectation that their individual members and the associations and institutions representing them are moral and carry out their activities with integrity.

b) Service

The knowledge must be used in the service of others, namely individual patients and society in general.

c) Altruism

The Trust placed in the profession and the privileged status are only justified if we consistently place the interests of individual patients and society above our own.

d) Knowledge

The professions are given stewardship over a body of knowledge, are responsible for the integrity of the knowledge base, its proper application, for its expansion and for its transmission to future practitioners and the public

e) Autonomy

Professions are granted autonomy in order that they may respect the autonomy of the individual patient, and act in the best interest of both their patients and society as a whole The Professions

autonomy should be recognized under the broad heading of self regulation. It is the general respect for the personal autonomy of both physician and patient alike that ennobles and professionalizes the relationship.

f) **Accountability**

Physicians are accountable primarily to their patients and to their profession, to the wider public and to third party payers.

g) **Professional Associations**

Collegiality establishes common goals and encourages compliance with them. The Independent Associations and State sanctioned Licensing Bodies responsibilities include the setting and maintenance of standards, discipline of unethical behaviour, setting and maintaining educational standards

VI.2. UNIVERSAL PRINCIPLES OF ETHICS

a) Beneficence
b) Truthfulness
c) Non maleficence
d) Confidentiality
e) Fidelity
f) Justice

NOTE:

1. During Endemic, Epidemic and Pandemic situation, we will follow the guidelines/SOP as per the UGC, MoHFW, GOK and GOI in University premises from time to time.
2. Quaratine norms in above period has to be adhered strictly.

SECTION: II

CODE OF CONDUCT FOR HOSTELS

Governance of Hostels

Director of Hostels administration ⟶ Proctor

↓

Principals of Constituent Units

↓

Executive Officer of Hostels

↓

Warden of each Hostel

↓

Hostel Supervisor

↓

Hostel Committee

Sl. No	Name of the Hostel	Total No. of Rooms	Total Capacity
A	**LADIES HOSTELS**		
1	UG Girls Hostel - I	177	212
2	UG Girls Hostel - II	147	205
3	Resident (Female) - I	144	144
4	Resident (Female) - II	89	89
5	Intern Girls Hostel	35	105
6	UG Girls Hostel-Dental	103	254
7	UG Girls Hostel (Pharmacy/Physiotherapy/ Nursing/Allied)	162	587

Sl. No	Name of the Hostel	Total No. of Rooms	Total Capacity
B	**BOYS HOSTELS**		
1.	UG Boys Hostel - I	182	356
2.	UG Boys Hostel - II	62	82
3.	Resident (Male)	100	132
4.	Intern Boys Hostel	62	62
5.	UG/PG Boys (Dental)	90	176
6.	UG/PG Boys (Pharmacy/Physiotherapy/ Nursing/Allied)	90	176

SHRI. BM KANKANWADI AYURVEDIC MAHAVIDYALAYA, BELAGAVI

Sl. No	Name of the Hostel	Total No. of Rooms	Total Capacity
A	'Vindhya' Girls Hostel	77	205
B	'Vagbhata' Boys Hostel	39	97
	Total	116	302

KLE COLLEGE OF NURSING SCIENCES, BELAGAVI

Sl. No	Name of the Hostel	Total No. of Rooms	Total Capacity
A	LADIES HOSTELS KLE Society's Nightingale Student Nurses Hostel	101	296

KLE COLLEGE OF PHARMACY, BENGALURU

Sl. No	Name of the Hostel	Total No. of Rooms	Total Capacity
A	LADIES HOSTELS Ranichennamma Hostel	67	190
B	BOYS HOSTELS Kuvempu Hostel	67	200
	Total	134	390

PART-VII:

AIMS

- To provide safe, furnished, and comfortable accommodation with good surroundings to students.
- To inculcate self discipline, healthy habits, exemplary character, high values and confidence in the youngsters.
- To provide care and supervise the well-being of hostelites.
- To provide homely, lively and healthy atmosphere congenial for the academic achievements.
- To give an opportunity to interact freely, organize, lead and give good experiences for development of student's personality.
- To sort out students grievances, if any.

PART-VIII: (A)

HOSTEL ADMISSIONS

1. Rooms will be allotted, taking into consideration the priority of the application, seniority in the courses of studies, results at examination held earlier and other such criteria. No allotment will be made to students who have not paid their college tuition and other fees.
2. Application for accommodation, in the prescribed form only, should be submitted in the College office.
3. The Hostel admission shall be effected by the **Director, Hostel Administration** on the **recommendation of the Principal** and shall be confirmed on payment of the Hostel Fees and the Hostel Deposit.
4. Hostel admission is applicable only for one academic year, extendable at the discretion of the authorities.
5. Once admitted in hostel, student should occupy the room within 15 days from admission, failing which his/ her admission will be cancelled and seat will be allotted to wait listed Candidate.
6. Once a student has been admitted to the hostel, he/ she will not be permitted to leave it till the end of the term if, however, he/she leaves the hostel in contravention of this rule, he/she will be liable to pay the rent and other establishment charges as decided by the Principal.

PART - VIII (B)

a) Terms; (as applicable to each institution)
   1st Term from 1st August to 31st January.
   2nd Term from 1st February to 31st July.

b) All the Hostel fees and other dues if any pertaining to the term should be paid within 15 days from the date of commencement of the term.

c) In case of non- payment of fees and other dues the student will be permitted to pay the same, with fine as applicable. On failure to pay the fees & fine also, the student will be asked to vacate the hostel.

d) In case a defaulting student wants to rejoin the Hostel, he/she will not be allowed to do so until he/she pays up all the previous dues, including the fine and plus re-admission charges.

e) Every applicant for admission to the Hostel will be required to pay a Hostel Caution Money Deposit. This sum will be returned to the student after deduction of 5% towards Common Maintenance after he or she vacates the Hostel provided there are no outstanding dues of any description recoverable from him/her.

f) Application for refund of Caution Money should be submitted to the Director Administration, K.L.E. Society's Hostel & Residential Quarters in the Hostel Office through concerned Hostel Supervisor at the time of leaving the Hostel. Claims for refund of Caution Money Received more than three months after leaving the hostel will not be entertained and the same will be forfeited.

PART-IX:

DAILY MANAGEMENT OF HOSTELS

We encourage the students to participate in the daily administration of hostels. At the start of every term after the new allotment of rooms seats in the Hostels to the applicants the following procedure for the efficient and smooth internal functioning and administration of the Hostel will be followed. Each hostel shall have a committee of office bearers for the day today management of the Hostel consisting of 1) Honorary General Secretary of the Hostel. 2) Honorary Joint Secretary. These are to

be elected or nominated by the student- body residing in that hostel to hold office for one term/or till such time the next committee is elected nominated.

Terms of reference of the Hostel Management committee. It is their joint responsibility to see that :

i) A peaceful and academic atmosphere is maintained all times in the Hostel during the term of their office.

ii) The Premises are secured against damage, misuse, theft etc. by either residents /outsiders.

iii) Any complaint of efficiency and smooth-running of the Hostels amenities n all aspects are first scrutinized by the committee and decided upon and necessary forwarded to the Principal through the warden. Such complaints / requests and applications should be made in writing addressed to the Principal through proper channel.

iv) All the property loaned to the residents such as furniture, fixture utensils are frequently checked for wear and tear or otherwise accounted for and reported to the college authorities through proper channel.

The Warden will convene the meetings of the Hostel Committee as and when required. Students' problems, if any, shall be discussed in these meetings and the students grievances shall be redressed.

PART-X:

AMENITIES

The students are provided with basic amenities like bed, table, chair, small cupboard, and all other usual fittings like ceiling fan. The rooms are spacious, airy, and illuminated. The water supply is available for 24 hours.

PART-XI:
HOSTEL RULES (GENERAL)

XI.(A). Supervision

1. The supervision and control of the students residing in the hostels will rest with the Principal,. He will be assisted by the Executive Officer, proctor, wardens & supervisors of respective hostel & the managerial staff of hostel section.
2. The Executive Officer will have the powers to supervise, regulate and control the students in matters of accommodation, discipline, studies, and general conduct. He will enforce the rules laid down in this connection. The executive Officer will be assisted in administration by the wardens.
3. **No student is allowed to change his or her room unless permitted by the Chairman, Hostel Room Allotment Committee (HRAC).**
4. **In all matters of dispute, the Executive Officer's decision shall be final.**
5. The RIGHT to admit / cancel hostel admission and to form a new rule, if required, is reserved with the Director of Hostel administration – identified & appointed by the chancellor of KAHER to keep peaceful, secured & healthy atmosphere in hostel premises.

XI.(B). Extra-curricular activities

1. No **sports** are played at any time in the verandahs, quadrangles and places not intended for games.
2. The students will be allowed to celebrate certain functions / **festivals** of their interest, with prior permission and only at the place provided by the proctor, The festivals like Holi. Rangapanchami etc. will not be permitted in the hostel premises. The **firework/crackers are also strictly prohibited.**
3. Students are advised not to form separate groups, plan short tours or picnics, site seeing etc; such activities shall not be allowed by the Warden/Rector. However, with prior permission, and on undertaking from the parents of the concerned student, this may be permitted.

