



CODE OF CONDUCT FOR DIFFERENT OFFICIALS

# CODE OF CONDUCT FOR DIFFERENT OFFICIALS



**J. S. University, Shikohabad**  
**Uttar Pradesh**

VICE-CHANCELLOR  
J.S. UNIVERSITY

Shikohabad, Firozabad-203 135 (UP)





## CODE OF CONDUCT FOR DIFFERENT OFFICIALS

### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for the Vice Chancellor

- Being the chief academic officer in the university, the Vice Chancellor is entrusted with the duty of overseeing the academic programs, standards and quality of teaching, research work and welfare of the students.
- He/She shall support values promulgated by the University such as integrity, honesty, respect, innovation, excellence, freedom of thought and expression etc.
- He/She shall ensure compliance to principles and practices of good governance in the university offices and Faculties of the university.
- He/She shall ensure implementation of the decisions of the authorities of the University.
- He/She shall display qualities/virtues such as objectivity, accountability, openness, and leadership in performing his/her duties.
- He/She shall direct university officials, directors and Deans/Principals/Heads of departments/cells in performing their academic, administrative and exam related duties smoothly.
- He/She shall be doing MOU's of the University with foreign/Indian organisation.
- He/She shall ensure faithful observance of the provisions of the Acts, statutes and the ordinances in the university. He/She shall also observe the provisions of MoA and Rules / by laws of the university/Institution and the guidelines of the MHRD, UGC and Statutory Councils in an orderly, fair and transparent manner.
- He/She shall not abuse the authority/power vested in her/him by the university.
- He/She shall manage the university's (those of Constituent Faculty/Cells/University Offices etc.) affairs within the budget and framework set by the Governing Body.
- He/She shall not disclose or offer to deliver confidential information of the organization except he/she is authorized to do so by the management as a part of his/her routine normal duties or when it is required to do so as per the orders of the Government/ Courts.
- He/She shall not be under any financial or other obligation to external individuals/organizations which may affect effective performance of his/her duties.

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- He/She shall provide inspirational value based academic and executive leadership to the university through policy formation, operational management and maximum optimization of human resources etc.
- He/She shall endeavor to promote and protect image of the University.
- He/She shall endeavor to promote conducive teaching-learning and administrative environment by encouraging quality, professionalism, work satisfaction, service to the nation and the society.
- He/She shall perform all duties stipulated by the university as a chairperson of Academic Council/ Executive Council/IQAC/ Exam Committee of the University.
- He/She shall ensure that all the Faculties/departments/Cells function smoothly.
- In consultation with the Management, he/she shall redress the grievances of staff members and students which are not addressed at departmental /Faculty level or the issues for which he/she is approached directly by the concerned officials/students.
- In cases where rules and regulations are violated severely by the staff/students, he/she shall direct the registrar of the university to constitute a committee, which shall conduct thorough investigation and submit the report with recommendations, based on which he/she shall initiate necessary actions in consultation with the Management.
- He/She shall ensure that all the rules and regulations are followed strictly by the officials/ staff members in constituent faculties of the university /different cells of the university.
- He/She shall arrange to constitute various university level committees as directed by UGC and other regulatory authorities.
- He/She shall endeavour to create unbiased, amicable atmosphere by providing equal opportunities to staff members working in all the constituent Faculties, different cells of the university/university offices for professional and personal excellence in connection of academic/administrative/exam related activities.
- He/She, through his/her deeds and words shall promote harmony, inclusiveness, openness, tolerance and shall resist from acts/deeds which promote discrimination on the basis of caste, creed, religion, gender and social status.

