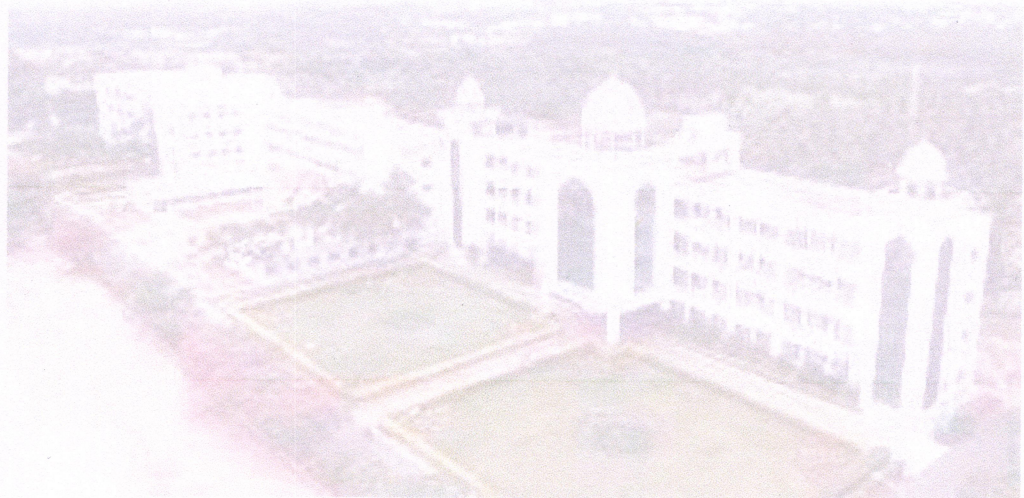




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CODE OF CONDUCT POLICY DOCUMENT





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Name of the policy	Code of Conduct	Policy Number	U201701
Prepared by	Dr. Sudhakar Gummadi G	Date of Submission	21.06.2017
Reviewed by	Dr.Amirthagadeswaran, Principal, UIT	Revised Date (if any)	Nil
Approved by	Mr.S.Shanmugam, Chairman,UIT Educational Trust	Date of Approval	23.06.2017
To whom the policy is applicable	Students and Staffs of UIT	Version Number	1

S.No.	Name of the Authority	Designation	Signature
1	Dr. Sudhakar Gummadi G	Professor/CSE	
2	Dr.Amirthagadeswaran	Principal, UIT	
3	Thiru.S.Shanmugam	Chairman,UIT Educational Trust	



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Code of Conduct for students

Rules and Regulations for all Students

The classes begin at 9.00 a.m. By 8.50 a.m., all students must be present in the college.

- Students must have their I.D. card on them when on campus. Breakfast must be consumed prior to the beginning of the primary hour.
- Parents are asked to provide appropriate guidance to their children at this time.
- Students should not hold any functions on the college campus by themselves.
- **BOYS DRESS CODE:** Boys should only wear formals with tucked-in shirts and formal shoes.
- Jeans are not to be worn.
- Plastic bracelets and short chains around the neck are not permitted.
- **GIRLS DRESS CODE:** Girls should only wear a Chudithar with a Dupatta fastened on each side.
- No loose hair is permitted. Plaiting or tying your hair is a good idea.
- Lab coats and shoes are required in laboratory classes.
- Students are not permitted to litter (dump any quiet items such as paper, fruit peels, tea cups, plates, etc.) on campus.
- Only designated points/gates should be used to enter and exit the campus and hostel. It is totally forbidden to walk in the yard or on the playing field.
- Using cameras on campus is prohibited unless formal permission from higher authorities is obtained.
- Ragging, smoking/drinking alcohol, and physical assault on the campus or on the college bus are banned, and students who engage in these activities will be dismissed.
- Scooters/motorcycles are not permitted on campus (and parents are advised not to allow their children to pass by on a scooter, motorcycle, or any other two-wheeler for their own safety).



