



No. GSFCU/HR/CIR/446

12th Sept 2019

CIRCULAR

Sub: Penalty for Violation of Code of Conduct and GSFC-U Policies

GSFC University believes in highest order of discipline and Students / Employees are expected to maintain the highest standards of discipline and dignified behaviour, inside as well as outside the campus. All shall abide by the rules and regulations intimated to all from time to time and should act in a way that highlights the discipline standards of the university.

We seek the co-operation of all Students, Contractors & their personnel and all Employees of university towards maintaining discipline in campus. For maintaining discipline in various areas, the management will take necessary actions and anybody found involved in any kind of violations listed below will be liable and penalized:

- Indiscipline (Maintain silence in the School buildings, Bhavans. Any behaviour such as hooting, whistling, loitering etc will be treated as instance of indiscipline)
- Any physical or verbal misbehaviour with fellow students / colleagues / contractors & their persons / superiors
- Littering in the Campus, School buildings and Bhavans (Refrain from activities such as scribbling or noting on walls, doors or furniture which could deface and destroy the academic ambiance)
- Damage in any form to University property / infrastructure (Carefully handle the furniture, equipment, fixtures and appliances of the schools and laboratories. Careless handling / misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible persons will have to bear the cost of replacement / repair with fine)
- Any form of bullying causing injury to others
- Improper usage of dustbins (Keep the Campus, School buildings, Laboratories and Bhavans neat and clean. Do not put waste anywhere in the campus except in the designated dustbins / designated areas)
- Improper parking in Campus, Schools and Bhavan premises
- Use of Single use plastic in Campus, Schools and Bhavan premises
- Damage to Library books issued
- Misuse or unauthorised use of University / Bhavan premises or items including computers



Penalties for Violations:

- a) Following penalties may be imposed at the discretion for violations of code of conduct and actions deviating from prescribed university policies :

| | First Penalty Amount (Rs) | Mode of Penalty Payment |
|-----------------------------|----------------------------------|--|
| Students | 100/- | On line |
| Contractors & their persons | 200/- | Shall be deducted from Bill / Invoice / Salary |
| GSFC-U Employees | 300/- | |

*** Above mentioned penalty is for First violation only. All subsequent violation/s of instances; penalty rate shall be increased by 50 % of the previous penalty charged.**

- b) **For Students:** After more than 3 violations, intimation shall be given to parents
- c) **For Contractors:** After more than 3 violations of Contractor / his personnel, contract may be terminated after due approvals of management
- d) **For GSFCU Employees:** After more than 3 violations, Employee shall be liable for disciplinary actions as per prevailing code of conduct

Decisions regarding levying of penalties for any of the above mentioned violations, shall be at sole discretion of Assistant / Associate Professors, Facility Team, Wardens of both Bhavans, Contract Awarding authorities and GSFC-U Management will be final and binding.

The money collected as fines on instances of non-compliance with the rules and norms, will be kept separately and will be utilized for purposes such as charity, scholarship and renovation / maintenance in case of damage to property.

SP Bhatt,
Director (Admin)

To,
Students of GSFC University
Teaching & Non-Teaching Staff of GSFC University
All Notice Boards of SoS/SoM, SoT, SoFS and both Bhavans
IT Department ... For Circulation and upload on Portal

Cc: GSFC-U Management ... For kind information please