



# CODE OF CONDUCT FOR EMPLOYEES



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



## J. S. UNIVERSITY, SHIKOHABAD, FIROZABAD

### Code of Conduct for Employees

1. Marking of biometric attendance twice in a day, once while coming to university in the morning and another while leaving the university in the evening, is mandatory for all the employees including Principals. One time punching/marking in biometric will automatically be considered as CLALWP as the case may be when the employee repeat it three times in a month.
2. All staff members shall compulsorily display their University ID cards by wearing it round their neck. If any staff member is found not wearing ID card on any day warning will be given to them. If they repeat this third time in a semester/year, their attendance will be considered as on Leave without Pay (LWP).
3. All the faculty members are informed not to use mobile phones during the classes. The mobile phones must be left behind when they go to the class or if they cannot do so, the mobile phones must be necessarily on switch-off mode. Any teacher found violating this norm will be liable for punishment as per existing procedure
4. Staff members of Faculty shall approach the concerned Deans/Principals of Faculty first for resolving their issues/ addressing their grievances. The Deans/Principals of Faculty 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 Director General/Vice Chancellor is required for addressing the grievances of the staff members, the concerned Deans/Principals shall first ask for an appointment to meet with the Director General/Vice Chancellor of university 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.
5. 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 the footsteps of their teachers and become ideal human beings our society badly requires .
6. Continuation of services of staff members shall be subject to the fulfillment of the requisites of employment including qualifications, experience, performance etc.
7. Staff members will be liable to be posted/transferred to any position/constituent institution/office as decided by the University.
8. Staff member will involve in the work assigned on a whole time basis and shall not engage either directly or indirectly either for remuneration or on honorary basis in any other



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- employment or trade or business. He/she should not indulge in any of the activities which may affect the reputation, name and fame of the University. He/she should not engage himself/herself in any private business or practice either in an individual capacity or in association with any other persons/institution.
9. Staff member may be assigned additional duties and responsibilities without any additional compensation. He/she should work in any shift as required by the University. He/she may be required to work beyond working hours as required by the University in case of necessities and emergencies.
  10. Staff member 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.
  11. Service of the staff member may be terminated during the probationary period by the University due to unsatisfactory performance or otherwise by serving one month notice. He/she may resign from the service during the probationary period by serving three months notice to the University or in lieu of it he/she has to pay three months total salary.
  12. After confirmation of service, staff member may be discontinued by the University by serving three months notice and he/she may resign from the service by giving three months notice or in lieu of it he/she has to pay three months total salary.
  13. In case staff member resigns from the service, he/she will not be relieved in the middle of academic session/year. He/she is not entitled to vacation during first year of service. He/she is also, not entitled to any leave during notice period.
  14. If the performance of the staff member is found to be unsatisfactory or he/she indulges in any breach of the terms of employment or indulge in indiscipline 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 any notice and without any compensation.
  15. Staff member will not disclose any confidential information or any of the information regarding working of the University to any other institution/person/outside which may be harmful to the University.
  16. Staff member should not remain absent without prior notice and sanction by the competent authority.



**Guidelines for recommending the punishment to the candidates in the cases of indulging in unfair means in the different examinations held by University/Authority**

**GUIDELINES**

1. The cases of malpractices related to any examination shall be referred to the "Examination Disciplinary Action Committee". This committee, consisting of three deans of Faculties nominated by honourable Vice Chancellor in each semester, after proper inquiry and judicious evaluation of all available documents and after giving fair and reasonable opportunity of being heard in each case, will recommend the punishment for further action to the concerned competent authority.
2. In some categories, the degree of culpability of all cases falling under a particular category may not be the same. Therefore, different levels of punishment are recommended for such categories, so that the Examination Disciplinary Action Committee can recommend punishment at the appropriate level.
3. Essentially, these recommendations are for guidance of the Examination Disciplinary Action Committee. The committee may recommend milder or harsher punishment than that shown in the guidelines if it feels that such punishment is justified in a particular case. In the overall perspective the necessary part is, that the Examination Disciplinary Action Committee should have a corrective rather than a punitive approach, while at the same time, it should preserve the honesty and integrity of the exam system.
4. The Committee recommends punishment with reference to the malpractice involved in each case but the effect of the punishment recommended is to be read with academic regulations laid down by the university from time to time.

**Note :**

The following explanations will apply to the various guidelines in table format and terms which are not defined, are to be interpreted as per the regulations notified by the university from time to time.

- a. Reference to a male candidate implies similar reference to a female candidate.
- b. Reference to certain words in singular form implies reference to their plural form also, where the context is obvious e.g. answer book / answer books, note/notes, chit/chits, page/pages etc.
- c. Reference to answer book implies reference to main answer books.
- d. "Examination" means an examination or a test for theory, practical, term work including viva, term assignment, class test dissertation, project work synopsis/thesis of Ph.D. etc. and any other form of evaluation conducted by University or by any



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Faculty of the University.

- e. Carryover Examination is not a separate Examination but it is a part of End Semester Examination and hence whenever the punishment is imposed for Carryover Examination it should be considered as a part of End Semester Examination.
  - f. Cancellation of result shall mean cancellation of appearance in the examination.
  - g. Whenever there is more than one punishment imposed, then the penalty will have effect one after another i.e. only after completion of one penalty other will start.
  - h. The "Term" is in reference to the courses of semester pattern of Faculty.
  - i. The "Year" is in reference to the courses of yearly pattern of Faculty.
5. The applicable punishments with reference to nature of malpractices are as mentioned below.

