



**Government Autonomous College Rajamahendravaram**  
(Affiliated to Adikavi Nannaya University)

## **Student Code of Conduct Policy**

### **1.INTRODUCTION**

- i. College is a caring learning community which respects the rights of each individual student to enjoy a safe, positive and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members of staff.
- ii. As members of the college community, all students are expected to abide by its code of conduct.
- iii. Positive behaviour is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.
- iv. Students who do not behave in a positive way and do not abide by the college code of conduct will be subject to College Disciplinary Policy and Procedures, which outlines actions in response to breaches of this code. Procedures followed will reflect the seriousness of the breach.

### **2.CODE OF CONDUCT FOR COLLEGE STUDENTS**

- i. This code relates to students' conduct throughout their time at College and should be followed whilst students are both on and off college grounds, where applicable.
- ii. Students may contact any member of college staff or the college Independent Listener if they have any concerns during their time at College. Students may wish to raise matters relating to the conduct of fellow students or members of staff and should feel free to do so anonymously in writing, if required.



## **2.1. GENERAL CONDUCT**

Students should:

- i. Treat their fellow students, members of staff, visitors to their college, and homestay providers courteously and with respect at all times.
- ii. Follow appropriate instructions given by members of staff.
- iii. Be honest.
- iv. Positively represent the college.
- v. Positively represent values and culture.
- vi. Avoid the use of offensive language.
- vii. Inform a member of staff if they know that other students are involved in misconduct that may endanger them or others.
- viii. Inform a member of staff if they are concerned about a fellow student.
- ix. Dress appropriately for college activities and external trips/visits and in college and homestay residences.

## **2.2.DISCRIMINATION**

Students should:

- i. Bullying and harassment in any form will not be tolerated at College.
- ii. Students should:
  - o Not engage in, encourage or condone bullying or harassment of fellow students or college staff, including banter that can be perceived as bullying.
  - o Report any incident where they feel bullying or harassment is taking place.

## **2.3.SECURITY**

Students should:

- i. Wear their college identity card with them at all times whilst on college grounds and show it to college staff on request.
- ii. Use their own identity card to gain entry to and exit from college premises.
- iii. Not lend their identity card to anyone else.
- iv. Not use their identity card to let other people into or out of college premises.
- v. Report lost or stolen identity cards to a member of staff immediately and arrange for a replacement card to be issued.



- vi. Not leave personal belongings unattended or unsecured on college premises.
- vii. Report suspicious packages or items to a member of staff or to Security.

## **2.4.HEALTH AND SAFETY**

Students should:

- i. Declare any known medical conditions to a member of staff.
- ii. Provide details of any medication they are taking and/or have with them at college to a member of staff.
- iii. Use equipment safely/in accordance with safety instructions.
- iv. Report health or safety concerns to a member of staff.
- v. Report accidents/safety-related incidents to college staff.
- vi. Inform staff if they are injured or feeling unwell, particularly if they cannot attend college, are concerned about their condition, may require medical attention, or may not be able to leave their residence in the event of an emergency.
- vii. Report to a member of staff if a fellow student needs urgent medical attention.
- viii. Sound the fire alarm in the event of a fire.
- ix. Evacuate a building in the event of a fire/fire alarm sounding/other emergency in accordance with procedure or as directed.
- x. Not tamper with safety or medical equipment.
- xi. Not bring pets into any college building, including residences.
- xii. Not bring babies or young children onto college grounds without prior consent from the college.

## **2.5.WELFARE**

Students should:

- i. Follow guidance given by the college to safeguard their welfare.
- ii. Report to a member of staff any significant concerns they have about their own welfare or that of fellow students.

## **2.6.ALCOHOL AND ILLEGAL SUBSTANCES**

Students should not:



- i. Store, consume or be under the influence of alcohol on college grounds or at college events.
- ii. Consume alcohol at any time.
- iii. Purchase or solicit alcohol or consume alcohol in a public place.
- iv. Purchase alcohol for anyone else.
- v. Store, attempt to obtain, purchase, share or use illegal substances at any time.

## **2.7.SMOKING**

This relates to all tobacco products and e-cigarettes/vaping products.

Students should not:

- i. Smoke anywhere on college grounds.
- ii. Smoke in homestay residences.
- iii. Purchase or solicit tobacco products.

## **2.8.CRIMINAL ACTIVITY**

Criminal activity in any form will not be tolerated at College.

