



C. U. SHAH UNIVERSITY

(Established under Gujarat Private Universities (Amendment) Act 18 of 2013)

Sponsored By : WARDHMAN BHARTI TRUST A Center of Excellence for Multi Disciplinary Research, Innovation and Culture.

No: CU/Cir/187/2017

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Circular

We have observed irregularities in lecture/lab and indiscipline while conducting/imparting lecture/lab and other venues in campus. Many have been found not in professional attire, displaying I-card and more over using mobiles and internet at the time inappropriate.

Also for sound health of academic atmosphere, no misbehaviour, no loo setalk, time punctuality, intime syllabus completion fall in the core duty of an academican. Hence forth all are urged to abide with the norms, regulations, rules for maintaining the academic standard high.

The undersigned is highly dis-appointed for improper and non standard upcoming attitudes which sets example of spoiling the moral of the other staff members.

In vital interest of University, the management is compelled to decide actions in following manners.

Sr.	Norms	Responsible	Action
1	Faculty Member absent in Lecture /Laboratory.	Faculty	½ CL will be deducted
2	Faculty Member late in Lecture /Laboratory.		½ CL will be deducted
3	Faculty Member leaving early from Lecture /Laboratory.		½ CL will be deducted
4	Lack of discipline of students while conducting lecture/laboratory		½ CL will be deducted
5	Syllabus not completed during semester.		An appropriate action will be taken
6	Faculty Member without ID card.		Rs.100 will be deducted from salary
7	During Lecture /Laboratory use of mobile.		Rs.500 will be deducted from salary
8	During laboratory hours doing personal work/Internet surfing.		Rs.500 will be deducted from salary
9	Behavior/Discipline of faculty Member in public in University Campus is not proper.		An appropriate action will be taken
10	Faculty Member's dress is not satisfactory.		Rs.100 will be deducted from salary
11	Faculty file is not complete/satisfactory.		One CL will be deducted
12	Numbers of lecture/Laboratory as per syllabus is not conducted		An appropriate action will be taken
13	Online attendance is not completed on same day.		Rs.50 will be deducted from salary
14	Daily Attendance Report of Class is not submitted.	CC	½ CL will be deducted
15	SPR & APR is not submitted within time limit.	HOD	½ CL will be deducted
16	Faculty Dairy is not maintained	Faculty/HOD	An appropriate action will be taken
17	Alternate Arrangement of Lecture /Laboratory not done.	HOD	½ CL will be deducted
18	Load distribution & Time Tables is not submitted within in time limit	HOD	½ CL will be deducted
19	Work load is not submitted within time limit.	HOD	½ CL will be deducted
20	Any data requested by University is not submitted within time limit	Dean/Principal	An appropriate action will be taken


Registrar