



**Kodava Education Society®**  
**COORG INSTITUTE OF TECHNOLOGY**

Post box no.11, Halligattu, Ponnampet-571216, South Kodagu, Karnataka

Phone: 08274-261151, Fax: 08274-261152

Website: [www.citcoorg.edu.in](http://www.citcoorg.edu.in), E-mail: [info@citcoorg.edu.in](mailto:info@citcoorg.edu.in)

Date: 13. Aug. 2015

**CIRCULAR**

All girls are hereby informed to strictly follow the dress code mentioned below, with immediate effect.

**Permitted:**

- Salwar Kameez (Knee length)
- Long tops with half sleeve / three fourth sleeve / full sleeve
- Leggings / Slacks / Chudi / Patiala pants / normal
- **Use of Identity Badges is made compulsory.**

**Not Permitted:**

- Skirts / Sleeveless Salwars / Tight fitting cloths / Capri / Transparent tops / tops / short tops / T-shirts / halter neck / noodle strap / Tube or Spaghetti Tops / CAPS sleeve / Printed T-shirts & T-Shirts with message.
- Low waist Jeans / Torn jeans / Cut Jeans / Faded jeans / Jeggings

The dress code must be followed in Labs / Workshops also, along with their **lab coats and shoes prescribed.**

Those who don't adhere to the dress code mentioned above will not be allowed in the class and entertained in the campus as well.

Principal

Copy to;

- College and Hostel Notice Board,
- Office Copy.



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Date: 13. Aug. 2015

## **CIRCULAR**

All boys are hereby informed to strictly follow the dress code mentioned below, with immediate effect.

### **Permitted:**

- Formal or Good Jeans Pant with shirt.
- **Use of Identity Badges is made compulsory.**

### **Not Permitted:**

- Low waist Jeans / Torn jeans / Cut Jeans / Faded jeans / Printed T-Shirts & T-Shirts with messages / Sleeveless garments.

The dress code must be followed in Labs / Workshops also, along with their **lab coats and shoes prescribed.**

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## **Rules and Regulation**

### **General Rules**

- Identity Cards must be worn all the time inside the college campus.
- Ragging and Eve - Teasing process will be severely punished.

### **College Timings**

- Students are not permitted to enter the campus after 9:30 am.
- Students are not allowed to leave the campus before 4:15 pm.
- Visitors are not allowed during class hours.

### **Attendance**

- Minimum Attendance
- Theory 85%
- Practical 100%
- All requisition letters (includes Bonafide Certificates, Scholarships, Implant Training), leave letters, medical certificates, hostel and permission should be addressed to the principal.

### **Leave Rules**

- One Day Leave - leave letters must be submitted the previous working day, incase if the submission is delayed, the parent / guardian should countersign the leave application.
- Two or More Days - leave letters must be submitted the previous working day, and parent / guardian should countersign the leave application.
- Medical Leave - leave letters must be attached with the Medical Certificate, and duly countersigned by the parent / guardian.