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### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for the Director General

- He/She shall monitor overall the day-to-day management of the university. In case of problems, he should take decision without promoting discrimination on the basis of caste, creed, religion, gender and social status.
- He/She shall monitor key performance indicators such as initiate required measures in improving key performance indicators and shall provide advice and guidance on matters related to the university's academic programs, faculties and student services.
- He/She shall work with the Chancellor and the Vice Chancellor to develop and enhance the university's public image and shall represent the university to external stakeholders such as alumni, donors, and other higher education institutions.
- He/She shall display qualities/virtues such as objectivity, accountability, openness, integrity, honesty, freedom of thought and expression in performing his/her duties.
- He/She shall implement best practices for different approvals of concerned councils and ensure the preparation of NAAC / NBA / NIRF Accreditation.
- He/She shall not abuse the authority/power vested in him/her by the university.
- He/She shall not disclose or offer to deliver confidential information of the organization.
- He/She shall attend periodical/scheduled meetings concerning functioning of constituent faculties /cells /university bodies and provide suggestions/inputs as and when required.
- He/She shall assist the Chancellor and the Vice Chancellor in identifying and implementing best practices in teaching, research, and service.
- He / She shall conduct an environment to promote cultural, social, research, skillfull events in the University.
- He/She shall look after HR activities incordination with HR Team.
- He/She shall monitor the purchase the maintenance department of the University.
- He/She shall strive to create and foster culture of innovation and creativity among faculty and staff.
- In consultation with the Management and the Vice Chancellor, he/she shall redress the grievances of staff members and students which are not addressed at departmental/institute level.

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- He/She shall ensure faithful observance of the provisions of the Acts, statutes and the ordinances in the university. He/She shall also observe the provisions of MoA and Rules / by laws of the university/Institution and the guidelines of the MHRD, UGC and Statutory Councils in an orderly, fair and transparent manner.
- He/She shall perform all duties stipulated by the university as a member of Academic Council/ Executive Council of the University.
- He/She shall not disclose or offer to deliver confidential information of the organization except he/she is authorized to do so by the management as a part of his/her routine normal duties or when it is required to do so as per the orders of the Government/ Courts.
- He/She shall not be under any financial or other obligation to external individuals/organizations which may affect effective performance of his/her duties.
- He/She shall endeavour to create unbiased , amicable atmosphere by providing equal opportunities to staff members working in all the constituent Faculties, different cells of the university/university offices for professional and personal excellence in connection of academic/administrative/exam related activities.
- He/She, through his/her deeds and words shall promote harmony, inclusiveness, openness, tolerance and shall resist from acts/deeds which promote discrimination on the basis of caste, creed, religion, gender and social status.
- He/She shall support values promulgated by the University such as integrity, honesty, respect, innovation, excellence, freedom of thought and expression etc.

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### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for Registrar

- The Registrar shall assist the Vice Chancellor and university officials in performing their academic, administrative and exam related duties.
- He/She shall display qualities/virtues such as objectivity and accountability in performing his/her duties.
- He/She shall maintain all the official records, student academic records and course data to ensure the academic performance of the University.
- He/She shall provide student centered services in the areas of registration, Enrollment and issuance of different certificate. (Transcripts, Migration, Provisional Degree, Character Certificate, Experience Letters etc.)
- He/She shall be a member of different committee of the University by the default.
- He/She shall also be responsible for developing policies, Systems and forms to collect, process student information.
- He/She also supports the education values and goals by providing quality enrollment / registration, academic information and record services to students, Alumni, Faculty and Staff.
- He/She shall not abuse the authority/power vested in him/her by the university.
- He/She shall endeavor to promote and protect image of the University.
- He/She shall perform all duties stipulated by the university as Member Secretary of Governing Body, Board of Management and Academic Council/Executive Council of the University. He/She shall be the Member Secretary of the above said Statutory Bodies but shall not have the right to vote.
- He/She shall be responsible for executing the official correspondence with internal officials/outside agencies/governmental/non governmental agencies related to the affairs of the university and its constituent faculties.
- He/She shall ensure that all the institutes/departments/cells function smoothly, effectively and efficiently in academic, examinations and administrative spheres.
- He/She shall be responsible for maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- He/She shall issue Circulars, Office Orders, Notifications, Note etc. in connection with academic, administrative and examinations related functions.
- In consultation with the Management and the Vice Chancellor, he/she shall redress

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the grievances of staff members and students which are not addressed at departmental/institute level.

