

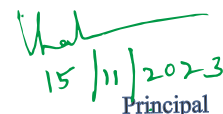
Policy document on code of ethics

CODE OF CONDUCT FOR STUDENTS

- Each student should behave in a befitting manner in college. He / She should behave politely with the teachers, non-teaching staff members, the staff in the library, and the co-students. If the students have any problem, they should inform their Program Coordinator first and take it to the Director.
- Dress code and Identity Card are compulsory for each student on the college campus. Students should park their vehicles only in the parking area.
- Students should not wander on the college campus by staying away from the classes. Smoking, drinking, and chewing are strictly prohibited on the college campus.
- Chewing tobacco & beetle leaf and throwing clutter on the college campus is strictly prohibited.
- Students are prohibited from bringing weapons to the college that would physically harm others.
- Students are strictly prohibited from scribbling anything on the walls of the classroom & on the toilet. If such a thing happens, students will be severely punished.
- The student should not damage the benches, tables, chairs, fans & lights in the classroom as well as other physical assets on the campus. If such a thing happens, the student will be severely punished & compensation should be paid.
- It is the right of the Director to allow or forbid the students from appearing for the examination who remain absent for lectures and internal tests and misbehave in the college as per the parent University norms.
- Attendance must be marked or registered through the bio-metric system before 9 am. Attendance marked before 9am only will be considered.
- It is mandatory to obtain a minimum of 90% attendance, without which the student will not be allowed to attend Internal Assessment Tests. For University Examination, it is mandatory to obtain 75% attendance.
- The Institute follows a policy of zero tolerance towards ragging. Ragging is prohibited at CIMAT, and those found guilty of indulging in it, if the situation so warrants, may be referred to the Police for initiating criminal proceedings per the rule of the land. Any student indulging in this will be liable to be expelled from the hostel and the Institute.

Policy document on code of ethics

- Sexual harassment at the workplace or anywhere else involving employees and students is a grave offense and is, therefore, punishable.
- Students utilizing the college bus should follow proper discipline and decorum during traveling. Students should maintain the appropriate field in the hostels and obey the rules and regulations framed by the college under the leadership of the warden.


15/11/2023

Principal

Coimbatore Institute of Management & Technology
Narasipuram, Coimbatore - 641 109.

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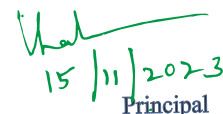
CODE OF CONDUCT FOR TEACHING STAFF

- All employees of the Institution have to maintain high standards of conduct and shall always behave soberly, tempered with kindness, friendliness, and understanding with all fellow employees. They should refrain from gossiping, loud talking, or any other misbehavior that could disturb their co-workers.
- Employees should always be neatly dressed in clean clothes while on duty.
- Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time. Insubordination and/ or wilful disobeying superiors' orders shall be considered serious misconduct.
- Employees shall observe the instructions on the notice boards or communicated to them from time to time by their Superiors. Such orders shall be deemed to have been served on the employees for whom they are intended to, and hence, every employee shall make himself familiar with the day-to-day communications of the Institution.
- Employees are required to accept any work, typically falling under the category of employees assigned to them by the Employer or the superior, besides the main routine work allotted to the particular post held by them, keeping in mind that the Institution is service-oriented and needs the dedicated work of all employees to realize its goals. Such work within working hours will not entitle them to any extra remuneration.
- Every incident out of the ordinary or any emergency arising in the Institution shall be immediately reported to their respective Superiors or to the Management.

- All employees using instruments, electronic gadgets, and other appliances shall replace them in their proper places, and every breakage and or damage caused shall be reported immediately to their immediate superior in the Institution.
- Every employee is expected to take sufficient care of the Institution's property, materials, instruments, electronic gadgets, etc. Where damage or loss is caused to them by the negligence of or misuse by the employee, he is liable to make good such loss or damage to the Institution, besides being exposed to be penalized, according to the nature of damage or loss.

Policy document on code of ethics

- No article, except personal belongings, shall be brought in or taken out by an employee from the Institution's premises without the Employer's permission. Any pilferage will be considered misconduct.
- Sexual harassment at the workplace or anywhere else involving employees and students is a grave offense and is, therefore, punishable.


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CODE OF CONDUCT FOR NON-TEACHING STAFF

- All employees of the Institution have to maintain high standards of conduct and shall always behave soberly, tempered with kindness, friendliness, and understanding with all fellow employees. They should refrain from gossiping, loud talking, or any other misbehavior that could disturb their co-workers.
- Employees should always be neatly dressed in clean clothes while on duty. Employees who have been provided with uniforms and equipment according to the nature of their work must wear them or use them only while on responsibility.
- Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time. Insubordination and/or wilful disobeying superiors' orders shall be considered serious misconduct.
- Every incident out of the ordinary or any emergency arising in the Institution shall be immediately reported to their respective Superiors or to the Management.
- No article, except personal belongings, shall be brought in or taken out by an employee from the Institution's premises without the Employer's permission. Any pilferage will be considered misconduct.

- All employees are required to sport their identity cards while on duty.
- While on duty, designated employees who are required to wear Personal Protective Safety Equipment shall do so without exception.
- Sexual harassment at the workplace or anywhere else involving employees and students is a grave offense and is, therefore, punishable.


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