



Sri Ramakrishna Institute of Technology
Coimbatore - 641 010
An Autonomous Institution

(Approved by AICTE New Delhi & Affiliated to Anna University)
NAAC Accredited Institution with 'A' Grade



CODE OF CONDUCT

GENERAL RULES AND REGULATIONS FOR STUDENTS

I. LEAVE RULES

1. Applications for leave must be submitted in advance in the prescribed format. It should be signed by the tutor and the HOD before being approved by the Principal. Any leave availed without prior permission should be justified by stating the reasons clearly accompanied by proper proof such as medical certificate / leave letter from parents.
2. Permission to leave the college premises during the working hours will be granted only by the Principal.
3. Medical certificate should be produced for a sick leave. Students should produce evidence for the unforeseen cause if it is not sick leave. All students doing project work outside the campus should submit an attendance certificate from the company for the period they have attended. Students should get prior permission to bring their own materials inside the college campus for doing project or other works and also should get the gate pass to take back their materials.

II. STUDENTS SHOULD OBSERVE THE FOLLOWING RULES STRICTLY

1. Students are expected to be punctual to the class.
2. They have to stand up and greet the faculty member when he/she enters the class room.
3. While the class is in progress they can leave the class room for a valid reason only after obtaining permission from the staff-in-charge.
4. They are forbidden from making any noise or creating any disturbance during class hours.
5. They are instructed to be polite and obedient to elders and courteous to all.
6. They should not throw papers anywhere in the college premises. All waste materials are to be disposed in the dust bins provided.

7. Writing anything on the walls or on any property in college premises is strictly forbidden.
8. No meeting / gathering of any kind shall be organized inside or outside the campus without the written permission from the Principal.
9. Students shall not collect money from anyone for any purpose without prior permission from the Principal.
10. No notice of any kind can be circulated by the students or pasted anywhere in the college campus without prior permission from the Principal.
11. No student shall take part in any political activity. They are not to hold any office/post associated with any Political Party.
12. Students are responsible for their belongings. The college will not be responsible for any loss of property.
13. Any unclaimed property found in the premises must be handed over to the office with relevant details.
14. Students should make it a habit to read the notice / circulars and other papers displayed on the Notice Board and take appropriate action as directed therein.
15. Guidelines prescribed by the Principal for various activities and events should be strictly followed.
16. Change of address is to be intimated to the office promptly.
17. Students coming in their own vehicle should park the vehicles in the place allotted for them.
18. Wearing helmet and possessing driving license while driving two wheelers inside the campus is compulsory.
19. Students should stop from dirtying the walls with their footwear marks.
20. Wandering in the verandah is strictly prohibited.
21. They are expected to keep their environment clean and healthy.
22. Lanyard along with ID card is to be worn as long as the student is in the college campus.
23. Government of Tamilnadu has issued very strict instruction regarding RAGGING. Any Student found or reported to have indulged in or encouraged ragging will be dismissed from the College and legal steps will be taken as per Tamilnadu Government Gazette Extraordinary. Act No. 7 of 1997 and as per the order of the Honorable Supreme Court of India. The ragging incident will also be reported to the University and Director of Technical Education for further action.
24. Smoking, as well as consumption of any drugs/alcohol inside or outside the campus that might bring discredit to the College is banned.
25. Student must not indulge in any activity inside or outside the campus that might bring discredit to the College.
26. Self-discipline is expected from students at all common places like class rooms, library, playground, canteen, common functions etc. failing which disciplinary action will be taken.
27. In academic and disciplinary matters, the decision of the Principal is final.

III.DRESS CODE

Every student of the college shall wear proper fitting clothes considered decent and acceptable.

Boys: Monday and Friday Complete Formals (with Tie), Remaining days shoes Compulsory.

Girls: Shoes Compulsory on all days.

IV.DRESS REGULATIONS DURING PRACTICALS

1. **Boys:** Uniform Pant with shirt tucked in is to be worn along with closed footwear.
2. **Girls:** Overcoat is to be worn over the regular dress along with the closed footwear.
3. Loose garments of any sort and chappals shall not be worn in the practical classes and during field works.

V. MENTOR – MENTEE SYSTEM

Twenty students (from first year to final year) are allotted as Mentees for each faculty member who is the Mentor for continuous mentoring for the holistic academic and career advancement of each student.