- In cases where rules and regulations are violated severely by the staff/students, he/she shall constitute a committee, which shall conduct thorough investigation and submit the report with recommendations, based on which, the registrar in consultation with the Management and the Vice Chancellor shall initiate necessary actions.
- He/She shall ensure that all the rules and regulations are followed strictly by the officials/ staff members in constituent Faculties of the university /different cells of the university.
- He/She shall be responsible to constitute various university level committees as directed by UGC and other regulatory authorities.
- He/She, through his/her deeds and words shall promote harmony, inclusiveness, tolerance and shall resist from acts/deeds which promote discrimination on the basis of caste, creed, religion, gender and social status.

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### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for Controller of Examinations

- He/She shall be responsible for performing all the activities connected to conduct of examinations/ declaration of results.
- He/She shall display qualities/virtues such as objectivity, accountability, openness, and transparency in performing his/her duties.
- He/She shall support values promulgated by the University such as integrity, honesty, respect, excellence and punctuality.
- He/She shall ensure to maintain / prepare examination schedules (Internal / External / Practical).
- He/She shall responsible for prepration of quastion papers, Examination formats, and related documents.
- He/She shall ensure smooth conduction of evaluation of anshwer scripts by implimenting quality procedures.
- He/She shall also responsible for preparing the results as per the rules and regulations of concerned bodies and councils.
- He/She shall responsible for transfer of credits and other student centric examination facilities.
- He/She shall ensure the examination related printing works including Certificates, marksheets and degrees.
- He/She shall ensure that internal and external assessment is completed within the time limit stipulated by the university and shall ensure timely entry of marks secured by the students in both internal and external evaluation.
- He/She shall resolve the grievances of staff members rendering the services in his/her office amicably.
- He/She shall provide adequate guidance in connection with all the exam related work he/she assigns to the staff members in his/her office and shall ensure effective execution.
- He/She shall conduct regular meetings with staff members of his/her office to review the progress of all exam related work/activities.
- He/She shall be punctual, regular and proactive in performing hi s/her duties and the same he/she shall expect from Deans/Principals of Faculties/ Teachers in the Faculty as far as exam related work is concerned.
- He/She shall be in professional attire suitable to the position of COE.

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- He/She shall use his/her powers wisely. He/She shall ensure that no injustice is done to any students and staff members while performing examination related activities.
- He/She shall ensure that all the rules, regulations, orders issued by the university authorities related to the examinations from time to time are followed strictly.
- He/She shall ensure equal distribution of examination related work among his/her staff members without being biased towards any one.
- He/She shall create and maintain an unbiased and amicable atmosphere in examination section as well as with examination coordinators of the university.
- He/She shall endeavor to promote and protect image of the University.
- In the absence of the Controller of Examinations, all the duties of the office shall be performed by the faculty to whom he has given charge before taking leave.
- He/She shall not accept any gift, favour, services or any other item from any individual, group of people and public agency which may affect the effective execution of his/her duties as Controller of Examinations.
- He/She shall maintain the confidentiality of privileged information and shall not disclose such information to obtain financial and personal advantage.
- He/She shall ensure confidentiality, safety and security of examination related documents.
- He/She shall ensure that the entries in the mark-statements are accurate, complete and free from any kinds of errors.
- He/She shall ensure timely declaration of results and preparation of mark sheets.
- He/She is responsible for issuance of certificates such as Transcript, Backlog, CGPA to Percentage, English Language, Attempt, Rank, Grade to Marks, Duplicate Mark sheet/Degree Certificate to the students as and when requested by the students in the stipulated format after paying requisite fees.
- He/She shall be responsible for providing (by following the process stipulated by the university) services pertaining to the genuineness / verification of mark sheets/degree certificates to various stakeholders such as Government authorities, corporate bodies and educational institutions as and when requested by them.
- He/She shall be responsible for preparation of Migration certificates (as and when requested by the students), Degree Certificates, Provisional Degree Certificates, List of Gold Medalist. Certificates of Merits etc.