XI.(C). Forbidden Activities

1. **Smoking, consuming of alcohol, tobacco and gutkha etc, are strictly prohibited** in the hostel campus and in the hostel. Hence, if anybody is found indulging in these activities, case will be charged as per the IPC rules and a strict action will be taken.
2. **Ragging :** Any act of teasing, manhandling, using abusive words, physical or mental torture and such other type of act which creates physical or mental tension on another student or a group of students shall be treated as ragging. Ragging is a legally cognizable offence. The management of the hostel will strictly curb any activity leading to ragging, fighting, teasing, abusing each other. Strict action will be taken against defaulters, under the Ragging Prevention Act (as per the supreme court of India ruling). The students engaged in activities mentioned above shall immediately be expelled from the hostel and College / Institute He/she will be permanently debarred from the roll of the institution. The hostel fees, the deposit and tution fees of College/Institution etc of such students shall be forfeited and the decision of the Principal on the recommendation of the proctor / Warden will be final & binding on the student and her/his parents. recommendation of the proctor / Warden will be final & binding on the student and her/his parents.
3. **Photography, of others or their property**, in any form, is forbidden in the college campus.
4. **Shouting**, loud singing, playing and loitering in corridors is strictly prohibited. Silence Hours will be observed from 9:00 p.m to 6:00a.m of all days. No noise of any sort will be permitted during the silence hours. Serious notice will be taken of the breach of this rule.
5. Affixing of **Photos**, wall-paper, indecent posters, stickers on the walls and glass panel is strictly prohibited.
6. Playing cards, musical instruments, audiovisual devices in the manner which is disturbing the others; is strictly prohibited.
7. **Spitting is strictly prohibited**.
8. Hostel and mess employees should never be sent on personal work.

XI.(D). Maintenance & Sanitation

1. Each student will be supplied with a cot, a chair, a study table and a shelf, for the safety of which he/she will be responsible and answerable. He/she will be held responsible for the damages to the room and to the **furniture** supplied to him/her. Nailing the walls or defacing or writing on benches, tables, chairs, doors, walls, cupboards etc is strictly forbidden. In all such cases students will have to pay for such damages as assessed by the Warden.
2. The rooms should be kept quite **clean, neat** and **tidy**. Garbage should be thrown only in the dust-bins.
3. Minor alterations / fixtures for routine requirements may be permitted only with the prior permission of the warden and once done, will become the property of the Hostel.
4. Staff would be provided to the hostel to sweep the external area and keep the premises clean. All complaints such as those regarding **sanitation** etc. concerning the hostel should be made to the Hostel Supervisor who will look into them and take necessary steps to rectify the same.

XI. (E). Use of Hostel Rooms & Timings (for Under-Graduate students)

1. Students must use the premises allotted to them only for the purpose of residence, study and within limits prescribed by these rules.
2. Students should be as **economical** (cost-conscious) as possible in the use of electricity and water. Light or fan should not be switched on unnecessarily. Lights & fans should be switched off when the students go out and rooms are locked.
3. No student should be **absent from the hostel beyond 10.00 P.M.** except with written permission of the Warden. All applications for leave of absence from hostel should be written in a specially provided "Leave Form". This form should be duly filled in and submitted to the Warden and his permission obtained before leaving the hostel. The format enclosed as Annexure-I need to be used for this purpose. Leave notes written on scraps of paper will receive no attention.

4. Students are not authorized to go **out of station/leave station** without prior notice and permission of the Warden. If any student wishes to leave station, he/she should apply to the warden in writing, stating the date and time of his/her departure and return and also the place to which he/she is going. He/she should give his/her postal address & Mobile Number during the absence from hostel. All students shall give in their application forms, the names and address of persons in Belgaum or Near Belgaum with whom they are permitted by their parent/guardian to stay out night or spend short holidays.
5. **Girls** are not allowed to enter the Boys Wing of hostel and vice versa.
6. Students are advised not to keep any **valuables** such as gold, cash etc. in their rooms.
7. The Hostel is not responsible for the theft or loss of any article belonging to the student.
8. Resident students must keep the keys of their rooms always with them. The rooms should be locked when the students leave their rooms for whatever reasons.
9. If a student is found to be **irregular** in attending classes and practicals without any reason, he or she shall be asked to leave the hostel even during the term without any prior intimation. The students involved in "mass bunking" or having less attendance in class shall be expelled from the hostel.
10. Permission to stay during the **vacation** may be given by the Warden on written request. Personal belongings of student's proceedings on vacation may be left behind in the hostel till their return. All such articles must be packed and labeled properly and entrusted to the Hostel clerk for safe custody, with their inventory. A receipt will be issued for the articles held in safe custody which should be surrendered when the articles as claimed again.
11. Vehicles-two and four wheelers are banned for UG in the Campus.
12. **Use of electrical appliances in the hostel other than those provided by the institution is strictly prohibited.** No refrigerator, television, microwave, electric iron or geyser is permitted in the rooms of the hostel without the permission of the authorities. The college is not responsible for any accidents occurring due to the

use of such appliances. Any private electric appliance found in any of the rooms will be confiscated. Infringement of these rules will be severely dealt with. If someone is found to be using such appliances, action will be taken against him/her and a **fine of Rs.1,000/-** will be charged.

13. It is mandatory for all the students who reside in the Hostels to invariably sign the Attendance Register kept in the respective Hostels every day from 9.00 PM to 10.00 PM. The students who do not sign the Attendance Register on any days in a Calendar Year shall attract following penalties / disciplinary actions by the KAHER:
    1. Fine of Rs.2,000/- for not signing the Attendance Register for three days in a month for the first time. An additional fine of Rs.250/- per day shall be levied after three days (from 4th day onwards) in case any student who does not sign the Attendance Register.
    2. Fine of Rs.4,000/- for not signing the Attendance Register for three days in a month for the second time. An additional fine of Rs.500/- per day shall be levied after three days (from 4th day onwards) in case any student who does not sign the Attendance Register.
    3. Fine of Rs.6,000/- for not signing the Attendance Register for three days in a month for the third time. An additional fine of Rs.1,000/- per day shall be levied after three days (from 4th day onwards) in case any student who do not sign the Attendance Register.
    4. In case any student who does not sign the Attendance Register for the fourth time, even after the above penalties, the KAHER shall initiate stringent disciplinary action including expulsion from the Hostel for the same.
    5. The student will not be allowed to stay in the Hostel if he /she fails for three consecutive times/attempts in any of the Phase-wise KAHER's final examination.

XI.(F). Complaints

1. All complaints related to hostel activities should be addressed to the Warden only.

2. All matters relating to **differences** among students and complaints about hostel servants shall be reported to the Warden. The Warden will take such action as he thinks necessary to resolve the problems in consultation with proctor.
3. A student who **misbehaves** in the institute shall also be liable for expulsion from institute / hostel.
4. If anybody is found in infringement of security guard instructions, misbehaving with the faculty or staff of the college, misbehaving in the hostel premises or college premises, on road and doing unfair means, which will damage the image of the Institution, is liable for the punishment
5. The student's **discipline** and general behaviour is of paramount importance. On receipt of a report by the Warden either in writing or orally relating to the indiscipline of a student from other students/representatives he would take immediate action as required in consultation with proctor.
6. When a student appears to the warden / other officials to be **undesirable** or otherwise unfit to be a resident student due to his/ her persistent neglect of studies, Hostel rules or for any other causes, the Disciplinary Committee has the powers to expel such a student from the hostel, even without notice. Any student involved in an indecent, rude behavior with the hostel authorities, staff, security personale, or the inmates of the hostel is also liable for expulsion from the hostel. Action will also be taken against a student engaged in shouting in mess, using abusive words on friends or servants and for indecent behaviour in the mess.
7. Occupants of each room will be responsible for safety of the tube and fan **fittings**. In case of any fault arising in the fittings the students in the room will report the matter to the Hostel Superintendent. The Hostel Superintendent will arrange for proper repairs or replacements of spare parts at the earliest. Students should not meddle with electric fittings in their rooms or make extra connections from them; Tampering in the electrical connections is seriously forbidden.
8. No student shall undertake to **repair** himself any damage to rooms, fixtures or furniture. He/she will report to the Hostel Superintendent who will then arrange to have it repaired.

9. **Illness** must be immediately reported to the room partner, student representative or to the Warden who will make arrangements for necessary medical treatment and attendance. The immediate medical treatment will be provided by the KLE Hospital. If sickness of a hostelite needs hospitalization arrangements are made under intimation to the local guardians/parents wherever necessary. The expenses on account of hospitalization and medical treatment are covered by KLE Health care services.
10. In case of **emergency**, if the student is struck somewhere in the city or elsewhere, he / she should immediately contact theWarden/Hostel Office/Head of the Institution/Security office

XI.(G). Guests

1. **Guests** are not allowed to stay in the hostel. Visitors (Parents, relatives, local guardians, friends & non-hostelite colleagues) are allowed to visit the hostel inmates in the hostel between 10:00 A.M. to 7.00 P.M. All visitors and friends should be received in the common room. Visitors must leave the premises before 7.00 P.M. except on special occasion on which the Warden has given permission for a longer stay.
2. Unauthorized outsiders or strangers are not permitted to visit the college Hostel at any time in the day or night such of those as dhobhi, etc. if they desire to visit the hostel, they must apply in writing to the warden for the issue of a pass authorizing them to enter the hostel premises.
3. If unknown visitors are found moving about in the hostel premises without a pass, they will be handed over to the police.
4. All students are advised to extend their fullest co-operation to see that no unauthorized persons enter the hostel premises. If they happen to find any such person, they should demand the pass and if it is not forthcoming the matter should be brought to the notice of the supervisor, for further action.
5. Invitation may be extended to the resident lady students collectively for feasts and other such occasions by the Secretaries of the Mess with the previous approval of the warden.

