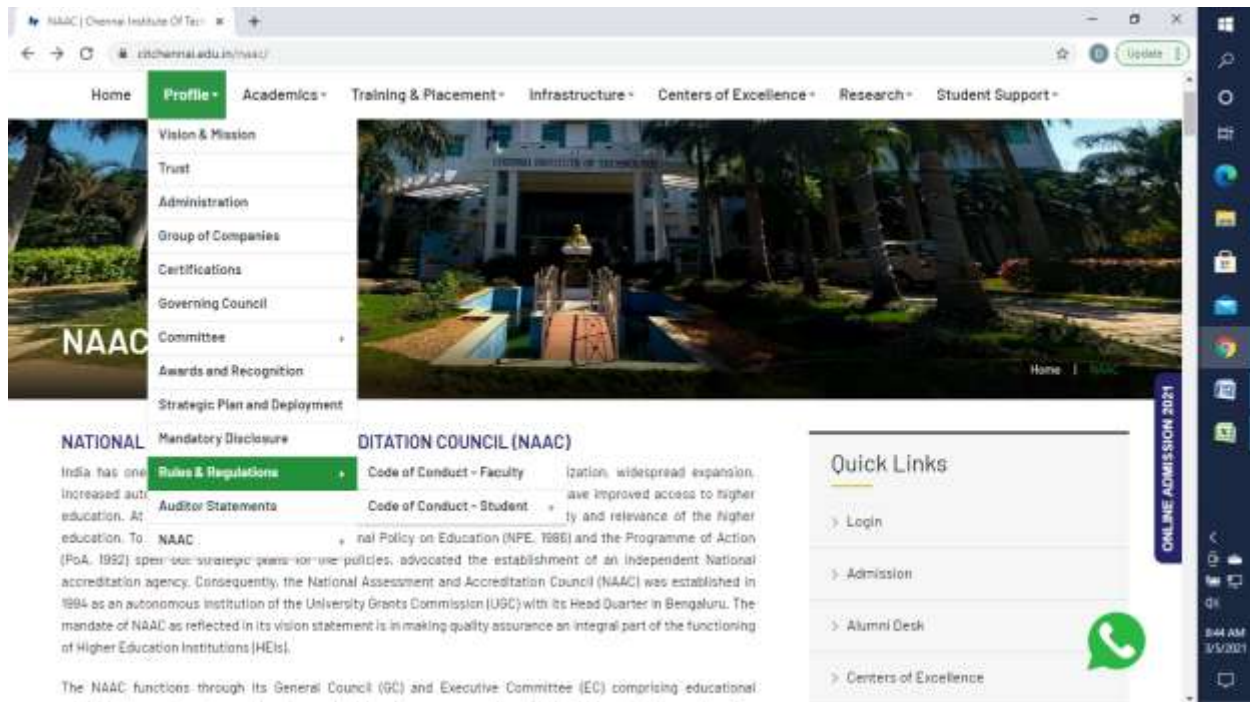


1. The Code of Conduct is displayed on the website



Dr.A.Ramesh, M.E., Ph.D.

Principal

Chapter – 6

POLICY STATEMENT AND CODE OF CONDUCT

➤ **General Policy:**

a) **Equal Employment Opportunity:**

It is the policy of the Institute to provide equal opportunity to all employees and applicants for employment irrespective of religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion and compensation. Employees are not denied benefits, or subjected to discrimination in the Institute.

b) **Policy for the Physically Challenged:**

Discrimination is prohibited against any applicant / employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of person's disability; if a person is qualified and is able to perform the "essential functions" of the job with "reasonable accommodation."

c) **Drug and Alcohol-Free Workplace Policy:**

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy.:

- i. All employees shall abide by the institute's policy on prohibited substances; and
- ii. Inform the institute if he/she is convicted for possessing / using drugs within two days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

d) **Sexual Harassment:**

Sexual harassment of employees or students at the Institute is prohibited and is a criminal offence. The offender will be dismissed or other disciplinary action will be

taken.

e) **Soliciting / Canvassing**

Canvassing, placing signs and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited in the college premises. All employees are prohibited from indulging in any personal activity utilizing resources and facilities of the Institute. Any faculty found indulging in conducting tuition classes for personal benefits outside would be suspended with immediate effect.