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### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for Deputy Registrar (Exam)

- He/She shall support values promulgated by the University such as integrity, honesty, respect, excellence and punctuality.
- He/She shall assist the controller of Examination for smooth conduction examination.
- He/She shall prepared the list of examiners for Internal / External and practical exam and also monitor the records of evaluation work.
- He/She shall ensure deposition of mark foils after complition of exam to the confidential department.
- He/She shall responsible for Distribution of marksheets of students.
- He/She shall also responsible for dispose -off of the answer script after complition of the certain retaining period as per the policy.

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### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for Deputy Registrar (Confidential)

- He/She shall support values promulgated by the University such as integrity, honesty, respect, excellence and punctuality.
- He/She shall assist the Controller of Examination to prepare the result after completion of evaluation work.
- He/She shall responsible for feeding of marks as per required formats.
- He/She also maintain the full confidentiality before declaration the result.

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### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for Asst. Registrar (Enrollment)

- He/She shall support values promulgated by the University such as integrity, honesty, respect, excellence and punctuality.
- He/She shall responsible for enrollment of newly admitted students incordination with Registrar.
- He/She shall strickly ensure the student eligibility criteria for particulrs programme as per the reules and regulations.
- He/She shall mentain the confidintiality of the information during and after the entire process.

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### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for Finance Officer and Account Officer

- He/She shall support values promulgated by the University such as integrity, honesty, respect, excellence and punctuality.
- He/She shall display qualities/virtues such as objectivity and accountability in performing his/her duties.
- He/She shall be responsible for smooth functioning of all the activities related to finance and accounts in the university.
- He/she shall be responsible for the effective utilization of the funds sanctioned by the university for educational/ administrative and other purposes.
- He/She shall be responsible for preparation of yearly accounts and the budget of the university.
- He/She shall not abuse the authority/power vested in him/her by the university.
- He/She shall also respect and maintain the hierarchy in the administration.
- He/She shall not accept any gift, favour, services or any other item(s) from any individual, group of people and public agency which may affect the effective execution of his/her duties as Finance Officer and Account Officer.
- He/She shall ensure confidentiality, safety and security of accounts/finance related work and documents in the university.
- He/She shall divide the work equally among the staff members without being biased towards any one working in his/her department.
- He/She shall attempt to resolve the grievances of staff members rendering services in his/her department amicably.
- He/She shall strive to create and maintain an unbiased and amicable atmosphere in his/her department to ensure equal opportunities.
- He/She shall conduct regular meetings with his staff members to review the progress of work assigned to them by him/her.
- He/She shall be punctual, regular and proactive in performing his/her duties and the same he/she shall expect from the staff members.
- He/She shall ensure alternative arrangements against the unavailability of any staff members who are sanctioned leave by him/her so that the work shall not get affected/delayed.

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- He/She shall ensure that all the rules, regulations, orders issued by authorities in the university from time to time are followed strictly by staff members in the accounts department.

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### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for Deans/Principals

- Deans/Principals shall be responsible to ensure development and execution of long and short term plans in their faculties. They shall also ensure that academic programs are offered in accordance with stipulated norms of regulatory authorities.
- They shall adhere to the rules and regulations of the university and ensure that they are practiced at their faculties.
- They shall be responsible for smooth functioning of academic and administrative activities of their faculties.
- They shall assist the Vice Chancellor in managing the academic and other affairs of the University and shall exercise such powers and perform such functions as may be prescribed or entrusted to them by the Vice Chancellor.
- They shall prepare academic calendar of their faculties in consultation with the HOD of the department which fall under their faculties. They shall ensure minimum 90 days of (30 hours in a week) teaching in a semester in the institutes under their faculties. (The total number of teaching days in a semester/year should be in conformity with the stipulation of regulatory bodies.)
- They shall encourage more industry interactions to ensure improved quality of faculty, more relevant curriculum, better placement of students etc.
- They shall ensure effective implementation of technologies in teaching learning process, shall arrange to design the curriculum keeping in mind the 'needs of modern world, and shall ensure timely syllabi updation of the subjects offered under their faculties.
- They shall behave in cordial/congenial and gentle manner with teaching/non teaching staff, students and other stakeholders.
- They shall guide their Heads of the departments in designing the syllabus of the subjects. They shall also help them in getting it approved by the statutory bodies stipulated such as Boards of Studies and faculties by the university from time to time. They shall be proactive in all the work related to Academic Council/Executive Council. They shall also provide guidance to their HODs regarding inclusion of valued added/skills based subjects/courses offered that fall under their faculties from time to time.