XI.(H). Additional Rules for Girls Hostel

1. The Hostel will be open from 6.00 am to 9.00 pm for occupants.

All hostel residents should take prior permission for extension of time after 9.00 pm under the special justified circumstances.

2. With permission, relatives can meet the students in the Guest room only, after entering their details in the visiting Register. The visiting timings are from 7 am to 9 am and 5 pm to 7 pm on working days and 8 am to 12 noon and 4 pm to 7 pm on holidays/Sundays. No visitor will be allowed to visit the student's room.
3. The Permission of the warden should be obtained in advance while going out of station. The student will have to make entry to that effect in the register maintained at the hostel office. She must write the address of the place where she is going, along with contact telephone number.
4. Lady students of the college residing in the hostel should not invite or admit any male students to their hostel premises. Any breach of this rule will be taken note of seriously and the parent/guardian of the students concerned will be informed and other necessary action may also be taken at the discretion of the warden. Lady students however are permitted to receive and speak to their near relative in the common room of the hostel. Special permission of the warden may be given on application by the lady student or the visitor.

PART-XII:

OTHER RULES FOR HOSTEL STUDENTS

1. No outsider is permitted to use / play in the Common Room.
2. Furniture etc. in the room should not be moved to any other place / room or be given to any body else.
3. Students are not allowed to cook in the hostel rooms without prior permission of warden.
4. The student should always carry his / her identity card and the same should be presented when asked by the authority / security personale.

PART-XIII:

MESS FACILITY

The mess of Hostel will be managed by a contractor or students.

Rules regarding the working of the mess have been made and displayed on the Mess Notice Board. Resident students are expected to observe these rules scrupulously. Hostel residents will be compulsory member of the mess. Charges will be decided by the college authorities.

Outside Vendors are not allowed to come into hostels & supply food on daily basis; students are discouraged from getting food from outside; those who do get food from outside are at their own risk; the mess may not be functional on Sunday & other holidays; food may be supplied on Sunday & other holidays on prior request by a sizeable number & residents.

PART-XIV:

ROLE OF SUPERVISORS

The following duties are assigned to the warden. All resident students should note them carefully and see the warden in all day to-day difficulties.

a. To maintain a list of students along with permanent addresses of guardians & such other information as may be required.
b. To be vigilant and observe the students in the hostel.
c. To supervise all the co-curricular and Extra Curricular activities of the resident students to give proper advice.
d. The Attendance Register will be maintained by the Hostel Supervisor and it is the duty of the Hostel Supervisor to take daily attendance of the Hostel Residents. It is the primary responsibility of the Residents to give Attendance Daily.
e. The Movement Register will be maintained by the Hostel Supervisor and it is mandatory for the student to enter the details before leaving and after returning from their Destination.
f. The Hostel Supervisor is responsible for General Maintenance of the Hostel.
g. The Hostel Supervisor is responsible for attending to Medical Emergency by providing First Aid Kit or arranging for Ambulance as the case may be in consultation with concerned Hostel Warden.
h. The Hostel Supervisor should attend to the Maintenance complaints.
i. The Hostel Supervisor should maintain the Complaint Register and resolve all the issues raised by the student pertaining to General Maintenance of the Room.

PART-XV:

ACTS OF INDISCIPLINE

THE FOLLOWING ACT OR ACTS ON THE PART OF STUDENTS WILL BE CONSIDERED AS INDISCIPLINE.

a. Failure to produce IDENTITY CARDS on demand by Faculty/College Staff, Warden / Security personale etc, at any time and place within the facility / College, Hostel, Campus and Library.
b. Indifferent reply to any query.
c. Entering the rooms of others when the occupants of the room are absent in their rooms.
d. Keeping weapons including Hockey-Sticks, lathies, Knife etc. in the hostel room in possession of the student.
e. Irregular attendance and persistent un-authorised absence from hostels.
f. Possession and /or Consumption of alcoholic drinks/intoxicating Drugs etc. and/or found drunk in the Campus.
g. Damaging or defacing any property of the Institute or do any act reasonably likely to cause such damage or defacing.
h. Engage in any conduct within or outside the Institute, which is, or is reasonably likely to be clearly detrimental to the Institute's purpose and image.
i. Disregard of facility /College and hostel rules, orders & notice.
j. Disregard of orders/instructions of the members of the Faculty/College.
k. Noisy, boisterous, disorderly and obnoxious behaviour.
l. Ragging in any manner.
m. Lack of punctuality in attendance, payment of College dues and in other matters where dates and time of any duty, functioning or obligation are prescribed.
n. Recourse to false or fraudulent statements or acts.

PART-XVI:

DISCIPLINARY ACTIONS

If any of the above acts is done by any of the students, disciplinary actions willbe taken by the appropriate authorities or the competent agency of the institute depending upon the quantum of misconduct after following the procedure by the competent authorities as provided under the rules :

XVI.(A). NATURE OF PENALTY

X.VI. (A).1. Minor Penalty

a) Warning, Censure, Fine
b) Penalty in terms of recovery of loss or damage in cash or kind.
c) Place the students concerned on probation for a certain period.
d) Academic suspension for a specified period

XVI. (A).2. Major Penalty

a) Expelling the student from the hostel for a specified period
b) Debarring the student from pursuing studies in any of the Faculty/Institution of the KAHER for a specified period.
c) Minor & major penalty in any combination may be imposed.

XVI. (B). Procedure

Whenever any of the acts comes to the notice of the competent authority the same authority will issue a notice to the student concerned to show cause as to why disciplinary action should not be taken against him; the reply received from the student concerned will be placed before the **Faculty level disciplinary committee** and on the recommendations of the said committee the Principal will take further appropriate action regarding imposition of penalty.

For imposing **major penalties**, on the basis of the complaint, the Principal with the help of the Faculty level disciplinary committee will conduct a preliminary enquiry and on the basis of the report of the preliminary enquiry he will forward the matter along with the report to the KAHER Registered Office for further necessary action.

The matter will be placed before the KAHER level disciplinary committee and the same committee, after following the law of natural justice, will submit its report to the Vice-Chancellor and the Vice-Chancellor will take further appropriate decision in the matter. Minor penalty will be imposed by the Principal of the Institution and for major penalty the Vice Chancellor will impose penalty after following above procedure :

1. While conducting an enquiry/investigation, the Disciplinary Committee should go into the causes/circumstances leading to the acts of indiscipline / violence and if the root cause is found to

lie with academic or administration lapse, such as late submission of results, delay in declaration of admissions, availability of mark lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings along with erring parties for necessary action. In such a case, the act of violence / indiscipline on the part of students should be looked at with due moderation.

2. Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence takes place are involved, the incident must be fully investigated by the Disciplinary Committee of the Faculty.
3. Whenever an act of indiscipline/violence takes place, before filing the F.I.R. all the aspects at the appropriate level, be considered.

X.VI. (C).Appeal:

The Faculty level committee will be appointed by the Principal of the Institution. KAHER level Committee will be appointed by the Vice-Chancellor. On the decision of the Principal, the student concerned will have a right to file an appeal before the Vice-Chancellor to review the penalty imposed by the Principal and in case of the penalty imposed by the Vice-Chancellor, the student concerned will be entitled to file an appeal to the BOM to review the penalty. This appeal is to be filed within a period of 45days from the date of the order of penalty. The appeal filed after the expiry of 45 days from the date of communication of the order, will not be entertained.

X.VI.(D).Constitution of Faculty level disciplinary committee for hostels :

This will consist of the following:-

1. The Principal
2. The Medical Superintendent
3. The Proctor
4. The Hostel Wardens
5. 4 senior faculty members
6. Representative of hostel residents

Annexure I

Hostel Leave Application Form

Full Name .....

Room No. ..... Year..... Roll No. .....

Student Registration No. .....

Name and Address of the person with whom staying

.....

.....

Contact No: .....

Whether Parent / Local Guardian .....

Day, Date and Time of Departure .....

Day, Date and Time of Arrival .....

Signature of Student

Date : Warden Signature

Time :

Annexure II

Hostel Student's Leave Record

Name.....

Room No. ..... Year.....Roll No. .....

Student Registration No. .....

Sr. No. : .....

Departure : .....

Arrival : .....

No of Days : .....

Signature of Student

Date : Warden Signature

Time :

STOP RAGGING!

SAY NO TO RAGGING

Ragging is a CRIME

STOP

RAGGING

RAGGING IS A PUNISHABLE OFFENCE!

Don't indulge in ragging

Don't be a mute spectator to ragging

Report ragging incidents immediately

VISIT UGC WEBSITE www.ugc.ac.in & TO SEE UGC ANTI RAGGING REGULATIONS www.antiragging.in

WHAT IS RAGGING?