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- Students must be on time.
- When students become ill, they should inform their HODs or Class Advisors about the nature of their illness, the length of time they will be absent, and so on.
- Applications (letters) signed by the elders should be presented on the following day of the absence leave.
- Students must maintain a minimum of 75% attendance in each subject or they will be ineligible to sit for University examinations.
- Only in the following circumstances will leave on duty or permission be granted
- Students who have been granted permission to participate in paper presentations.
- *On a 'first come, first served' basis, a limited number of scholars will be permitted to participate in cultural, sports, and other competitions in other colleges, and so the criterion of 'no arrears' will also apply..
- Except with the approval of the Principal, visitors will not be entertained during college business hours. Only those guests whose names have been recommended by the elders will be allowed to satisfy the students.
- When taking the college bus, students must have their college bus pass and individual ID card with them. During the ride, students must remain seated, and footboard travel is strictly banned.
- During the voyage, students should not move within the bus or lie down on the seat.
- During the voyage, students should not move within the bus or lie down on the seat.
- Students are not permitted to speak with students of the opposite gender on bus days, birthdays, Holi, or other functions/festivals.
- Students should not change seating arrangements in the canteen/mess for any reason.
- The canteen is only intended for limited dining purposes and will not be used for educational or recreational activities.
- Misconduct in the canteen/mess services is a crime that is penalised.



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- Students should treat the canteen personnel with respect and good manners.
- To collect tokens, boys and girls should form separate lines.
- It's important to stick to the canteen's schedule.
- Students are not permitted to go to the canteen during class hours, and cell phones are strictly prohibited on campus.

Rules and Regulations for Hostel Students

- Students are not permitted to remain in their rooms during class hours unless they have obtained prior permission from the Warden.
- With the signatures of the class/faculty adviser and the HoD, a leave application in the required format should be filled. During the holidays, Hostellers should have the leave letter signed by the Class/Faculty advisor, HoD, and Warden.
- Those who wish to remain alone in a hostel outside of the city must first acquire permission from their parents or guardians.
- No relative of the scholars is permitted to stay in the hostel.
- Charges for any loss or damage to property within the hostel will be assessed and collected in addition to mess fees.
- Management is not responsible for any theft that occurs in the rooms. Students are required to keep their belongings under lock and key.
- Without the express approval of the Principal, no meeting or gathering is authorised inside the hostel.



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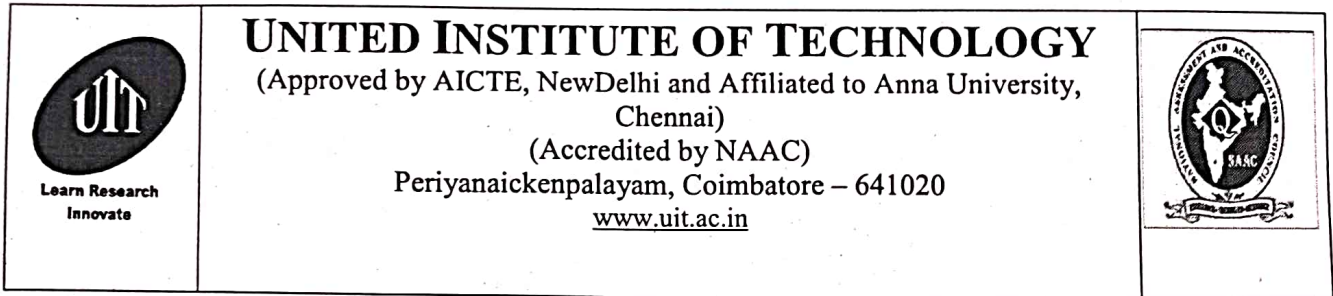
CODE OF ETHICS FOR TEACHING FACULTIES

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Educators who regard themselves as learners and invest in ongoing professional development will advance the profession's interests through acceptable ethical behaviours.
- Contribute to the creation of an open and reflective professional culture by being genuine when making statements about their skills and competencies.
- Respect your coworkers and associates and work with them in a pleasant setting.
- Assist novices to the profession, disclose sensitive information on colleagues when the law requires it or when it serves a compelling professional reason, and respect confidential information on colleagues.