Students should:

- i. Not engage in, encourage, condone or conceal criminal activity.
- ii. Seek the help of the police, college staff, the Independent Listener or an external specialist group if they become the victim of serious crime.
- iii. Report to a member of staff all criminal activity of other students or members of staff.

## **2.9.INTIMIDATION, AGGRESSION AND VIOLENCE**

Intimidation, aggression and violence in any form will not be tolerated at College.

Students should:

- i. Not engage in, encourage or condone intimidating, aggressive or violent behaviour.
- ii. Report to a member of staff any serious incidences of aggressive or violent behaviour of other students or members of staff.
- iii. Report to a member of staff any examples of students using intolerant language or promoting or identifying with extremist views or groups.



## **2.10.ATTENDANCE AT COLLEGE**

Students should:

- i. Attend all timetabled lessons, tutorials and activities unless they have received prior authorization for absence or are unwell.
- ii. Students who require time off college for legitimate reasons should request authorization for absence according to the college's *Attendance Policy*.
- iii. Students who are unwell and cannot attend college should telephone or email the college on the first day that they are unwell.

## **2.11.LEARNER CONDUCT**

Students should:

- i. Behave in a way that allows them and others to learn.
- ii. Arrive on time for all lessons and other events associated with their studies, and bring with them any requested materials and equipment.
- iii. Use electronic devices during timetabled activities only when permitted to do so.
- iv. Refrain from using any photographic or video-recording devices during timetabled activities without the consent of fellow students and/or college staff.
- v. Complete all work themselves and within the agreed deadline.
- vi. Abide by the assessment regulations set out by College and the awarding/ validating bodies for their academic programme, where applicable.
- vii. Must not plagiarize work from other sources, i.e. internet or another student.

## **2.12.USE OF COLLEGE RESOURCES AND FACILITIES**

Students should:

- i. Treat resources and facilities belonging to the college with respect.
- ii. Leave resources and facilities tidy/clean after use.
- iii. Not remove or alter resources and facilities without permission.
- iv. Use college resources only for their intended purpose(s).
- v. Not leave personal information or belongings behind after using resources and facilities.



## **2.13.USE OF THE INTERNET**

Students should:

- i. Be vigilant about their safety when using the internet and, specifically, not provide personal details, contact information or images to, or arrange to meet, people unknown to them.
- ii. Not post images of fellow students or members of staff on the internet.
- iii. Not share any youth produced sexual imagery.
- iv. Not access private, secure or financial material on public devices.
- v. Not access inappropriate material on public devices.
- vi. Not access or download illegal material.
- vii. Not purchase inappropriate items, or items that they are too young to purchase, online.

## **2.1.4.CONDUCT IN COLLEGE RESIDENCES**

Students should:

- i. Follow signing in and out protocols.
- ii. Not change their allocated bedroom without college consent.
- iii. Not allow visitors other than parents/guardians and college peers into their residence at any time.
- iv. Ensure permitted visitors abide by relevant residence regulations.
- v. Sign permitted visitors in and out.
- vi. Ensure all permitted visitors leave the residence.
- vii. Not cover or obstruct heaters/radiators.
- viii. Not have their own items of furniture, fridge, freezer, cooking appliance, air conditioning unit, heater or electric bedding in their bedroom.
- ix. Not burn candles or other materials in their room.
- x. Not use their own wireless router.
- xi. Refrain from photographing or video recording fellow students without their consent.
- xii. Leave bikes in designated areas only.
- xiii. Report any damage they incur to college property.
- xiv. Place rubbish in the bins provided and not leave litter outside residences.
- xv. Not throw anything out of windows.
- xvi. Keep their bedroom tidy so that it can be cleaned effectively.



- xvii. Be respectful of fellow students by keeping noise to a minimum and reducing noise levels when requested by fellow students or staff.
- xviii. Respect the privacy of fellow students and not enter any student's bedroom without their permission.
- xix. Be respectful of fellow students when using communal areas.
- xx. Use all facilities responsibly and hygienically.

#### **2.1.5.CONDUCT IN HOMESTAY RESIDENCES**

Students should:

- i. Homestay providers are given guidance on how to keep homestay students safe and the rules they should follow when staying in their home.
- ii. In addition, host families will set their own rules for students staying with them. Students should follow all rules set by their host family in addition to behaving in a courteous, respectful and cooperative manner at all times.

#### **2.16.CONDUCT ON EXTERNAL TRIPS AND VISITS**

Students should:

- i. Pay attention to and follow welfare, health and safety instructions given by members of staff.
- ii. Act in a way that positively promotes the college.
- iii. Not do anything that puts others in danger