ANY ACT RESULTING IN :

- Mental / Physical / Sexual abuse
- Verbal abuse
- Indecent behaviour
- Criminal intimidation / Wrongful Restraint
- Undermining human dignity
- Financial exploitation / Extortion
- Use of Force

A STUDENT INDULGING IN RAGGING CAN BE :

- Expelled from the Institution
- Banned from the Hostel
- His / Her Scholarship can be withdrawn
- Debarred from examinations
- Denied admission to any Institution
- Prosecuted for criminal action

Institutions have been asked to file FIR with local police against those who RAG / ABET ragging

ARE YOU BEING RAGGED?

Immediately call **UGC Anti-Ragging Helpline**

1800-180-5522 (24x7 Toll Free)

Or send an e-mail to helpline@antiragging.in

JOIN HANDS TO MAKE YOUR CAMPUS RAGGING FREE

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Since 1916

Educating Humanity for over 100 Years.
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- M Ch Neuro Surgery

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- MPT
- MSc Nursing

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- BPT
- Pharm D
- BSc Nursing
- D Pharm
- PB BSc Nursing

- Anatomy
- Physiology
- Biochemistry
- Microbiology
- Perfusion Technology
- Echocardiography
- Clinical Research

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- Biostatistics
- Nutrition & Dietetics
- Immunology
- Psychology
- Epidermiology
- Biotechnology
- Population Studies
- Hospital Administration
- Master of Public Health in
- General
- Epidemiology
- Health Economics and
- Outcomes Research
- Health Care Quality and
- Safety

BSc Courses

- B Sc Hotel Management
- Bachelor of Public Health
- Bachelor of Public Health (Hons)
- B Sc Medical Lab Technology
- B Sc Radiography
- B Sc Anaesthesia Technology
- B Sc Perfusion Technology
- B Sc Cardiac Care Technology
- B Sc Neuro Science Technology
- B Sc Renal Dialysis Technology
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The Strategic Initiative for Developing Capacity in Ethical Review

Forum for Ethical Review Committees in Asia and the Western Pacific Region

Dr Prabhakar B Kore
CHAIRMAN, KLE SOCIETY &
CHANCELLOR KAHER, BELAGAVI

KLE
EMPOWERING PROFESSIONALS

KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Deemed-to-be-University)

J N Medical College Campus, Nehru Nagar, Belagavi-590 010., Karnataka (INDIA).

91 831 2444444 info@kledeemeduniversity.edu.in

Anthem of the KLE Academy of Higher Education & Research

(ಕೆ.ಎಲ್.ಇ. ಅಕ್ಯಾಡೆಮಿ ಆ್ಯಫ್ ಹಾಯರ್ ಎಜ್ಯುಕೇಶನ್ ಆಂಡ್ ರಿಸರ್ಚ್)

ವಿಶ್ವಭಾರತಿಗೆ ಕನ್ನಡದಾರತಿ

ವಿಶ್ವವಿನೂತನ ವಿದ್ಯಾಚೇತನ ಸರ್ವಹೃದಯಸಂಸ್ಕಾರಿ
ಜಯ ಭಾರತಿ, ಕರುನಾಡ ಸರಸ್ವತಿ
ಗುಡಿಗೋಪುರ ಸುರಶಿಲ್ಪಕಲಾಕೃತಿ
ಕೃಷ್ಣ, ತುಂಗೆ, ಕಾವೇರಿ ಪವಿತ್ರ ಕ್ಷೇತ್ರ ಮನೋಹಾರಿ
ವಿಶ್ವವಿನೂತನ ..... ॥ ೧ ॥

ಗಂಗ ಕದಂಬಾ ರಾಷ್ಟ್ರಕೂಟಬಲ
ಚಾಲುಕ್ಯ, ಹೊಯ್ಸಳ, ಬಲ್ಲಾಳ
ಹುಕ್ಕ-ಬುಕ್ಕ, ಪುಲಕೇಶಿ ವಿಕ್ರಮರ, ಚೆನ್ನಮ್ಮಾಜಿಯ ವೀರಶ್ರೀ
ವಿಶ್ವವಿನೂತನ ..... ॥ ೨ ॥

ಆಚಾರ್ಯತ್ರಯ ಮತ ಸಂಸ್ಥಾಪನ
ಬಸವಾಲ್ಲಮ ಅನುಭಾವ ನಿಕೇತನ
ಶರಣ-ದಾಸ-ತೀರ್ಥಂಕರ ನಡೆ-ನುಡಿ ವಿಶ್ವತಮೋಹಾರಿ
ವಿಶ್ವವಿನೂತನ ..... ॥ ೩ ॥

ಪಂಪ, ರನ್ನ, ನೃಪತುಂಗ, ಹರೀಶ್ವರ
ರಾಘವಾಂಕ, ಸರ್ವಜ್ಞ, ಪುರಂದರ
ಕುವರವ್ಯಾಸ, ರತ್ನಾಕರ, ಜನಪದ ಕಾವ್ಯ ಸಮುದ್ರವಿಹಾರಿ
ವಿಶ್ವವಿನೂತನ ..... ॥ ೪ ॥

ಸಾಯಣ, ವಿದ್ಯಾರಣ್ಯ, ಭಾಸ್ಕರ
ಮಹಾದೇವಿ, ಮುಕ್ತಾಯಿ, ಮಹಂತರ
ಕಂತಿ-ಹಂಪ, ಸಮನೋರಮೆ-ಮುದ್ದಣ ; ಸರಸಹೃದಯ ಸಂಚಾರಿ
ವಿಶ್ವವಿನೂತನ ..... ॥ ೫ ॥

ತ್ಯಾಗ-ಭೋಗ-ಸಮಯೋಗದ ದೃಷ್ಟಿ
ಬೆಳುವೊಲ, ಮೇಲೆ, ಕರೆ, ಸುಂದರ ಸೃಷ್ಟಿ
ಜ್ಞಾನದ, ವಿಜ್ಞಾನದ, ಕಲೆಯಿರಿ ಸಾರೋದಯ ಧಾರಾನಗರಿ
ವಿಶ್ವವಿನೂತನ ..... ॥ ೬ ॥

ಅರಿವೇ ಗುರು, ನುಡಿ ಜ್ಯೋತಿರ್ಲಿಂಗ,
ದಯವೇ ಧರ್ಮದ ಮೂಲತರಂಗ :
ವಿಶ್ವಭಾರತಿಗೆ ಕನ್ನಡದಾರತಿ, ಮೊಳಗಲಿ ಮಂಗಲ ಜಯಭೇರಿ
ವಿಶ್ವವಿನೂತನ ..... ॥ ೭ ॥

ಸಪ್ತ ಋಷಿಗಳಾಂತರ್ಯದ ಕನಸಿಗೆ
ಶಿಕ್ಷಣದಾಸೋಹದ ಹೊಂದೀವೆಗೆ
ನಾಡ ಗಡಿಯೊಳಗೆ ನವ ಅರುಣೋದಯ ಕಲರವ ರೋಮಾಂಚನಕಾರಿ
ಉನ್ನತ ವಿದ್ಯಾಲಂಕೃತ ಗಿರಿಗಳ
ಮೀರಿ ಹೊಳೆವ ನಕ್ಷತ್ರದ ಗುರಿಗಳ
ಸಾಧನ, ಬೋಧನ, ಶೋಧನಪಥಕಿದೊ ಚಿರಂತನವು ಶುಭಕಾರಿ
ವಿಶ್ವವಿನೂತನ ..... ॥ ೮ ॥

– ನಾಡೋಜ ಶ್ರೀ (ಡಾ.) ಚೆನ್ನವೀರ ಕಣವಿ

Published by KAHER, Belagavi

CODE OF PROFESSIONAL CONDUCT

FOR TEACHERS

KLE Academy of Higher Education and Research, Belagavi

I. **Teachers and their Responsibilities**: Whoever adopts teaching as a profession assumes the obligation to conduct him/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of the students and society at large. Therefore, teachers should see that there is no incompatibility between their precepts and practice. The National ideals of education which have already been set forth and which they should seek to inculcate among students must be their own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

i. Adhere to a responsible pattern of conduct expected of them by the society.
ii. Manage their private affairs in a manner consistent with the dignity of the profession.
iii. Seek to make professional growth continuous through study and research.
iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
v. Maintain active membership of professional organizations and strive to improve education and profession through them.
vi. Perform their duties of teaching, tutorial, practical, seminar, research and health care ethically, conscientiously and with dedication.
vii. Ensure completion of academic assignments within the stipulated time and, in their leave of absence, delegate this responsibility to the colleagues to achieve it.
viii. Ensure regularity and punctuality in all their duties and responsibilities.
ix. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation, evaluation and any other responsibilities assigned to them.
x. Participate in extension, co-curricular and extra- curricular activities including community Services.
xi. Comply with ethical guidelines set by the respective apex regulatory bodies/ councils in the practice of health care profession.

II. Teachers and the Students:

Teachers should:

i. Respect the right and dignity of the students in expressing their opinion.
ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
v. Inculcate among students scientific outlook, dignity of labour and ideals of democracy, patriotism and peace.
vi. Be affectionate to the students and not to behave in a vindictive manner for any reason and refrain from exploiting the vulnerability of the students.
vii. Pay attention to only the attainment of the students in the assessment of merit.
viii. Make themselves available to the students even beyond their class hours and help / guide students without any remuneration or reward.
ix. Aid students to develop an understanding of our national heritage and national goals.
x. Talk respectfully about the colleagues, authorities, management and the institutions.
xi. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues:

Teachers should:

i. Treat other members of the profession in the same manner as they themselves wish to be treated.
ii. Speak respectfully of other teachers and render assistance for professional betterment.
iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
iv. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

IV. Teachers and Authorities:

Teachers should:

i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.

ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

vi. Should adhere to the conditions of contract.

vii. Give and expect due notice before a change of position is made.

viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

ix. Seek redressal of their grievances through appropriate mechanism / channel.

x. Respect hierarchy and refrain from by-passing it.

xi. Participate in constructive debates to improve the institution, but refrain from negative and loose talk damaging the image of the institution and demoralizing the colleagues.

V. Teachers and Non-Teaching Staff:

Teachers should

i. Treat the non-teaching staff as colleagues and equal partners, maintaining the dignity, in a co-operative undertaking, within educational institution.

ii. Should help in the function of joint staff-councils covering both teaching and the non-teaching staff.

VI. Teachers and Guardians:

Teachers should:

i. Maintain contact with the guardians of their students through parent-teachers association of the institution, send reports of their performance and behavior whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society:

Teachers should:

i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

ii. Work to improve education in the community and strengthen the community's moral and intellectual life.

iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

v. Actively work for National integration and refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups.

KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Deemed-to-be-University)
[EstablishedunderSection3oftheUGCAct,1956videMHRD G.O.I NotificationNo.F.9-19/2000-U.3(A)]

KLE
EMPOWERING PROFESSIONALS

CODE OF ETHICS

By
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Vice-Chancellor

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Code of Ethics
KLE Academy of Higher Education and Research
(Deemed-to-be University)

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Code of Ethics
KLE Academy of Higher Education and Research (Deemed-to-be University)

1. Preamble:

The KLE Academy of Higher Education and Research (KAHER)is committed to promote and support quality researchin an intellectually stimulating and inspirational environment to address the scientific challenges of today and the future.

This Code of Ethics aims to encourage and support research for acquiring, investigating and developing knowledge for the good of society, and to confirm that, all research is conducted in accordance with ethical principles.

The enduring excellence in research that KAHER aspires for,is dependent on several attributes that include creativity, rigor, curiosity, persistence as well as on honesty, responsibility and ability for good communication and collaboration. Thus, intellect and integrity have to go together to maintain the credibility and reputation of the University's Researchand repute of individual researchers.Hence it is theresponsibility of every staff member and student to uphold the good reputation of the University and, consequently, it is expected that they will conduct research with integrity.

2. Definition of Research:

All investigations undertaken in order to acquire new knowledge and understandingwill be defined as Research.

3. Purpose of Research:

- To enhance the knowledge related to human conditions while maintaining sensitivity to the Indian cultural, social and natural environment;
- Conducted under conditions such that no person or persons become mere means for the betterment of others and that human beings who are participating in any biomedical and/or health research or scientific experimentation shall be dealtwith in a manner beneficial to and consistent with their dignity and well-being, under conditions of professional fair treatment and transparency;
- Shall be subjected to a system of evaluation at all stages of the research, such as design, conduct and reporting of the results thereof. and
- Must improve the health outcomes of the community both local and global.

4. Research Ethics:

- The ethical conduct of research is essential for those working in all disciplines, particularly for researchers in medicine and life sciences. Research should avoid causing harm, distress, anxiety, pain or any other negative feeling to participants.
- Participants should be fully informed about all relevant aspects of the research, before they agree to take part in it.
- As professionals, researchers practice the value intrinsic to the research profession, to seek greater knowledge and understanding, and as members of wider society,they are responsible for respecting the values of society, not to cause harm and consider the public interest.
- Innovation, creativity and freedom of academic enquiry and expression are enshrined both by law and for the need to ensure openness and respect in relations within our community. Provided that these requirements are met, the University will support staff and students seeking to publicize the results of research and scholarship that has been carried out as a part of their roles within the University. The University expects staff and students to share its values and requires that they do not associate the University, or other members of it, in matters which reflect their own opinions on topics that are not the outcomeof work carried out as part of their roles in the University

4.1. Fundamental Principles:

Research on human participants pertains to a broad range of scientific enquiry aimed at developing generalizable knowledge that improves health, increases understanding of disease and is ethically justified by its social value. Every research has some inherent risks and probabilities of harm or inconvenience to participants/communities. Therefore, protection of participants should be built into the design of the study.

Do no harm(non-maleficence) has been the underlying universal principle guiding health care in all systems of medicine around the world. While conducting biomedical and health research, the four basic ethical principles namely; respect for persons (autonomy), beneficence,non-maleficence and justice have been enunciated for protecting the dignity, rights, safetyand well-being of research participants.

These four principles that have been expanded into 12 general principles as in Hand Book on 'National Ethical Guidelines for Biomedical and Health Research involving human participants by ICMR 2018, ICMR policy on Research Integrity and Publication ethics 2019 and National Guidelines for Ethics Committees Reviewing Biomedical and Health Research During COVID-19 Pandemic guidelines2020will be considered at the beginning as wellas all stages of research and dissemination.

- Principle of essentiality whereby after due consideration of all alternatives in the lightof existing knowledge, the use of human participants is considered to be essential for theproposed research. This should be duly vetted by an ethics committee (EC) independent of the proposed research.
- Principle of voluntariness whereby respect for the right of the participant to agreeor not to agree to participate in research, or to withdraw from research at any time,is supreme. The informed consent process ensures that participants' rights aresafeguarded.
- Principle of non-exploitation whereby research participants are fairly selected so thatthe benefits and burdens of the research are distributed objectively and without uncertaintyor discrimination. Sufficient precautions to protect vulnerable groups should be ensured.
- Principle of social responsibility whereby the research is planned and conducted soas to avoid creation or deepening on social and historic divisions or in any way disturbsocial harmony in community relationships.

- Principle of ensuring privacy and confidentiality whereby to maintain privacy ofthe potential participant, her/his identity and records are kept confidential and accessis limited to only those authorized. However, under certain circumstances (suicidalideation, homicidal tendency, HIV positive status, when required by court of law etc.)privacy of the information can be breached in consultation with the EC for valid scientificor legal reasons as the right to life of an individual supersedes the right to privacy ofthe research participant.
- Principle of risk minimization whereby due care is taken by all stakeholders (includingbut not limited to researchers, ECs, sponsors, regulators) at all stages of the research toensure that the risks are minimized and appropriate care and compensation is given ifany harm occurs.
- Principle of professional competence whereby the research is planned, conducted,evaluated and monitored throughout by persons who are competent and have theappropriate and relevant qualification, experience and/or training.
- Principle of maximization of benefit whereby due care is taken to design and conductthe research in such a way as to directly or indirectly maximize the benefits to the researchparticipants and/or to the society.
- Principle of institutional arrangements whereby institutions where the research is beingconducted, have policies for appropriate research governance and take the responsibilityto facilitate research by providing required infrastructure, manpower, funds and trainingopportunities.
- Principle of transparency and accountability whereby the research plan and outcomesemanating from the research will be brought into the public domain through registries,reports and scientific deliberations and other publications while safeguarding the right to privacy ofthe participants. Stakeholders involved in research shall disclose any existing conflictof interest and manage it appropriately. The research shall be conducted in a fair,honest, impartial and transparent manner to guarantee accountability. Related records,data and notes shall be retained for the required period for possible external scrutiny/audit.
- Principle of totality of responsibility whereby all stakeholders involved in research will be responsible for their actions. The professional, social and moral responsibilities compliantwith ethical guidelines and related regulations will be binding on all stakeholders directlyor indirectly.
- Principle of environmental protection whereby researchers will be accountable for ensuringprotection of the environment and resources at all stages of the research, in compliancewith existing guidelines and regulations.

4.2. Objectives of the Research:

- Protect the dignity, rights, safety and well-being of human participants,
- Recognize University's position on research ethics for research involving human participants, personal data and human tissue
- Demonstrate anobligation for good quality, clear and responsible research ethics throughout the University,
- Endorse the process of the University's Ethics Committee Procedure and provide guidance on research ethics involving human participants, personal data and human tissue for all staff and students,
- Reduce risks to the University, constituent Units and departments and individual researchers,
- Enhance the University's standingin the society, academic professions, among external collaborators and funding agencies.

4.3. Research Integrity:

Research integrity represents obligation to intellectual honesty and personal responsibility for behavior and actions for the University, institutions as well as individual researchers.

The value and benefits of research will be dependent on the integrity of the researchers.Scientists have a significant social responsibility to prevent research misconduct andmisuse of research. All members of a research team will be expected to maintain high standards and to uphold the fundamental values of research. Ethicalconcerns shall be at the forefront of any research project and shall continue through to the write-up and dissemination stages.

4.4. Responsible conduct of Research:

The responsible conduct of research (RCR) involves the following major components: values, policies, planning and conducting research, reviewing and reporting research and responsible authorship and publication.