f) **Attendance:**

Employees shall be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless deputed by the Head of the department for any official work. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

g) **Conflicts of Interest:**

An employee of the Institute must avoid actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

h) **Code of Conduct:**

All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Bringing discredit to the Institution
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence


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- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institution
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment

i) Safety:

Safety on the job and care of property and equipment are the responsibility of all employees. Every effort should be made by employees to avoid carelessness.

j) Injury:

It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and AO immediately. A qualified Nurse / Doctor is available in the campus with Medical Facility during working hours. Basic medicines are provided to all the employees and students at free of charge.

k) Confidential Information:

Employees handling confidential information shall not discuss or make information available to anyone without the approval of the Principal. Any person found sharing such classified information will have to face suitable disciplinary action against him / her depending on the severity of the matter.

l) Gifts:

Employees of the Institute shall not accept gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable obligations / considerations.

m) Political Activities:

As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty. They

shall not become members of any political party / outfit/ organization.

n) Disruptive Behavior:

The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered as indiscipline act and is subject to disciplinary action that may include termination of services.

o) Outside Employment:

Employment outside the Institute is not permitted. The employee must discuss with the Head of the Department before involving in any activities. Double employment is prohibited.

p) Malpractices:

No employee indulges in or encourages any form of malpractice connected with examinations, admissions or any other unethical activities in the Institution.

q) Revelations:

Without prior permission from the Management no employee can give an interview or talk to media or publish any statement either by name or anonymously about issues related to institutional matters. The Employees contact the Principal immediately for assistance.


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MAHATHY KADAR, KANDASPAKKAM POST,
PERUNGUATHUR, CHENNAI - 600 068.

Chennai Institute of Technology
Sarathy Nagar, Chennai - 600 069.

Rules for Students

- Students should be regular and punctual to the classes.
- Each student should wear Identity Card inside the college campus.
- Students should be seated in the lecture halls at least five minutes before the commencement of classes.
- Students should maintain discipline and strict silence inside the class, laboratories and workshops.
- Students should attend the laboratory/workshop classes with the specified uniforms.
- Record of experiments done in a particular class should be submitted before the next laboratory/workshop class.
- If assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
- A minimum of 90% attendance in each semester is insisted. Students should get prior written permission before absenting the classes. Failure in this respect will be informed to the parents.
- All the students should wear decent dresses with shoes.
- Students should attend all tests and show good academic progress.
- Regularity in writing the tests / exams and satisfactory performance of students in tests/exams are essential to enable the students to secure internal marks.
- Any student found indulging in malpractice in the tests/exams would be debarred for the rest of the tests/examinations. Any case of malpractice in the University examinations will be reported to the University.
- All the students should maintain the discipline in the bus, mess and canteen
- All the students should wear training dress during Placement and Training programs
- Use of mobile phones / laptop is permitted inside the campus but not during the class hours.
- Students should not be absent for the classes without prior permission from the HoD concerned. Students should apply in advance for availing leave.
- Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and a letter from the parents, subject to verification.

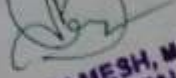

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Ragging in any form is totally banned and anyone found indulging in ragging is severely punished including dismissal from the college Ragging constitutes one or more of any of the following acts

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, ill-treating or handling with rudeness a fresher or any other student.
- Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Don't 'RAG' also Don't be a Mute Witness to 'RAGGING'

- A Student indulging in ragging can be:
 - Expelled from the Institution and Banned from the Mess / Hostel
 - His / Her Scholarship can be withdrawn
 - Debarred from Examinations & Denied Admission to any institution
 - Prosecuted for Criminal action – Max. 10 yr Jail + Rs 50000 fine
 - Institutions have been asked to file FIR with local police against those who RAG / ABET Ragging.
- Are You Being Ragged?


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 KUNDRATHUR, CHEMRAJ - 601 002.