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- They shall resolve the grievances of staff members and students pertaining to teaching-learning in their faculties in case they are not addressed at the departmental/faculty level and the same is brought to their notice.
- They shall conduct regular meetings with Heads of departments and staff members in under their faculties to review the progress of the Faculty.
- They shall encourage conducive teaching-learning environment in their faculties.
- They shall be punctual, regular and proactive in performing their duties and the same they shall expect from their staff members.
- As dean/ principal, if they assign any work to staff members, they shall provide proper guidance in terms of completing assigned work effectively in time.
- They shall encourage quality research work at their faculties. They shall also ensure that experts are invited for seminars, workshops, expert talks etc. for the purpose of providing knowledge to students.
- They shall ensure that each employee contributes optimally in the growth of the department as well as the Faculty.
- They shall put into practice new ideas and plan to execute the ideas enumerated in vision and mission of the university.
- They shall ensure that the staff and students are well acquainted with rules, policies and procedures stipulated by the Faculty/university from time to time and shall ensure that all the rules, regulations and directives are followed strictly.
- They shall be in professional attire suitable to the position of the Dean/ Principal and shall expect the same from their staff members.
- They shall use their powers wisely . Interest of students and staff members shall have to be the top priority while taking decisions related to academic and administrative work of their faculties.

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#### Code of Conduct for Heads of the Departments

- Heads of the department shall be responsible to ensure development and execution of long and short term plans at their departments. In consultation with Deans/Principals, they shall also ensure that academic programs of their departments are offered in accordance with norms stipulated by statutory bodies.
- They shall adhere to the rules and regulations of the university and ensure that they are strictly adhered to by staff members in their departments. They shall also respect and maintain the hierarchy in the administration.
- They shall be responsible for smooth functioning of academic and administrative activities of their departments.
- Being accessible and approachable is critical to effective leadership; they shall avoid keeping their students and staff members waiting unnecessarily for any departmental/Faculty/university level work and shall provide all the necessary guidance/help to them.
- They shall ensure that programs offered by their departments are accredited from time to time.
- They shall ensure good placements of the students in coordination with training and placement cell.
- They shall endeavour to make the students industry ready through skill development obtained through internships in the industries/ short term/ long term training assignments etc.
- They shall make necessary arrangements to prepare the students for competitive examinations along with routine teaching-learning. They shall focus on holistic development of the students. They shall also encourage students to enroll in relevant certificate courses useful to them.
- They shall encourage their students and the staff members to be connected with professional bodies to gain practical knowledge.
- They shall design the curriculum of the course in consultation with Dean/Principal of the faculty and get it approved in the meetings of the statutory bodies of the university such as Boards of Studies, Faculties, the Academic Council and Executive Council. They shall also ensure that valued added/ skills based subjects are introduced in the courses offered by their departments.