4.5. Responsibilities of the Researcher:

- Honesty and integrity as an investigator
- Minimal possible risk to participants and to themselves
- Respect for other people, their values and their cultures.
- Think through ethics issues for the particular project – minimize harms, choose populations fairly, develop respectful procedures
- Submit protocol to IRB, submit annual reviews to IRB, submit changes to IRB, submit adverse or unanticipated events to IRB
- Maintain records (with IRB, with subjects)
- The university expects that these principles are taken into consideration from the beginning, and throughout project's lifetime.
- Research projects shall be designed with a specificoutline which may include a data management plan anddefine the project's operational procedure and timelines;
- An explicit statement on how the project can benefit the society shall be mentioned wherever appropriate.
- Any risks to people and/or animals and/or the environment and/or to cultural should be recognized wherever probable, and actions should be taken to manage/minimize risks,
- Potential or real conflicts of interest should be declared and, where necessary, managed,
- In collaborative R&I, an initialarrangementshallbe made as to the roles and responsibilities of researchers involved in a R&I project, and the nature and manner for communications, transparent criteria for publication strategy, authorship, acknowledgements and intellectual property rights (IP rights) shall be explicitly agreed upon by all involved.

4.6. Research Governance and Guidelines:

- Custodian of Policy:The implementation and updating of Research Policy shall be carried out by Directorate of Research, KLE Academy of Higher Education and Research. The Research policy will have an advisory panel under Vice Chancellorfor assistance and counsel in matters related to research within the University.
- The Principals and Deans of the various constituent colleges are responsible for the conduct of the research that is undertaken in their Institutions. They will ensure that all researchers are applying to the ethics review procedures for research activities that involve human participants, personal data or human tissue, in line with the University's Ethics Policy,governingthe researchinvolving human participants, personal data and human tissue. They will also be responsible for ensuring that all staff and students engaging in research are familiar with the content of the Policy and that appropriate training and guidance is made available.

Following committees of the University shall look in to the multitudes of research.

- University Research Co-ordination Committee (URCC)

  Committee meets biannually.The committee discuss about broad overview of all the research facets of the University including faculty wise / interdisciplinary research, funds (University, National and international), seed money for research, research output are discussed. Fairness, variety and inclusion of all faculties is looked in to. Grow Indigenous research capacity with Indigenous communities by co-developing and supporting new models for research and research training.

Composition:

Chairman: Hon VC, KLE Academy of Higher Education and Research

Members: Deans of all Faculty

Member Secretory: Director, Research Unit, KLE Academy of Higher Education and Research

- Board of Post Graduate teaching and Research (BPGTR),Research and Recognition Committee (RRC), Research Grant Committee (RGC)

  These committeeswill look in to overviewof post graduate teaching /training and PhD programme. PhD Scholarships, contingency, publication policies are discussed. Considerations of recommendations and put out important resolutions relating to post graduate research, PG teacher recognitions and PhD supervisors, Conferment of Doctor of Philosophy which will be put forth to Academic council for approval.

  Composition of Board of Post Graduate teaching and research (BPGTR):

  Chairman: Hon Vice Chancellor, KLE Academy of Higher Education and Resaerch

  Members: Dean Faculty of Medicine,Dean Faculty of dentistry, Dean Faculty of Pharmacy, Dean Faculty of Ayurvrda, Dean Faculty of Science(Interdisciplinary Studies,

  Dean Faculty of Physiotherapy, Dean Faculty of Nursing Science,Director, Research Unit, Office In charge, RMRC, Belagavi, Director, Academic affairs, KLE Academy of Higher Education and Resaerch

  Member secretory: Registrar, KLE Academy of Higher Education and Resaerch

Composition of Research and recognition committee:

Chairman: Hon VC, KLE Academy of Higher education and research

Members: Dean Faculty of Medicine, Dean Faculty of dentistry, Dean Faculty of Pharmacy, Dean Faculty of Ayurvrda, Dean Faculty of Science(Interdisciplinary Studies,

Dean Faculty of Physiotherapy, Dean Faculty of Nursing Science, Chairman,BoS in Para –clinical subjects(UG &PG)-Medical faculty, Chairman, BoS in Surgery &Allied Subjects (UG &PG)-Medical faculty, Chairman, BoS in Medicine & Allied Subjects(UG &PG), Chaiman, BoS of Interdisciplinary Board, Chaiman, Board of studies for superspeciality subjects, Director, Research Unit, Director, Academic affiars, KLE Academy of Higher Education and Resaerch

Member secretory: Registrar, KLE Academy of Higher Education and Resaerch

Composition of Research Grant Committee (RGC)

Chaiman:Vice Chancellor, KLE Academy of Higher Education and Resaerch

Members: Dean Faculty of Medicine, Dean Faculty of dentistry, Dean Faculty of Pharmacy, Dean Faculty of Ayurvrda, Dean Faculty of Science(Interdisciplinary Studies, Director, Academic affairs,

Member Secretory:Registrar, KLE Academy of Higher Education and Research

- **Institutional Ethics Committee -**

  This Committee will,

  - Review the ethics of all medical research involving human participants, tissue and data and animals every 5 years to suggest any changes or modifications to the Senate, provide guidance on the understanding of the Policy in the University and monitor the ethics review measures in the constituent colleges
  - Dynamically promote the knowledge and awareness of research ethics and the policy thereof by conducting training and other academic events.
  - beup-to-date regarding newer policies, regulations and improvements related to research ethics, and safeguard the University with respect to having all the necessities in place
  - Offer advice on any research ethical matters that are referred to the committee and look into matters of research misconduct within the University
  - Ensure recognition of the IEC by recognized bodies.

The IEC will be multidisciplinary and multi sectoral committee composed of 8-12 members.

The composition will be as follows:

1. Chairman : Chief officer, RMRC(NITM), Belagavi
2. Member secretory
3. Basic Science scientist
4. Basic Medical Scientist :3members
5. Clinicians:2 members
6. Social Scientist
7. Lay person
8. Legal expert

- **Ph.D. Ethics Committee for Human Research:**

  All research proposals by research scholars registeredfor PhD under all faculties (full time and part time) shall be scrutinized by this committee. The committee shall scrutinize applications for ethical approval for the research proposal, inspect andupdate the research scholar's regarding approval or recommend changes if need be. The research scholars are expected to address the concerns raised by the committee.The Committee provides guidance to all Faculties/Departments/constituent colleges.

Composition:

Chairman: External expert.

Members: 8: representatives of all faculties

Member: Legal expert

Representation from Office of Academic Affairs.

- **University Animal Ethics Committee:**

  Functions as per the guidelines of Committee for Purpose of Control and Supervision of Experiments on Animals. (CPCSEA).Provide avenues and directions towards participationin animal research in all constituent colleges.

  Composition: Chairman : will be a biological Scientist

  Member secretory: Scientist incharge of animal house facility

  Members: Scientist from different Disciplines and scientists from outside Institute, Socially aware nominee and Veterinarian.

- **Site Management Office (SMO)**

  The Site management office keeps track of design, implementation, evaluation, and maintenance of the process of clinical research/trial, to support the conduct of clinical trialson behalf of the pharmaceutical, biotech, and medical drug/device companies.

  A clinical trial is a prospective biomedical or behavioral researchstudy of human subjects that is designed to answer specific questions about biomedical or behavioral interventions (vaccines, drugs, treatments, devices, or new ways of using known drugs, treatments, or devices).

  The office will also review and validate (monitor) the trialdata during the clinical trial. Other services may include to determine whether new biomedical or behavioral interventions are safe and medical writing,also keeps track of sustenance/ improvement, efficiency and productivity of the material in use.

  SMO is an administrative committee that will facilitate the work progress under this category.

Composition:

- Chairman:Medical Director and Chief Executive,
  KLES Dr. Prabhakar Kore Hospital and Medical research center, Belagavi
  Medical Superintendent,
  KLE Dr. Prabhakar Kore Charitable Hospital, Belagavi
  Hon, Chancellors Nominee
  And 4-5 members: Clinicians/researchers in clinical trials

5. Good Research Practice:

Overall good research practice shall reinforce quality research with tangible outcome and shall support the robust evidence base needed to drive improvements in healthcare. It shall provide strong foundations for research, quality education and training, career building and mainly help to increase public confidence and trust in the research process and its outputs.

In general, followingdocumented research ethics principles is fundamental to good research practice. University's Research and ethics policygoverning research involving human participants, personal data and human tissue suggests:

- Maintenanceof ethical standards in the conduct of research with recognitionand valuing principles of honesty and integrity.
- Research with integrity means embracing intellectual honesty and accepting personal responsibility for one's own actions.
- Prior to, during, and following the completion of research activities, researchers are expected to consider the ethical implications of their research and, depending on its nature, the cultural, economic, psychological, physiological, political, religious, spiritual and social consequences of it for the human participants involved.
- Researchers should always consider their research from the perspective(s) of the participants and any other people who may possibly be affected by it.
- Safety and well-being are at the heart of research ethics. Researchers have a responsibility to protect all participants, as well as they can, from avoidable harm arising from their research. Researchers also have a responsibility to consider their own safety and that of any co-researchers or collaborators.

7. Specific Guidelines on Important Ethical Issues

7.1. Informed Consent Process:

Preamble:

All research involving human participants shall be conducted in accordance with the four basic ethical principles, namely autonomy (respect for person / participant), beneficence, non-maleficence (do no harm) and justice. Indian Council of Medical Research formulated ethical guidelines for biomedical research on human participants known as ICMR code (second revision 2006), which requires Institutional Ethics Review Committee of all research Institutions to review and give ethical clearance to all research studies of which informed consent will be an important component.

The principle of informed consent has been driven by two different agendas: a legal one and a moral one. While sponsoring agencies approach informed consent documents from legal angle, researchers shall consider the moral basis of consent requirements before the legal aspects as may be relevant to their State.

