



SARDAR PATEL INSTITUTE OF APPLIED SCIENCE

AFFILIATED TO SARDAR PATEL UNIVERSITY, V.V. NAGAR
APPROVED BY UNIVERSITY GRANTS COMMISSION, NEW DELHI

Sardar Patel Education Campus Annexure 1D_III: Code of Conduct (Students)

(Amended version_01102025)

Preamble:

All students must know that it is incumbent upon them to abide by this Code of Conduct. This Code shall apply to all kinds of conduct of students that occur on the campus and its affiliating premises, including in Institution/campus sponsored activities, functions hosted by other recognised student organisations, and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's and/or campus' interests or reputation. All Students are requested to be well conversant with this Code. The co-operation of the students and their guardians is invited in the creation and the maintenance of an atmosphere conducive to academic and cultural development.

A. Codes of Conduct in Classroom, College and Campus premises:

1. Students should come to college in good clothes/attire that suits and maintains decency.
2. Students must wear and display their Identity Card (I-Card) at the entry-gate and wear it around the neck during the college hours until he/she leaves the college/campus.
3. Students should park their vehicles in the parking area allotted to students outside the Entry-gate.
4. Students must not carry any valuables like jewellery, phone or other valuables in the campus. The safe-keeping of those valuables are the sole responsibility of an individual, no certainty is/shall be provided to receive any complaint on loss of such valuables.
5. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Late-entry to the classrooms/laboratories after the commencement of the class is prohibited. Students are not allowed to leave the classroom in-between the class/tutorial without the permission of the subject teacher.
6. Impersonation during roll call is a punishable offence.
7. Attending the online and offline Meetings with campus management/College staff/ in-charge/ Parents Meeting is mandatory for students.
8. Use of any gadget like a mobile/cell phone, in the classroom / laboratory, without the instructions of the teacher is considered an offense and once found doing that shall be collected and is not to be returned. The repetition of the action may lead to a strict action against the student by the authority.
9. Students are not allowed to enter the staff room in the absence of the faculty.
10. Students should attend the class/laboratory regularly. Failing to obtain the required percentage of attendance, timely submission of journal/ assignments/ projects/ tests shall be treated as breaching the code of conduct and one must stand answerable.
11. 75% of class attendance is mandatory for all the students. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct. A student having attendance lower than this shall be debarred from the University examination.
12. For any sort of leave, prior permission is required. In case of emergency, producing necessary documentation/ information is to be followed by the students with an application.

SARDAR PATEL EDUCATION CAMPUS

Sardar Patel Education Campus, Vidyanagar – Vadatal Road, Bakrol, Anand, Gujarat – 388 315

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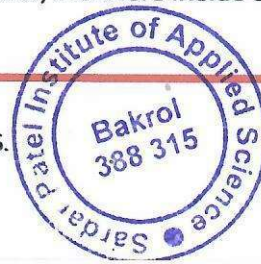
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- a. *Medical leave and long leaves:* both an advance or former application should be signed by the students, parents and class counsellor and is to be forwarded to the principal through the respective Departmental HoD.
 - b. *The regular leaves* should be submitted to the class counsellors/ Faculty advisor/mentor/ class teachers.
 - c. In the absence of the 12-b, it can be submitted to the HoD.
13. Any instructions given by the teachers, HoDs, Principal are to be followed by the students from time to time in accordance with the decorum of the college and the campus.
 14. When a faculty member is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes.
 15. Maintaining discipline and decorum are sole responsibilities of the students, failing to abide by them may invite disciplinary actions and/or punishment.
 16. Students should read, follow and abide by the instructions, notices, circulars they receive and are hung on the notice boards and should follow the college website for regular updates and announcements. No excuse will be considered if Notices (both online and offline) on the Board are ignored.
 17. Students are not allowed to loiter around the veranda/ corridors of the college and are prohibited from roaming outside/around the classrooms during the class/laboratory hours.
 18. Writing, penning, drawing, designing of any type on the walls, pillars, handrails, bathrooms, waiting rooms, classrooms, boards or any furniture is strictly prohibited.
 19. Any malpractice during the Internal and external Examinations are a punishable offense. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
 20. Any program/ function/ celebrations/ gatherings/ events are NOT permitted without the consent and prior permission of the principal.
 21. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
 22. Any student shall not commit or cause a breach of peace inside and around the college campus.
 23. Any verbal or physical cause to the reputation of the college/ campus contributed by an individual or group of students may result in a strict action against the student/group.
 24. Students must refrain themselves from mishandling and/or tempering the library resources, computer systems and other laboratory equipment. Any actions against this shall be punishable and a penalty shall be charged.
 25. Any type of damage/defacement to the college and campus property is a punishable offense. No posters are to be pasted or fixed with cello tape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student. It may result in the monetary recovery from the student and/or the detainment of the student.
 26. Students should treat all the members they come in contact with in the campus with due respect and courtesy: be it the classmates, teachers, non-teaching staff, the cleaners, and the gate-guards both in and outside the campus.
 27. Students should adhere to the higher standards of discipline, manners inside and outside the campus.

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28. Smoking, chewing gum and pasting it anywhere, spitting on the floors or corners, consumption of alcohol or narcotic drugs are strictly prohibited inside the college and campus premises. Failing to follow this may result in a strict action against an individual.
29. Any habitual misconduct, unacceptable behaviour and/or repeated breach of the College/Campus Rules and Regulations shall be considered grounds for suspension/expulsion from the college with immediate effect.
30. Students are forbidden from inviting friends from other institutions and outsiders to the College/campus.
31. The right to access Girl's Common Room is reserved to girls and lady staff members only.
32. Ragging in any form is strictly prohibited. Disciplinary action, as per set norms by the various Government Institutes, will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit as prescribed by the University Grants Commission. The Institute has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
33. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. is strictly prohibited.
34. In case, any student indulges in any sexual harassment, the punishment shall be taken as per the rules of prevention and prohibition of sexual harassment at workplace.
35. Students are not permitted,
 - a. to interact, on behalf of the Institute, with media representatives or invite media persons onto the campus without the permission of the Institute authorities,
 - b. To either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission,
 - c. To provide audio and video clippings of any activity on the campus to media without prior permission.
36. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

B. Academic Integrity:

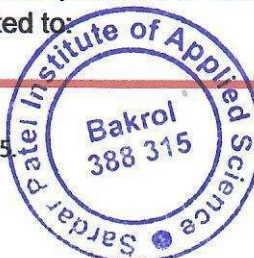
Academic 'Integrity' encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research. In all academic work, the ideas and contributions of others must be appropriately acknowledged. Violations of academic integrity constitute a serious offence.

1. The principles of academic Integrity require that a student,
 - properly acknowledges and cites use of the ideas, results, material or words of others.
 - properly acknowledges all contributors to a given piece of work.
 - obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
2. Violations of academic Integrity include, but are not limited to:

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SARDAR PATEL INSTITUTE OF APPLIED SCIENCE

- B.Sc. (BT, MICRO., CHEM.)
- M.Sc. (IT)

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- Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person.
- Cheating: Cheating includes, but is not limited to:
 - Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - Altering previously evaluated and re-submitting the work for re-evaluation.

* * * * *

By Order
The Management
SARDAR PATEL EDUCATION CAMPUS
(SPEC) BAKROL




Principal
Sardar Patel Institute of
Applied Science
Bakrol-388 315

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