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- They shall ensure that adequate contact hours are provided in time table to complete the syllabus of the subjects satisfactorily.
- They shall ensure that all classes are conducted as per the time table regularly.
- Before sanctioning leave of any staff members, they shall ensure that alternative arrangements are made so that absence of the concerned teacher(s) do not affect the teaching learning process effectively.
- They shall ensure proper evaluation of students' performance. They shall arrange extra classes for the students who are slow learners. They shall follow the university policy on slow learners and advanced learners.
- They shall arrange to collect feedback from various stakeholders on curriculum development with the help of Dean academic and shall prepare feedback analysis report(s) based on which remedial measures shall also be initiated by them.
- They shall divide the work equally among the faculties of their department without being biased towards any officials of their departments.
- They shall put efforts in overall development of their staff and the students by involving them in various academic, extra/co curricular activities/ technical/non technical events.
- They shall behave in cordial/congenial and gentle manner with teaching/non teaching staff, students and other stake holders. They shall create and maintain an unbiased and amicable atmosphere within the periphery of the Faculty, shall work with good team spirit and feelings of brotherhood to ensure equal opportunities.
- They shall resolve the grievances of staff members and students pertaining to teaching-learning at their departments in consultation with Deans/ Principals.
- They shall conduct regular departmental meetings with their staff members to review the progress of the department and implement corrective measures, if any, for ensuring smooth functioning of their departments.
- They shall encourage conducive teaching-learning environment in their departments suitable for the growth of the department.
- They shall be punctual, regular and proactive in performing their duties and the same they shall expect from their staff members.
- As head of the department, if they assign any work to staff members, they shall provide proper guidance in terms of completing assigned work effectively in time.

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- They shall encourage quality research work at their departments. They shall also invite experts for seminars, workshops and expert talks etc. for the purpose of providing knowledge to students and teachers.
- They shall ensure that each employee contributes optimally in the growth of the department as well as the Faculty/University.
- They shall put into practice new ideas and plan to execute ideas enumerated in the vision and mission of their departments.
- They shall ensure that the staff and students are well acquainted with rules, policies and procedures stipulated by the Faculty/University from time to time and shall ensure they are followed strictly.
- They shall ensure overall development of the students and the staff members.
- They shall ensure that all the rules, regulations and orders issued by the university authorities from time to time are followed strictly by staff members in their departments .

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#### Code of Conduct for Teaching Staff

- Marking attendance twice in a day in biometric attendance marking device, once while coming to the university in the morning and another while leaving the university in the evening, is mandatory for all teaching staff members. One time punching/marking in biometric will automatically be considered as CLALWP as the case may be when it will get repeated three times in a month.
- He/She shall compulsorily display his/her University ID card by wearing it round his/her neck. If any staff member is found not wearing ID card on any day, disciplinary action shall be initiated.
- It is imperative for the teachers to set higher benchmarks by showcasing ideals of morality and ethics through their behaviour so as to enable their students to follow in their footsteps and become ideal human beings.
- He/She shall be in professional attire suitable to the teaching profession. Further, consumption of objectionable substances is prohibited in the campus.
- He/She shall behave in cordial/congenial and gentle manner with teaching/non teaching staff, students and other stakeholders. He/She shall cooperate in creating and maintaining an unbiased and amicable atmosphere. He/She shall work with good team spirit and feelings of brotherhood since it increases motivation and has many social and personal benefits suitable for producing superior results.
- He/She shall be diligent, effective and efficient in performing duties assigned by higher authorities in the university and shall not display negligent, careless and irresponsible attitude/approach in performing assigned duties.
- He/She shall not indulge in any activities which may amount to financial misappropriation and acts of moral turpitude and shall always perform duties in fair and transparent manner.
- He/She shall ensure overall development of his/her students. He/She shall always be approachable and accessible to the students for any academic work.
- He/She shall possess the membership of professional bodies to gain practical knowledge and shall motivate the students to do the same.
- He/She shall not engage himself/herself in other endeavours/enterprises either in an individual capacity or in association with any other persons/institution in order to receive financial incentives for his/her benefits while being in the employment of the