RESPONSIBILITIES OF TEACHERS:

- Teachers must be careful in offering their to undivided attention students.
- It is illegal for a teacher to use corporal punishment on a student.
- Any statistical or other data requested by the Head of the Institution must be provided by the teacher.
- Tutor – Ward system must be successfully applied. Teachers should manage the subjects given by the Head of Department.
- Teachers are responsible for keeping track of the students in their classes.
- Teachers should be competent facilitators and counsellors. To guarantee that the Teaching-Learning Process is effective and successful, they should help, lead, encourage, and assist the pupils. Their motto must be value-based education.
- Teachers should set a good example for their students by maintaining decorum both inside and outside the classroom.
- Staff members must change their classes and show the HOD the consent of the substitute instructor before going on leave, according to institute guidelines.



- Other academic, co-curricular, and organizational responsibilities that may be assigned to teachers from time to time should be completed.
- Staff must have their ID card on them at all times when on campus.
- No instructor should discriminate against any student based on any of the following factors: religion, caste, creed, language, gender, place of origin, social and cultural background, or any combination of these factors.
- Classroom troublemakers must be reported to the HOD/Principal/Director for further action.
- Teachers are encouraged to avoid using punishments such as dismissal from the classroom, making them stand in the classroom, and so on.
- Inviting their parents to visit them on campus.

CODE OF ETHICS FOR NON-TEACHING AND ADMINISTRATORS

- Loyalty to the College via punctuality and dependability in all responsibilities.
- Honesty in words and deeds is a sign of integrity.
- Establishing and maintaining positive relationships with:
 - (i) Proper student interactions;
 - (ii) Maintaining professional boundaries with students and staff
- Dignity is achieved by treating pupils with respect and kindness.
- Taking responsibility for meeting the appropriate standards for each assigned assignment by being supportive and cooperating with other members of the team.
- Mutual respect, trust, and confidentiality are all aspects of respect.
- Justice entails a commitment to the well-being of individuals, the larger community, and the common welfare of all.



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- He or she must respect and uphold the Administration's hierarchy.
- He or she must firmly stick to the official resumption/closing time and dress decently and adequately; he or she must not use unauthorised personnel to undertake official activities.

For administrators:

- The administrator should offer the institution with competent academic and administrative leadership.
- Institutional procedures should adhere to the decentralisation and participatory management principles.
- The administrators should be in charge of ensuring that e governance is implemented effectively in all areas of administration.
- The administrator should ensure that social inclusion is properly represented.
- College administrators must carry out their legal responsibilities and commitments to the government and their institution with honesty and loyalty.
- The administrator is responsible for the personnel and students' well-being.
- The administrator must rigorously adhere to the mobilisation and optimal use of money strategy. While performing his duties, the college administrator should respect the rights of his colleagues and students.



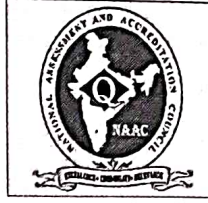
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- College administrators must take reasonable steps to protect students and employees from health and safety hazards.
- College administrators should carry out their responsibilities in a nondiscriminatory manner.
- Financial transparency and delivery should be maintained by college officials.
- College administrators should make every effort to expand the institution's capabilities.
- College administrators must act responsibly in order to preserve a positive educational environment.
- College administrators should prioritize the institute's interests over their own.

Principal

Principal

United Institute of Technology
Coimbatore - 641 020.

Chairman

S. SHANMUGAM, B.E., M.S., MISTE.,
CHAIRMAN
UNITED INSTITUTE OF TECHNOLOGY
COIMBATORE - 641 020