<b>Punishment: UF-1 Cancellation of the result of the respective subject.</b>	
1	If a candidate disobeys the instruction of the authorized officer of the University or block Supervisor regarding maintaining silence, discipline, obstructing the process of examination in any way.
2	If the candidate found using indecent or abusing words in the answer book. Attempts to remove encrypted code or any sticker on the answer book. Indulges in writing the matter relevant to the subject before commencement of exam.
3	If a candidate, in association with other candidate/s, attempts to copy the answer in any manner

<b>Punishment: UF-2 Cancellation of the result of all subjects of the concerned semester/ term / year.</b>	
1	If the candidate gives his address /email/phone no. etc. or discloses his identity in any manner in the answer book (which is not permitted). Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings.
2	During the examination, if the candidate <ul style="list-style-type: none"><li>• Has changed the allocated seat without permission. Communicate with another examinee or try to pass information even after a word of caution from any authority. Any sort of writing on the question paper.</li><li>• Is found to be in possession of unauthorized electronics device(s) including mobile phone except recommended calculator irrespective of whether it is used or not used.</li></ul>
3	The candidate tries to destroy evidence of malpractice by throwing it away, chewing it, or by any means which was found in his possession during examination.



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4	During the assessment, the examiner reports that the handwriting in some portion of the answer book differs from the usual handwriting of the candidate found from the answer book of a candidate.
5	A candidate is found requesting and using writer by submitting false/fraud evidence.
6	If the candidate is caught indulging in malpractice in examination and makes an attempt to influence <ul style="list-style-type: none"><li>• The authorized person for conduct of examination/ member/s of the Disciplinary Committee for Unfair Means in Examination/ examiner concerned for seeking his favor or exerting personal pressure.</li><li>• The examiner for seeking his favors either by bribing/hiding currency notes in the answer sheets or the examiner for seeking answer-books or threatens any of the authorized officers for conduct of examination.</li></ul>

### **Punishment: UF-3 Cancellation of the results of examination of \*two subjects of concerned semester/term/year.**

1	During the examination, if a student is found in possession of any hand-written/printed/non printed/photocopy/typed/soft material etc. on his/her body or inside the clothes or under any of his/her implements like calculator, Compass, etc. on in his/her vicinity either reported by the Supervisor or subsequently by the examiner either used or unused.
2	If a candidate, in association with other candidate/s, attempts to copy the answer in any manner which may include the following. The candidate has copied from the answer book of another candidate/s. Exchanges/ Borrows/ takes written answer book or question paper or material in any form from other candidate.

### **Punishment: UF-4 Cancellation of the results of all Examinations of all the subjects of concerned semester/term/year.**

1	During the Examination if the candidate <ul style="list-style-type: none"><li>• Is found to be in possession of unauthorized answer book or part thereof, either blank or written upon or</li><li>• Attempts to throw or carry away the answer book or part thereof outside the examination hall or</li><li>• Is found to have torn the answer book or part thereof, of his own or of other candidate or</li><li>• Is found to have made corrections in the seat/roll nos. on the answer-books or other writing himself or with the help of the other person/s.</li></ul>
2	If a candidate snatches away or takes away or uses answer book or part thereof or question paper of other candidate.



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**Punishment: UF-5 Cancellation of result of all the subjects of the current semester/term examination and initiate the criminal proceeding including filing FIR against the student/person involved in this incident.**

1	Physically assaulting the Block Supervisor/ any other person appointed to conduct the examination or threatening the staff or Carrying and/or using offensive tools/weapons for intimidation/ causing injuries.
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**Punishment: UF-6 Cancellation of result of all the subjects of the current semester examination and debarred to appear in next four summer/winter, regular/carryover all examinations to be conducted by the University.**

1	If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall. Leaves the examination hall without submitting his answer book or tries to destroy it.
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**Punishment: UF-7 Initiate the criminal proceeding including filing FIR for the impersonate involved in this incident and dismissing the student of the Faculty of the J. S. University.**

**Debarring both of them from the university for a period of two years if both are from within Faculty of J. S. University.**

1	If one impersonates as a candidate on behalf of a candidate of any Faculty of J. S. University is found appearing in the examination in place of eligible student of the Faculty of J. S. University.
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**Punishment: UF-8 Deferred submission of thesis/dissertation/ project work for a period of 1 year in case of Masters. The re-submission of the thesis/project work/dissertation shall be with fresh work. It may be understood that the student will have to go through all the stages of evaluation of his/her fresh work.**

1	If an examinee of P.G. courses is found guilty of plagiarism of a thesis/dissertation/ project work during the period of assessment.
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**Punishment :UF-9 The degree awarded shall be withdrawn by the University.**

1	If a Candidate who is awarded Masters from the University, is found guilty of plagiarism by the University.
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During or after the examination, if any candidate is found to have indulged in any form of malpractices which are not covered in categories mentioned in the above guidelines having bearing on the examination or result of the candidate and/or of any other candidate. The




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Examination Disciplinary Action Committee shall recommend the punishment depending upon the nature and gravity of the malpractice.

In case where the punishment "cancellation of the result of the two subjects" is awarded the one subject will be the subject in which he/she is caught for indulging in unfair means, while the other subject will be in which the candidate shall be declared "pass" and in which he/she shall have received the lowest grades compared to other subjects.

In the eventuality, where the scores obtained by the candidate is equal in two subjects, the other subject will be considered as per the chronological order of the subject of the concerned semester/term/year.

  
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