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- He/She shall make effective use of resources provided by the University and shall not use such resources in careless and negligent manner.
- He/She shall ensure proper evaluation of students' performance and shall arrange extra classes for the students who are weak in their studies. He/She shall follow the university policy on slow learners and advanced learners.
- He/She shall not use mobile phones during the classes. Disciplinary action will be initiated against any teacher who violates the said norm.
- The teacher shall bring his/her personal android mobile phone and laptop to his department/faculty/university and shall carry out all the work assigned to him/her on his/her laptop/ desktop provided.
- He/She Shall be punctual in reporting at the University campus as per scheduled timings, shall not leave the work place without permission from the concerned head during stipulated hours of work. He/She shall not remain absent without obtaining prior permission and shall avail stipulated leaves judiciously so as to not cause any disruption in the smooth functioning of department/faculty/university. He/She shall make alternative arrangements of his/her teaching load/other duties whenever on leave. In case of unforeseen contingencies, he/she may take permission from the concerned authority telephonically about his/ her absence from the work.
- He/She shall be punctual, regular and proactive in performing his/her academic and exam related duties. He/she shall be well prepared before going to lectures/laboratory/practical sessions and shall engage the class for stipulated duration. In no case, the teacher shall leave the class early except instructed/permitted by concerned higher authority in unavoidable circumstances.
- The staff members shall approach the concerned Deans/Principals/Heads of Departments first for resolving/addressing their issues/grievances. The Deans/Principals/Heads of Departments shall make best possible efforts to resolve the issues faced by the staff members on their own. In those cases in which intervention by the Vice Chancellor/ Director General is required for addressing the grievances of the staff members, the concerned Deans/Principals/Heads of Departments shall first ask for an appointment to meet with the Vice Chancellor/ Director General through Personal Assistant and on the designated day and time, shall meet with the concerned Authority and place the grievances of the staff members before the concerned authority for their consideration.





## CODE OF CONDUCT FOR DIFFERENT OFFICIALS

- He/She will be liable to be posted/transferred to any position as decided by the University.
- Continuation of services of staff members shall be subject to the fulfilment of the requisites of employment including qualifications; experience, performance etc.
- He/She may be assigned additional duties and responsibilities without any additional compensation. He/She may be required to work beyond working hours as required by the University in case of necessities and emergencies.
- He/She will be on probation for a period of one year extendable by one or more year at the discretion of the University based on the performance. After successful completion of probationary period, he/she may be confirmed in the services of the University. Unless the confirmation is intimated, his/her service will continue to remain on probation.
- Service of the staff member may be terminated during the probationary period by the University due to unsatisfactory performance or otherwise by serving one week notice .
- He/She may resign from the service by serving one/three three month(s) notice to the University or in lieu of it he/she has to pay one/three month(s) (as mentioned in the appointment letter) total salary.
- In case he/she resigns from the service, he/she will not be relieved in the middle of academic session/year. He/She is also, not entitled to avail any leave during notice period. Experience cum relieving letter will not be issued if he/she resigns from the service before completing one year of service.
- If performance of the staff member is found to be unsatisfactory or he/she indulges in breach of the terms of employment or indulge in indisciplined behaviour which is harmful to the University or any other matter which may be prejudicial to the interests of the University, he/she may be terminated from the service without giving any notice and compensation .
- He/She will not disclose any confidential information or any of the information regarding working of the University to any other institutions/outside organizations/enterprises.
- He/She shall not, knowingly or unknowingly, publish/make any slanderous/ defamatory statements about functioning of the University, its officials or any individuals/ enterprises connected with the University.
- He/She shall not engage in any unlawful activities which may cause damage to the reputation/ tarnish the image of the University.
- He/She shall ensure that all the rules, regulations, orders issued by the university authorities from time to time are strictly adhered to by him/her.

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## CODE OF CONDUCT FOR DIFFERENT OFFICIALS

