



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE  
& TECHNOLOGY, HISAR**  
**(Established by State Legislature Act 17 of 1995)**  
**'A+' Grade NAAC Accredited**



F-III/2023/ 10451  
Dated: 20/12/2023

To

The Director,  
Pt. Deendayal Upadhyaya Computer & Informatics Centre,  
GJUS&T, Hisar.

Sub: **To upload the conduct rules and proforma for appraisal report.**

Sir,

Please find enclosed herewith a copy of conduct rules and proforma for appraisal report for contractual teachers of various University Teaching Departments. It is, therefore, requested to kindly get it uploaded on the University website. Softcopy of the same in PDF format has already been sent through email.

Yours faithfully,

  
Assistant Registrar(Faculty)  
for Registrar



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**CONDUCT RULES FOR CONTRACTUAL TEACHERS**

1. A contractual teacher shall discharge her/his duties efficiently and diligently to match with the academic standards and performance norms laid down by the institution from time to time including academic and administrative work so assigned to her/him by the department/university.
2. A contractual teacher shall conduct herself/ himself with absolute dignity and decorum in her/his dealing with the superiors, colleagues and students every time.
3. A contractual teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration.
4. A contractual teacher shall have a freedom of thought and expression but she/he shall never mis-use the facilities or forum of the University.
5. A contractual teacher shall not refuse to carry out the academic and administrative decision taken by the University.
6. A contractual teacher shall not make use of resources and/or facilities of the Department/University for her/his personal, commercial, political or religious purpose.
7. A contractual teacher shall not be partial in assessment of a student or deliberately over-mark, under-mark or victimize a student on any grounds.
8. A contractual teacher shall not conduct/ participate in private coaching classes directly or indirectly and she/he shall not accept private tuitions.
9. A contractual teacher shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.
10. A contractual teacher shall avoid using inappropriate or offensive language against anyone at work place and even outside the University.
11. A contractual teacher shall not use Social Media such as Facebook, Twitter, etc. for inappropriate contact with students and scholars.
12. A contractual teacher shall not engage in an absurd/ illicit relationship with a student or scholar as this would be a clear breach of mutual trust, therefore, the professional boundaries of moral-conduct shall always be respected in this regard.
13. A contractual teacher shall not indulge in plagiarism or other non-ethical behaviour in teaching and research.
14. A contractual teacher shall participate in extension, co-curricular and extra-curricular activities including the community services on the University Campus.
15. A contractual teacher shall abide by the conduct and leave rules, applicable from time to time, in the University for the Contractual Teachers.
16. A contractual teacher shall not accept any honorary or other assignment given to her/him by any external agency without the prior permission of the University.
17. A contractual teacher shall not participate in any strike or demonstration and/or indulge in any criticism of institution policy or of the Government for any reason whatsoever.
18. A contractual teacher shall not act in any manner that violates the norms of decency or morality in her/his conduct or behavior inside and outside the University.

  
**Assistant Registrar (Faculty)**  
**Guru Jambheshwar University of**  
**Science & Technology, Hisar**

**PERFORMANCE APPRAISAL REPORT FOR CONTRACTUAL TEACHER**  
(Duration: \_\_\_\_\_)

**General Information**

- (a) Name
- (b) Father's Name
- (c) Date of Birth
- (d) Address (Residential)
  
- (e) Department
- (f) Area of specialization
- (g) Date of joining

**Teaching workload**

Sr No.	Classes	Semester	Periods assigned per week			Period taught per semester			Steps taken for the Teaching of periods missed during leave, etc.
			L	T	P	L	T	P	

L= Lecture      T= Tutorials      P= Practical

**Any other contribution in the Department/University**

Signature of the Teacher

**Verification of the above particulars/data and Recommendations of the Chairperson**

Regularity and punctuality: \_\_\_\_\_

Capacity for working with others: \_\_\_\_\_

Reputation, Honesty and Integrity: \_\_\_\_\_

Overall assessment/grading with remarks, if any: \_\_\_\_\_

Excellent/Very Good/Good/Satisfactory/Not satisfactory: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Chairperson  
(with seal)

  
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