



# COIMBATORE INSTITUTE OF TECHNOLOGY

(Government Aided Autonomous Institution)

(Affiliated to Anna University, Chennai & Approved by AICTE, New Delhi)

Established in 1956, A Unit of V.Rangasamy Naidu Educational Trust

**CIVIL AERODROME POST, COIMBATORE-641 014, TAMILNADU, INDIA**

## Criterion VII–Institutional Values and Best Practices

### Key Indicator - 7.1 Institutional Values and Social Responsibilities

*7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.*

#### Contents

- Code of Conduct

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## **CODE OF CONDUCT**

- Students should conduct themselves in a well-disciplined manner at all times, both inside and outside the campus so as to bring credit to themselves and to the Institute.
- Students should apply for leave in advance in the prescribed form.
- Whenever a student falls sick or is hospitalized for any ailment, a letter about the leave of absence (containing information about the nature of ailment and period of leave sought) should be submitted to the Head of the Department in the beginning of the period of leave. Relevant Medical Certificate should be submitted within three days after the completion of leave period. Leave letter and Medical Certificates submitted at a later date will not be accepted.
- Students should wear the prescribed uniform / overcoats while doing experiments and follow the safety regulations of the workshop and laboratories.
- Students should take care of tools, apparatus or other equipment given to them and preserve the cleanliness of the laboratories and the workshop.
- Care should be exercised in handling the property of the Institute and any damage caused casually or willfully will entail disciplinary action and recovery of cost.
- Students are forbidden from organizing or taking part in strikes or demonstrations.
- In all academic or disciplinary matters, the decision of the Institute authorities shall be final.