The researcher will obtain voluntary written informed consent from the prospective participant for any biomedical and health research involving human participants. This requirement will be based on the principle that competent individuals are entitled to choose freely whether or not to participate or continue to participate in the research.

Informed consent will be a continuous process involving three main components – providing relevant information to potential participants, ensuring competence of the individual, ensuring the information is easily comprehended by the participants and assuring voluntariness of participation.

7.2. Scope of Informed Consent:

Informed consent for researchwill be taken for

- Protection of Rights of participants
- Privacy and Confidentiality
- Future use of Information
- Right not to participate and withdraw
- Right to get help

7.3. Essential information for prospective research participants:

- Before requesting an individual's consent to participate in research, the researcher must provide the individual with detailed information and discuss her/his queries about the research in the language she/he is able to understand. The language should not only be scientifically accurate and simple, but should also be sensitive to the social and cultural context of the participant.
- The Informed consent Document (ICD) should have two parts – patient/participant information sheet (PIS) that contains information on known facts about the research and the informed consent form (ICF) where the participant concedes that she/he has comprehended the information given and is voluntarily participating in that research.
- Adequate time should be given to the participant to read the consent form, if necessary discuss it with family and friends, and seek clarification of her/his doubts from the researchers/research team before deciding to enroll in the research

8. Responsibility of Researchers:

- The researcher should only use the EC approved version of the consent form, including its local translations.
- Adequate information necessary for informed consent should be communicated in a language and manner easily understood by prospective participants.
- In case of differently abled participants, such as individuals with physical, neurological or mental disabilities, appropriate methods should be used to enhance the participants' understanding, for example, braille for the visually impaired.
- There shall be no restriction on the participant's right to ask questions related to the study or to discuss with family and friends or take time before coming to a decision.
- The researcher shall not give any unjustifiable assurances or influence or intimidate a prospective participant to enroll in the study.
- The researcher must ensure that the participant is competent and has understood all aspects of the study and that the consent is given voluntarily. Where the participant and/or the LAR are illiterate, an impartial literate person, not connected to the research, should be present throughout the consent process as witness.
- The researcher shall administer a test of understanding whenever possible for sensitive studies. If need be, the test will be repeated until the participant has really understood the content

- When a participant is willing to participate but not willing to sign or give a thumb impression or cannot do so, then verbal/oral consent may be taken on approval by the EC, in the presence of an impartial witness who should sign and date the consent document. This process can be documented through audio or video recording of the participant, the PI and the impartial witness, all of whom should be seen in the frame. However, verbal/oral consent should only be taken in exceptional circumstances and for specific, justifiable reasons with the approval of the EC. It should not to be practiced routinely
- The researcher must assure prospective participants that their decision whether or not to participate in the research will not affect their rights, the patient–clinician relationship or any other benefits to which they are entitled.
- Reimbursement may be given for travel and incidental expenses/participation in research after approval by the EC.
- The researcher shall ensure free treatment for research related injury (disability, chronic life-threatening disease and congenital anomaly or birth defect) and if required, payment of compensation over and above medical management by the investigator and/institution and sponsor(s), as the case may be.
- The researcher shall ensure that the participant can continue to access routine care even in the event of withdrawal of the participant

9. Waiver of Consent:

The researcher can apply to the EC for a waiver of consent if the research involves lessthan minimal risk to participants and the waiver will not adversely affect the rightsand welfare of the participants

The EC may grant consent waiver in the following situations:

- Research cannot practically be carried out without the waiver and the waiver is scientifically justified;
- Retrospective studies, where the participants are de-identified or cannot be contacted;
- Research on anonymized biological samples/data;
- Certain types of public health studies/surveillance programmes/programme evaluation studies;
- Research on data available in the public domain;
- Research during humanitarian emergencies and disasters, when the participant may not be in a position to give consent. Attempt should be made to obtain the participant's consent at the earliest.

10. Registration with Clinical Trials Registry–India:

Trial registration in the CTRI is mandatory by CDSCO ason 15 June 2009 for clinical trials that are registered under the Drugs and Cosmetics Act and its Rules. All clinical trials, as a part of postgraduate, doctoral thesis or sponsored research being conducted in the University must be registered in the Clinical Trials Registry–India, linked to WHO registry.

This includes all clinical research involving human participants including any intervention such as drugs, surgical procedures, devices, biomedical, educational or behavioral research, public health intervention studies, observational studies, implementation research and preclinical studies of experimental therapeutics and preventives or AYUSH studies that will be registered prospectively with the CTRI.

Trial registration should involve providing information regarding the study, investigators,Sites, sponsor, ethics committees, regulatory clearances, disease/condition, types ofstudy, methodologies, outcomes, etc.

Registration of research in CTRI will ensure public availability comprehensive, authentic and voluntarily available data on research. This furthers transparency, accountability and ease of access.

11. Conflict of Interest:

Public relies on the validity of research conducted at universities, academic medical centres, and other institutions. Since much of this research done at these institutions is with the expectation that the work will adhere to the highest ethical standards and yield results that may benefit society.

Conflict of interest(COI) isa set of conditions in which professional judgment concerning a primary interest such as patient's welfare or the validity of research tends to be or appears to be unduly influenced by a secondary interest such as financial gain or non-financial (personal, academic or political)have the potential to compromise, or are perceived as compromising the exercise of professional judgment.

COI can be at the level of researchers, EC members, institutions or sponsors and the types that can occur in research include conflicts of commitment, conflicts of conscience, and institutional conflicts of interest which vary from each other.

Conflicts of Commitment:

This will be delt when it becomes difficult for individuals to balance the efforts necessary to perform their job duties while engaging in other activities that may or may not be job-related or when there is competing influence that affects an individual's research or work output. Completion of two separate yet important tasks by the individual will be a conflict in this case.

Ethical Aspects of Conflicts of Commitment

- Reduction in required employment duties due to an outside activity,
- Individual's research or work output being biased due to competing influence
- Employee and employer shall be made aware of the conflict (particularly when researchers receive grant support for their work).

Conflict of commitment from internal conflict:

Overburdening / researcher being unavailable to mentor their students due to their frequent travel or excess time spent consulting.

Regulatory Aspects: IEC will try to mitigate situations that could generate conflicts of commitment that could occur between faculty members, faculty and students, faculty and staff, and even institutions.

Conflicts of Conscience When an individual's personal, religious, or other beliefs might interfere with the ability to perform job duties objectively.

If COI is inherent in the research, it is important to declare this at the outset and establish appropriate mechanisms to manage it.

Institutional Ethics committee will have strategies to address, eliminate, reduce or manage these conflicts.

- Research being conducted in alliance with industries/ commercial companies will strongly review the possible COI between scientific responsibilities of researchers and business interests at the beginning.
- The Standard Operating procedure of Institutional Ethics committee and Site management Office will be strictly adhered to that will help the Self-regulatory processes to monitor, prevent and resolve conflicts of interest.
- The investigators shall declare conflicts of interest (financial interests, consulting fees or honorarium per participant, intellectual property rights from patents, copyrights and royalties from such rights, etc.) in the application submitted to IEC for review.

- The Institutional ethics Committee shall advice on future strategies, If the committee determines that a conflict of interest may damage the scientific integrity of a project or cause harm to research participants accordingly.

- The sponsorship of research shall be informed to the prospective participants so that they can be aware of the potential for conflicts of interest and commercial aspects of the research.
- The institution, IEC, audience when presenting papers, publications in popular media or scientific journals will also be informed of the secondary interest in financial terms.
- Compensation for individual participants, families and populations should be prohibited through undue inducement. This prohibition shall not include agreements with individuals, families, groups, communities or populations that foresee technology transfer, local training, joint ventures, provision of health care reimbursement, costs of travel and loss of wages and the possible use of a percentage of any royalties for humanitarian purposes.

- ECs must evaluate each study in light of any disclosed interests and ensure that suitable means of justification are undertaken. COI within the EC should be declared and managed in accordance with standard operating procedures (SOPs) of that EC. Require their members to disclose their own COI and take appropriate measures to recuse themselves from reviewing or decision making on protocols related to their COI. EC must make appropriate suggestions for management, if COI is detected at the institutional or researchers level.

Good practices in management of conflicts of interest issues that are expected to be followed:

- All real or potential conflicts of interest that could compromise the credibility of their research work should be identified and transparent steps tobe taken todisclose the conflicts of interest.
- Conflict of interest situation can arise in research funding applications; in research ethics applications, when seeking to recruit participants (i.e. Consent process); in research publications; during commercialization; when undertaking peer review for article or grant applications.
- A declaration of a conflict of interest, with a brief written record of that declaration, will suffice in most situations. Sometimes, may require modification of the project's plan.

The overall CoI will be managed in following manner:

- Disclosure of financial interest to the other research personnel and to any research subjects as part of the informed consent process. The same shall be included in publications, presentation or any press releases.
- The individual serve as a co-investigator rather than as principal investigator
- Independent review or analysis of the data / restrictions on access to the data
- The investigator be removed from certain or all research activities such as subject enrolment or data collection
- The reduction or elimination of the financial interest.

12. Research Data Management Policy:

Preamble:

This policy aims to provide tactical basis for the data management yielded by research projects conducted at the University. Efficient research data management is vital in funded research projects, however, this policy will relate to all research carried out by faculty and students of the University. It will aim to encourage a positive approach to the management of research data across the institution.

