

# LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

Uppal, Hyderabad

Managed by Brothers of St. Gabriel Educational Society



# CODE OF CONDUCT POLICY FOR STUDENTS

## Preface

Code of conduct for students serves as a guide to outline expectations and standards of behavior for all students enrolled at LFDC. It reflects a collective commitment to creating a campus culture characterized by ethical behavior, responsibility and inclusivity. By adhering to the standards outlined in this code of conduct we have created a community where every student feels valued, respected and supported in their academics and personal pursuits.

## 1. Scope

The code of conduct policy for students in college serves as a comprehensive framework to guide the behavior and actions of students within the academic community. The various dimensions that constitute the scope of this policy are

### 1.1 Academic integrity:

- a. Upholding academic honesty and integrity in all aspects of learning including examination, assignment and research.
- b. Prohibiting plagiarism and fabrication.
- c. Outlining the consequences of academic dishonesty and the procedure for addressing such violations

### 1.2 Behavioral expectations:

- a. Establishing standards of behavior that promotes respect and civility among students and towards faculty and staff.
- b. Prohibiting disruptive behavior, harassment, bullying or any form of intimidation irrespective of caste, creed and economic and social status.
- c. Defining appropriate conduct in classrooms, common areas and campus events.

### **1.3 Use of college facilities and resources:**

- a. Setting guidelines for responsible use of college facilities, equipment and resources.
- b. Regulating the use of technology internet access and digital resources in alignment with college policies.
- c. Ensuring the protection and preservation of college property and infrastructure.
- d. Maintaining privacy and academic integrity in the campus.

### **1.4 Alcohol and substance abuse:**

- a. Implementing policies to prevent the possession, use, distribution of illegal drugs, alcohol and smoking on campus.
- b. Establishing disciplinary measures for violations related to alcohol and substance abuse.

### **1.5 Community engagement and citizenship:**

- a. Encourage active participation in campus activities such as cells, Committees and clubs.
- b. Promoting responsible citizenship and community engagement through extension activities.

### **1.6 Reporting and accountability:**

- a. Outlining procedures for violation of code of conduct
- b. Ensure confidentiality and protection for individuals, reporting misconduct or seeking support.
- c. Holding students accountable for their actions through fair and disciplinary processes.

### **1.7 Disciplinary Measures:**

- a. Varies depending on the severity of the violation of the code of conduct. It includes warnings, suspensions, expulsions or other actions deemed appropriate by the authority in charge.
- b. Students can be referred to the counselling center to understand the consequences of any misconduct.

## **2. Objectives**

### **2.1 Promoting academic integrity:**

- a. Ensure students understand and adhere to principles of honesty and integrity in academic pursuits
- b. Encourage a culture of originality and critical thinking

### **2.2 Fostering respectful behavior:**

- a. Cultivate an environment where all students are treated with dignity and respect.
- b. Prohibit harassment and ragging that undermines the wellbeing of others.
- c. Encourage tolerance, empathy and understanding among students from diverse backgrounds.

### **2.3 Maintaining a Safe environment:**

- a. Establish guidelines for appropriate conduct to ensure the safety and wellbeing of the students.
- b. Provide protocols for emergency situations and promote awareness of campus safety resources.

### **2.4 Promoting personal growth and development:**

- a. Support the academic development of students by promoting interpersonal skills
- b. Provide opportunity for leadership development conflict resolution and decision making.
- c. Creating a supportive environment where students can thrive academically socially and personally

## **3. Composition**

- Principal
- Vice Principal
- Physical Director
- Discipline Committee members
- Student Discipline secretaries
- Student discipline members

## **4. Process**

- The committee holds meetings to discuss the objectives of the code of conduct ensuring it aligns with the college mission and values.
- Key areas that the code of conduct should address - academic integrity, behavioral expectations, use of college facilities and clearly define prohibited behaviors, violations and potential consequences.
- Educational components such as awareness programs on training to promote ethical behavior and prevent violations.
- Consider the needs of a diverse student community and ensure the code is inclusive and culturally sensitive.
- Propagate/Distribute the code of conduct widely using various channels like college website, student handbook, orientation sessions.
- Establish reporting mechanisms and procedures for alleged violations.

## **5. Rules and Regulations**

### **5.1 Attendance**

- The college gives importance to regular attendance and insists for 75% attendance as per Osmania University guidelines to be eligible for semester examination.

### **5.2 Punctuality**

- Students should arrive on time to college and they should notify their class in charge in advance if unable to attend the college on time or due to unforeseen circumstances.

### **5.3 Uniform**

- Students should adhere to the college dress code policy

### **5.4 Valuables**

- Students are instructed not to bring valuables to the college and any if loss of valuables, the college is not responsible.

### **5.5 Ragging**

- Treat fellow students with respect and consideration, any misconduct will not be tolerated and will lead to disciplinary action

### **5.6 Discipline**

- Courtesy in speech and conduct must be maintained at all times.
- Students are expected to treat faculty and staff with due respect and avoid disruptive behavior that hinders the learning process
- Respect college property and refrain from vandalism, theft or any other form of property damage.
- To remain focused on the learning environment shooting videos/recording with prior permission.
- Students are strictly forbidden from being influenced by external elements affecting the normal function of the institution.
- Students indulging in serious misconduct detrimental to the discipline and reputation of the college shall be expelled from the college.

### **5.7 Parking**

- The students are instructed to have a valid parking ID from college administration.
- The students are required to provide necessary documentation with regard to their vehicle.
- Students should park their vehicles only in designated parking areas.