Immediately call UGC Anti – Ragging Helpline 1800-1805522(24/7 Toll Free)
Or send an e-mail to helpline@antiragging.in


Library Rules

- Each student is allowed to draw Four books from library. Students should show their identity cards to the librarian for the purpose of identification at the time of using any library facility and borrowing books.
- Students should clarify themselves about the defacement of the book before they are taken out from the library on loan. Any subsequent complaint about the deficiency or defacement of the book will not be entertained. Any book found to be defective at the time of return will not be accepted and the concerned student should replace the book by a new one.
- Books other than reference books and journals will be issued to the students for a period of 15 days at the first instance with the provision for renewal for a further period of 15 days. Extension beyond the first renewal will be permitted only if there is no request for reservation of the book by any other user.
- Reference books, Project Reports, Journals and Question papers will not be lent out. But, students can make photocopies to a bare minimum number of pages from the books.
- Books should be returned on specified due dates. Deferred returns will be accepted only on payment of fine calculated as per the rules in force.
- Renewal of book can be done only on production of the book on the due date or earlier.

Library working hours : Mon day to Sat. days : 8.00 am to 7.00 pm

Transport Rules:

- The College has a fleet of 26 buses operating transportation to students and staff from various parts of the city to the college.
- Students should maintain discipline while travelling in the college bus.
- Students should wear the ID cards at the time of boarding the bus.
- Students should not interchange buses/routes without permission.
- Students are not permitted to board /drop in
- The bus routes with timing at various places are depicted below for the references.


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Committee to monitor adherence to the Code of Conduct

The screenshot displays the NAAC website interface. At the top, there is a navigation menu with links for Home, Profile, Academics, Training & Placement, Infrastructure, Centers of Excellence, Research, and Student Support. Below the navigation is a large banner image of a building entrance. To the left of the banner is a sidebar menu with items like Vision & Mission, Trust, Administration, Group of Companies, Certifications, and Governing Council. The main content area is titled 'COMMITTEES' and lists various committees under the heading 'NATIONAL'. The committees listed include: Awards and Recognition, Strategic Plan and Deployment, Mandatory Disclosure, Rules & Regulations, Auditor Statements, NAAC, Planning and Monitoring Committee, IQAC, Anti Ragging & Squad, SC / ST Cell, Minority and OBC Cell, Internal Complaint Cell, Grievance And Redressal Committee, Disciplinary Committee, and Functional Committees. To the right of the committees list is a 'Quick Links' section with buttons for Login, Admission, Alumni Desk, Centers of Excellence, Career Guidance, and Training and Placements. A vertical banner on the right side of the page reads 'ONLINE ADMISSION 2021'. The Windows taskbar is visible at the bottom right, showing the time as 9:08 AM on 3/3/2021.

COMMITTEES

NATIONAL

India has one of the highest rates of literacy in the world. It has also seen a significant increase in higher education. The NAAC (National Assessment and Accreditation Council) is an autonomous body established in 1994 as an autonomous body under the mandate of the Ministry of Higher Education.

The NAAC functions through its General Council (GC) comprising educational administrators, policy makers and senior academicians. The Chairperson of the USC is the President of the GC. The Vice-Chairperson is nominated by the President of GC (NAAC). The Director of the USC is the administrative head of NAAC and is the member-secretary of both the GC and the EC. In addition to the statutory bodies that steer its policies and core staff, the NAAC also has a number of committees and commissions that monitor its functioning.

Committees

- Awards and Recognition
- Strategic Plan and Deployment
- Mandatory Disclosure
- Rules & Regulations
- Auditor Statements
- NAAC
- Planning and Monitoring Committee
- IQAC
- Anti Ragging & Squad
- SC / ST Cell
- Minority and OBC Cell
- Internal Complaint Cell
- Grievance And Redressal Committee
- Disciplinary Committee
- Functional Committees

Quick Links

- Login
- Admission
- Alumni Desk
- Centers of Excellence
- Career Guidance
- Training and Placements

ONLINE ADMISSION 2021

9:08 AM 3/3/2021

August 16th 2019

CIRCULAR

Sub: Committee to monitor adherence to the Code of Conduct-reg.

The following faculty members have been nominated as members of "Discipline Committee". Faculty and Staff members are requested to get their help in maintaining and monitoring adherence to the Code of Conduct in the campus.

