



SARDAR PATEL EDUCATION FOUNDATION, DEESA

Registered Under Public Charitable Act, Reg. No. E-115, Banaskantha (1969)

📍 Near Kachchhy Colony, Deesa-385535, Banaskantha (Gujarat)

🌐 www.spefdeesacolleges.org

☎ 02744-220500

Shri T. J. Patel
(Managing Trustee)

No.

Date : / /20

*Educational
Institutions
Managed By
The Public Trust :*

Institutional Code of Ethics

1. Execution of Vision and Mission

- The HEI is committed to fulfil the vision and mission of the institute. To keep integrity intact is the prime objective of the Sardar Patel Education Foundation.
- The core objective of the DNPACC is to inculcate following Human values among the students.

Liberty,
Equality,
Fraternity
Tolerance
The spirit of 'Vasudev Kutumbkam'
Unity & Integrity of the Nation
Human dignity
Equity
Respect & Safeguard our cultural heritage.

- The HEI adheres to RTI, 4(1) B. in 'letter and spirit'.

2. Recruitment policy

In the Appointment of Principal, teaching staff, and non-teaching staff the latest rules and regulations of UGC, Government of Gujarat are implemented and the Managing Trustee shall be the sole competent and signatory authority in the appointment.

3. Admission process

- Adheres admission policy and process of the affiliating University.
- Online transparent admission process.
- Reservation Policy in Admission for different categories is implemented in 'letter and spirit'.
- The Principal and the Management have the discretion to give admission in their quota.

4. Institutional plagiarism Policy

- Before the publication of any Articles, research papers written by the faculty are sent to the Affiliated University for plagiarism check.
- Research scholars doing Ph.D. under the guideship of our faculty members are supervised by the Affiliating University with the appropriate tool of plagiarism check.


Managing Trustee
Sardar Patel Edu. Foundation, Deesa

D.N.P. Arts & Commerce College
(Estd - 1969)

Sardar Patel High school
(Estd - 1973)

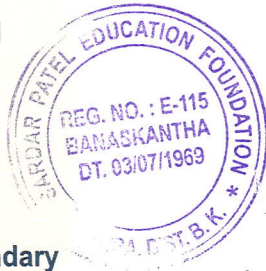
K. V. Patel Higher Secondary School
(Estd - 1976)

SMT. H.J.Patel Primary School
(Estd - 1975)

S.S. Shah Pre-Primary School
(Estd - 1980)

SMT. C. S. S. Shah BCA College
(Estd - 2013)

Shri P. T. Patel Science College
(Estd - 2021)





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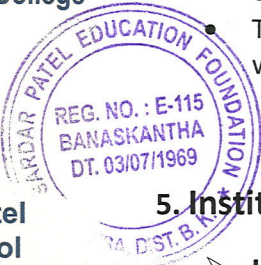
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- DNPACC has Research Committee to promote research orientation among students and faculties without malpractices and unethical ways in research. This HEI is affiliated to HNGU, Patan, and also abides by the latest UGC regulations regarding plagiarism in the promotion of Academic integrity and prevention of unethical research work. This HEI is committed in following UGC regulation 2018. The college Research committee monitors all issues related to plagiarism and also organizes scholarly lectures on research methodology.
- The college has an E-journal named 'Samvid Multidisciplinary Research' Journal with ISSN number 2582-015X.

**D.N.P. Arts &
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(Estd - 1973)

5. Institutional code of conduct

➤ Institutional code of conduct for teaching and non-teaching staff.

The DNPACC is affiliated to HNGU and Recognized by the Government of Gujarat, covered under UGC Act 2f and 12 b hence it follows all code of conduct of these higher authorities in toto. In addition to this Code of Conduct for teaching and non-teaching staff is decided by Sardar Patel Education foundation are as under.

**K. V. Patel
Higher Secondary
School**
(Estd - 1976)

- The Principal is the Executive Head of the Institution and is answerable and responsible to the Management, CHE Government of Gujarat, UGC, and all courts of law.
- The Principal is the custodian and guardian of all stakeholders.
- The expenses and the leaves of the Principal shall be sanctioned by the Management. In case of other employees, the principal will look after these things.
- The Principal shall seek the advice of the Management wherever and whenever it is required.
- Principal shall be the Ex officio Chief Public Information officer of the institution and Office superintendent shall be the assistant information officer as per the provisions of Right to Information Act of 2005. The management of the Sardar Patel Education Foundation shall be an appellate authority in this regard.
- Every Employee has to maintain punctuality, regularity, and loyalty with commitment towards their duty.
- Every faculty member should remain impartial in the evaluation process and remain sympathetic towards students'.
- Every staff member should follow a formal professional dress code.
- Every Staff member should avoid discriminatory remarks regarding political and religious ideology.