### J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD, U.P.

#### Code of Conduct for Non-Teaching Staff

- Marking of biometric attendance twice in a day, once while coming to the university in the morning and another while leaving the university in the evening, is mandatory for all non-teaching staff members. One time punching/marking in biometric will automatically be considered as CL\LWP as the case may be when it will get repeated three times in a month.
- He/She shall compulsorily display his/her University ID card by wearing it round his/her neck. If any non-teaching staff member is found not wearing ID card on any day, disciplinary action shall be initiated.
- He/She shall be in professional attire stipulated by the university.
- He/She shall conduct himself/herself in a respectful, amicable and genial manner with his/her colleagues and higher authorities in the department/faculty/university. He/She shall behave in cordial/congenial and gentle manner with students and other stakeholders of the university while dealing with them.
- He/She shall cooperate in creating and maintaining an unbiased and amicable atmosphere, shall work with good team spirit and feelings of brotherhood since it increases motivation and has many social and personal benefits suitable for producing superior results.
- He/She shall be diligent, effective and efficient in performing duties assigned by higher authorities in department/faculty/university and shall not display negligent, carelessness and irresponsible attitude/approach in performing assigned duties.
- He/She shall not indulge in any activities which may amount to financial misappropriation and acts of moral turpitude and shall always endeavour to perform duties honestly.
- He/She shall not engage himself/ herself in other endeavours/enterprises either in an individual capacity or in association with any other persons/institution in order to receive financial incentives for his/her benefits while being in the employment of the University and shall solely concentrate his/her efforts in fulfilling the vision and mission enumerated by the University.
- He/She shall make effective use of resources provided by the University and shall not use such resources in careless and negligent manner.

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## CODE OF CONDUCT FOR DIFFERENT OFFICIALS

- He/She shall not use mobile phones during the stipulated hours of work for unnecessary personal work. Further, consumption of objectionable substances is prohibited in the campus.
- He/She shall be punctual in reporting at the University campus as per scheduled timings, shall not leave the work place without permission from the concerned head during stipulated hours of work. He/She shall not remain absent without obtaining prior permission and shall avail stipulated leaves judiciously so as to not cause any disruption in the smooth functioning of department/faculty/university. In case of unforeseen contingencies, he/she may inform the concerned authority telephonically about his/her leave.
- The staff members shall approach the concerned Deans/Principals/Heads of Sections/Departments first for resolving/addressing their issues/grievances. The Deans/Principals/Heads of Sections/Departments shall make best possible efforts to resolve the issues faced by the staff members on their own. In those cases in which intervention by the Vice Chancellor/ Director General is required for addressing the grievances of the staff members, the concerned Deans/Principals/Heads of Sections/Departments shall first ask for an appointment to meet with the Vice Chancellor/ Director General through Personal Assistant and on the designated day and time, shall meet with the concerned Authority and shall place the grievances of the staff members before the concerned authority for their consideration.
- He/She will be liable to be posted/transferred to any position or university/office as decided by the University
- Continuation of services of staff members shall be subject to the fulfilment of the requisites of employment including qualifications, experience, performance etc.
- He/She may be assigned additional duties and responsibilities without any additional compensation. He/She may be required to work beyond working hours as required by the University in case of necessities and emergencies.
- He/She will be on probation for a period of one year extendable by one or more year at the discretion of the University based on the performance. After successful completion of probationary period, they may be confirmed in the services of the University. Unless the confirmation is intimated, his/her service will continue to remain on probation.
- Service of the staff member may be terminated during the probationary period by the University due to unsatisfactory performance or otherwise by serving one week notice.

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## CODE OF CONDUCT FOR DIFFERENT OFFICIALS

- He/She may resign from the service by serving one/three three month(s) notice to the University or in lieu of it he/she has to pay one/three month(s) (as mentioned in the appointment letter) total salary.
- In case he/she resigns from the service, he/she will not be relieved in the middle of academic session/year. He/she is not entitled to summer vacation during first year of service. He/she is also, not entitled to any leave during notice period. Experience cum relieving letter will not be issued if he/she resigns from the service before completion of one year service.
- If performance of the staff member is found to be unsatisfactory or he/she indulges in any breach of the terms of employment or indulges in indisciplined behaviour which is harmful to the University or any other matter which may be prejudicial to the interests of the University, he/she may be discontinued from the service without giving any notice and compensation
- He/She will not disclose any confidential information or any of the information regarding working of the University to any other institutions/ outsiders/ organizations/ enterprises.
- He/She shall not knowingly or unknowingly, publish/make any slanderous/defamatory statements about functioning of the University, its officials or any individuals connected with the University. He/She shall not engage in any unlawful activities which may cause damage to the reputation/ tarnish the image of the University
- He/She shall ensure that all the rules, regulations, orders issued by the university authorities from time to time are followed strictly by him/her. He/She shall also respect and maintain the hierarchy in the administration.

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