Policy:

The University regards the effective management of the data generated by research projects as an essential part of good research and innovation practice.

- Exploiting the impact of data-intensive research
- Assurance of research integrity
- Enhanced data protection and storage and minimize the risk of data loss
- Enablement of data sharing and collaboration
- open access principle to publicly-funded research outputs
- Compliance with the requirements of research funders.
- The primary responsibility for effective research data management during the course of research projects lies with lead researchers. However, all researchers, including postgraduate and undergraduate students undertaking research, have a personal responsibility to manage effectively the data they create.
- All research proposals for funded research shall include a data management plan. This will help to ensure that research data management is be considered at every stage of a research project, from the initial proposal and research costing, through to provision for long-term data curation.
- Data protection and storage is important and once collected, data must be properlyprotected, as it may be needed at a later stage to confirm research findings, establish priority, or be re-analyzed by other researchers. Responsible data handling begins with proper storage and protection from accidental damage, loss or theft.
- Care should be taken to reduce the risk of fire, flood and other catastrophic events. Computer files should be backed-up and the back-up data saved in a secure place at a site that is different from the original data storage site.
- Data sharing is important as research data is valuable and needs to be shared, but deciding when and with whom to share may raise difficult questions. Once a researcher has published the results of an experiment, it is generally expected that all the information about that experiment, including the final data, should be freely available for other researchers to check and use. Data should be shared or placed in a public domain in a de-identified/anonymized form, unless required otherwise, for which applicable permissions/re-consent should be sought unless obtained beforehand.

14. Ethics in Collaborations:

- Researchers are increasingly collaborating with colleagues who have the expertise and/or for resources needed to carry out particular research. This could be inter-departmental/ inter-institutional or international and also multicenter involving public and/or private research centers and agencies.
- Collaborative R&I ranges from international projects, potentially involving institutions from both countries in the developing and developed world, to mid-range collaborations involving several institutions within one country, through to projects involving two researchers from different disciplines. Collaboration includes R&I projects between researchers from different disciplines in the University, and R&I projects between the University and other institutions in India and/or in other countries.

- The main ethical issues surrounding collaborations pertain to sharing techniques, ownership of materials and data, IPRs, joint publications, managing research findings, managing COI and commercializing research outcomes.
- Researchers should familiarize themselves with all aspects including local, national and international requirements for research collaboration including necessary approvals,memorandums of understanding (MoUs) and material transfer agreements (MTA) and EC approval of collaborating institutes.

13.1. Ethical considerations in Collaborative Research

- Collaborative studies shall take into account the values/benefits expected from the research as compared to the risks involving the persons/population being studied.
- The participating center's should function as partners with the collaborator(s) and sponsor(s) in terms of ownership of samples and data, analysis, dissemination,
  publication and IPR as appropriate. There must be free flow of knowledge and capacity at bilateral/multilateral levels.
- Careful consideration should be given to protecting the dignity, rights, safety and well-being of the participants in cases where the social contexts of the proposed research can create foreseeable conditions for their exploitation or increase their vulnerability to harm.
- The nature, magnitude and probability of all foreseeable harm resulting from participation in a collaborative research programme should be specified in the research protocol and well explained to the participants.
- The benefits and burdens should be equally distributed amongst participants recruited by all collaborating institutions.
- All participants in collaborative research should have access to the acceptablenationally available standard of care.
- If there is exchange of biological material involved between collaborating sites, the EC may require appropriate MoU and/or MTA to safeguard the interests of participants and ensure compliance while addressing issues related to confidentiality, sharing of data, joint publications, benefit sharing, etc.

15. Responsibilities of Ethics Committees, Researchers and Institutions:

- Ethics Committee shall review the protocols in the local social and cultural context and ensure respect for sensitivities and values of participants and communities at collaborative sites.
- A mechanism for communication between the ECs of different participating centerswill be accessible. In case of any conflict, the decision of the local EC based on relevant facts/guidelines/law of the land shall prevail.
- An EC should examine whether the researcher has the required expertise and training in the area of collaboration
- An EC should protect the interests and rights of the collaborating researcher(s) and ensure that they are not treated as mere collectors of samples or data
- Participating researchers from collaborating sites should be adequately represented when designing the research proposal.
- Institutions are responsible for fair contract negotiation in collaborative research partnerships (including benefit sharing and avoiding unauthorized use of their expertise, biological samples and data) to safeguard the interests of participants, researchers and institutions.
- Institutions should provide opportunities for collaboration to build capacity and engage in research which is mutually beneficial.

Reviewing and Reporting Research:

The public's trust in published research is an essential component of ethical and responsible research.

- The basic principle of all reviewers and editors evaluating research is that the work has been performed honestly, its reporting is transparent and truthful and the researchers 'integrity is beyond doubt.
- Research that is completed, irrespective of results, must be published, since it would be unethical to expose another set of participant/patients/volunteers to the same risks to obtain the same results.
- Researchers should provide results of study in the public database of the Clinical Trial Registry-India (CTRI).

16.Responsible Authorship and Publication:

- Authorship – The researchers shall follow the guidance of International Committee of Medical Journal Editors (ICMJE) on authorship which is largely accepted as a standard and is endorsed by the World Association of Medical Editors (WAME).
- According to the ICMJE, authorship entails the following criteria:
- Substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data for the work;
- Drafting the work or revising it for important intellectual content;
- Final approval of the version to be published;
- Agreement to be accountable for all aspects of the work and ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- Authorship should never be gifted and 'ghost' authors are not acceptable. The authorship of research should be considered at the time of its initiation.
- The primary author will be the person who has done most of the research work related to the manuscript being submitted for publication. Research performed as part of a mandatory requirement of a course / fellowship / training programme including student research should have the candidate as the primary author. All efforts must be made to provide the candidate with an opportunity to fulfil the second, third and fourth criteria of the ICMJE guidelines.

Good Research Practice in Authorship:

Decisions about authorship (e.g. the criteria for deciding who can be named as an author and the author sequence) and about acknowledgement (i.e. people who have contributed but who do not fulfil the authorship criteria) normally result from a process of ongoing communication, reflection and/or revision as the project evolves over its duration. The University trusts its researchers, as in all other matters, to remain professional and reasonable when communicating on this subject; the goal being to ensure that all individuals who fulfil authorship criteria are named as authors and all other contributors are acknowledged.

Good Research Practices in Publication:

- The researchers shall publish in highly prestigious and externally peer-reviewed publications (preferably Journals indexed in Scopus, Pubmed, Web of Science and UGC-Care list), wherever possible, to ensure opportunities for dissemination of our research are maximized.
- Research data and results should be checked rigorously for their integrity before being published and/or communicated with the public.
- All sources, materials and methods used to obtain and analyze research data should be explained clearly in the publication.
- Any potential or real conflicts of interest should be declared in the publication.

Peer Review:

- Scientific revelation and advancement has been reliant mainly on peers assessing research and adjudicating the quality and usefulness for conduct and publication of research.
- The peer review method rests on the fair, honest and transparent review of all participants – i.e. editors, reviewers and researchers. It usually involves one or more reviewers and must be finished in reasonable time.
- Researchers must avoid stating friends, supporters and advisors as reviewers and must not agree to review research of close acquaintances, friends and students.
- Funding agencies and journals must ask reviewers and researchers to inform them of COI, if any.
- Reviewers must maintain the confidentiality of manuscripts sent to them for review.

17. Research Misconduct:

Preamble:

Research misconduct will involve fabrication, falsification and plagiarism of data, that are serious issues both nationally and internationally.

Definitions:

The University has adopted the definitions of research misconduct set out by the ICMR Guidelines 2017. The following definitions give indicative descriptions of the types of activity covered by this Regulation. These descriptions are neither exclusive nor exhaustive. Interpretation of the terms will involve judgments, which should be guided by previous experience and decisions made on matters of misconduct in research.

These include:

- **Fabrication** is the intentional act of making up data or results and recording or reporting them.
- **Falsification** is manipulating research materials, equipment or processes, or changing or omitting / suppressing data or results without scientific or statistical justification, such that the research is not accurately represented in the research record.
- **Plagiarism** is the "wrongful appropriation" and "stealing and publication" of another paper or another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work or duplicating one's own publication (self-plagiarism).

Policy on Research Misconduct:

The University considers any allegation of research misconduct to be a matter of great concern and will investigate any such allegation fully. Given its reputation and status, the University has a responsibility to the research community and to the public at large. Research misconduct, if suspected, will be investigated. If facts are not presented accurately, Institution will investigate all allegations of misconduct as present or future participants' lives may be endangered. Such investigations will be done in a timely, fair and transparent manner and the results will be made available in the public domain wherever appropriate.

The university has constituted an Institutional Academic integrity Panel (IAIP) for the individual constituent Units of the University that will submit its recommendations to the University Academic Integrity Panel (UAIP). A detailed Plagiarism Policy is also in place.

19. References:

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10. The UK Research Integrity Office, Code of Practice for Research: promoting good practice and preventing misconduct (2009) : https://ukrio.org/wp-content/uploads/UKRIO-Code-of-Practice-for-Research.pdf

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KAHER RESEARCH POLICY

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EMPOWERING PROFESSIONALS

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