Members list:

- | | |
|-------------------------|-------------------------------------|
| 1. Prof R.Balamurali | Program Coordinator ECE |
| 2. Prof M.D.Vijayakumar | Program Coordinator ME |
| 3. Prof F.Vidyaranyan | Program Coordinator S&H- (Convener) |
| 4. Prof S.Pavithra | Program Coordinator CSE |
| 5. Prof. R.Ramesh | Administrative Officer |
| 6. Mr.J.Eric Clagten | Boys Hostel Warden |
| 7. Ms.V.Gayathri | Girls Hostel Warden |



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Principal

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KUNDRATHUR, CHENNAI - 600 088

Minutes of the Meeting held on 16th Aug 2019 at 3:00 p.m.

Members Present

- | | |
|-------------------------|-------------------------------------|
| 1. Prof R.Balamurali | Program Coordinator ECE |
| 2. Prof M.D.Vijayakumar | Program Coordinator ME |
| 3. Prof F.Vidyanathan | Program Coordinator S&H- (Convener) |
| 4. Prof S.Pavithra | Program Coordinator CSE |
| 5. Prof. R.Ramesh | Administrative Officer |
| 6. Mr.J.Eric Clapten | Boys Hostel Warden |
| 7. Ms.V.Gayathri | Girls Hostel Warden |

The Convener of Discipline Committee (DC) welcomed the members for the review meeting in the ODD Semester of 2019-20.

Decisions:


1. DC members are requested to give their fullest cooperation for maintaining the academic decorum in the campus.
2. Special assignment has been given to the DC members during the Mega activities.
3. Action to be initiated against the students who are violating the code of conduct.
4. Building wise faculty list has been prepared for the monitoring purpose.
5. DC members are requested to give their times lot for the campus rounds in the evening.
6. Students who are indulged in the indecent behavior will be issued warning notice on the spot by receiving an apology letter from the students with the signature of their mentor.
7. Repeated defaulters will be identified and their parents will be called and warned.
8. Chief Suggestions given by the members are noted for the further improvement

With a word of thanks the meeting got over.


Convener

Copy to:

1. The Principal
2. All Program Coordinators


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INSTITUTE OF TECHNOLOGY**

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Top 10
in
Tamilnadu



CATAPULT

BRIDGE COURSE 2019

commences on **3rd July, 2019**



Session on

Universal Human Values and Ethics

Contact: **8939917000**, Website: www.citchennai.edu.in



CHENNAI
INSTITUTE OF TECHNOLOGY



CATAPULT



THE BRIDGE COURSE 2020

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IMPORTANCE OF BRANDING YOURSELF

Heartily Welcomes

Mr. Naveen Chand Kattepogu
Managing Director, Mission Ignite



13th

October
2020

www.citchennai.edu.in



Mr. Narayanan, UNIVERSAL HUMAN VALUS AND ETHICS actively encouraging the students

Curriculum on Professional Ethics in Engineering

Screenshot of a Microsoft Word document showing the curriculum for Semester VIII Elective IV and V.

SEMESTER VIII ELECTIVE IV

SlNo	COURSE CODE	COURSE TITLE	CATEGORY	CONTACT PERIODS	L	T	P	C
1.	EC8072	Electro Magnetic Interference and Comperibility	PE	3	3	0	0	3
2.	EC8007	Low power SoC Design	PE	3	3	0	0	3
3.	EC8008	Photonic Networks	PE	3	3	0	0	3
4.	EC8009	Compressive Sensing	PE	3	3	0	0	3
5.	EC8093	Digital Image Processing	PE	3	3	0	0	3
6.	GE8076	Professional Ethics in Engineering	PE	3	3	0	0	3

SEMESTER VIII ELECTIVE V

SlNo	COURSE CODE	COURSE TITLE	CATEGORY	CONTACT PERIODS	L	T	P	C
1.	EC8010	Video Analytics	PE	3	3	0	0	3
2.	EC8011	DSP Architecture and Programming	PE	3	3	0	0	3
3.	EC8094	Satellite Communication	PE	3	3	0	0	3
4.	CSR086	Soft Computing	PE	3	3	0	0	3
5.	IT8006	Principles of Speech Processing	PE	3	3	0	0	3