**SMT. H.J. Patel
Primary School**
(Estd - 1975)

**S.S. Shah
Pre-Primary School**
(Estd - 1980)

**SMT. C. S. S. Shah
BCA College**
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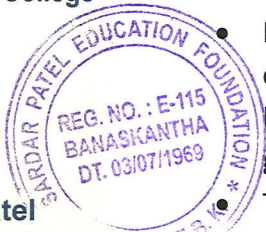
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- In case of any grievances the concerned employee should approach the Grievances Redressal Cell first and no employee is allowed to approach management directly.
- No teaching faculty is allowed to do private tuitions, free of charge or with remuneration, and also prohibited even under in the name of his or her family members.
- Every faculty member has to take prior consent to join any course for career development (Orientation Program, Refresher Program, Faculty Development Program, Faculty Induction Program). Permission will be given by the Principal on a need base only.
- To go abroad for any purpose every employee shall follow the procedure prescribed by the Commissioner of Higher Education, Government of Gujarat.
- If any employee is found involved in any activity against the Institute or Management, it shall be considered violation of the Code of conduct and will be punished.
- All staff members will have to remain faithful to Sardar Patel education Foundation and its Interest.
- No employee is allowed to involve inpolitical activities within the HEI campus.
- If any woman employee has a complaint regarding gender discrimination or sexual harassment can approach Cell Against Sexual Harassment (CASH) and the internal complaint committee of the college before doing any legal procedure.
- Any confidential matter regarding the administration of DNPACC and Sardar Patel Education Foundation shall not be disclosed by any staff member before communication media without prior permission of the Management. Violation of this Code of Conduct shall be considered as serious indiscipline.
- Without prior permission of the Management no employee will be allowed to contest elections.
- Deesa shall be the residential headquarter for all employees and it is mandatory to be available at the headquarter.
- All faculty members should take initiative and participate co-curricular, Extra Curricular and extension activities including community Service.
- All teaching and non- teaching staff members ought to respect the rights and dignity of the student in expressing their opinion.

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- All faculty members should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- All faculty members ought to be available to students even beyond their class hours and help and guide students without any remuneration.
- All faculty members should refrain from inciting students against other students, colleagues or administration.

All staff members refrain from lodging unsubstantiated allegations against colleagues to Higher Authorities.

All faculty members should treat the non-teaching as colleagues and equal stake holders in a cooperative under taking within the educational institution.

- Staff member having blood relationship or of the family member should not be part of important committees like admission, examination, grievances and IQAC.

➤ Code of Conduct for Students

The DNPAAC assures a positive, safe, and conducive environment to the students under the able, enthusiastic and experienced staff. All students are advised to abide by the code of conduct for their holistic development. In violation of the Code of Conduct disciplinary actions will be taken as per the UGC guidelines. The behavior of the student both on and off college campus affects the reputation of the institution. For any grievance, students may approach the Grievances Redressal Cell of the college. They can also use the suggestion box and complaint box in writing.

- Admission to different programs will be given on merit.
- Rules and regulations to implement reservation policy will be followed.
- Students who get admission shall pay the fee within the stipulated time limit.
- Students who have less than 80 percent of attendance will not be eligible to take the semester-end exam.
- All students have to qualify in internal evaluation to get eligible for semester-end exam.
- Students should put on prescribed uniforms every day and must wear and display visibly their identity card inside the campus.
- Students are expected to treat their fellow students with courtesy.

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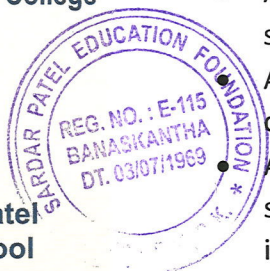
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- Students must seat in their classes and take permission to enter and leave the class.
- Students must not dismantle institutional properties.
- Students are advised to visit the institutional website regularly to check notifications regarding payment of fees, date of examination, date of submission, result etc.
- Students' attending classes shall sign the attendance sheet, impersonation in daily attendance sheet will be considered a punishable offense.
- Chewing tobacco and smoking in campus is strictly prohibited.
- Use of mobiles is strictly prohibited during classroom teaching and the same is not allowed during the examination.
- All students' have to file online Anti-ragging affidavit as per the UGC guidelines.
- To curb the Menace of Ragging in higher educational institutions, we are guided by the Supreme court judgment and the guideline of the UGC. In this regard, the institution has a functional Anti-ragging and Discipline committee.
- Violation of Anti – Ragging is a punishable offense and may invite rustication from the institution.
- In Case of Molestation or any kind of Sexual Harassment female students can approach Cell Against Sexual Harassment, counselling, and internal complaint committee.
- Every student has to participate in any of the Sapatadhara.
- All students if they wish can join NSS, NCC and also participate in sports and cultural activities of their choice.
- Every student should take care of their personal belongings.
- No students can individually or in group do canvassing for any political party in the campus.
- Student who possesses an authorized and valid license can get entry with their vehicle in the campus.
- To wear a helmet is compulsory.
- The code of conduct decided for examination by the affiliating university shall will be applicable.
- Students are allowed to use Wi-Fi facility provided by the college for their educational purposes only.

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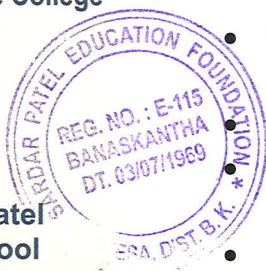
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