

CODE OF CONDUCT AS ADOPTED BY MANGALORE UNIVERSITY

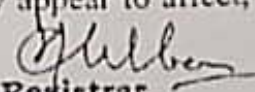
Every employee of the Mangalore University irrespective of the rank and file shall swear to practise the following code of conduct:

The Code of Conduct lays down values, principles and practices that establish standards for ethical conduct of all the rank and file of University so as to uphold the trust of the general public and all the stakeholders in higher education and to ensure that the University conducts itself, and is seen to be doing so, in a manner that does not compromise its mandate.

The Employees, whichever position they are holding individually and collectively, respect and honour their office as a public trust and strive to promote and maintain the highest standards of ethical and professional conduct enunciated in the following values and principles:

- a) **Impartiality:** Every Member shall perform her or his duties without favour, bias or prejudice and shall not participate in a decision making process in which she/he is unable or may reasonably appear to be unable, to decide the matter impartially.
- b) **Integrity:** Every Member shall observe absolute integrity and abjure any corrupt or dishonest practice;
- c) **Propriety:** A Member shall not use her or his office or official position to advance his or her private interest or those of her or his family or anyone else;
- d) **Equality:** A Member shall ensure equality of treatment to all who she or he deals with and shall not entertain bias or prejudice towards any person or group in the performance of her or his duties;
- e) **Competence and Diligence:** Every Member shall carry out her or his duties with due diligence and maintain standards of professional competence.

Every employee shall take all steps necessary to ensure that any conflict of interests involving one or more employee does not affect, or reasonably appear to affect, any

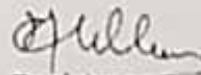

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decision of the University. A conflict of interests may occur in situations where the personal relationship, professional affiliation or financial interests of an employee may compromise or reasonably appear to compromise, the independence of judgement which the University is expected to exercise.

An employee whichever position she or he represents shall practise the following and be a model to others especially the students of the Campus:

1. Stick on to defined time schedules in all respects. Be punctual and time conscious. Avoid wastage of time.
2. Use appropriate manner of addressing colleagues while in office.
3. Institution and Institutional work is the priority, and not individual interest.
4. Completion of work in hand rather than adjournment of assigned work on a daily basis.
5. Be careful and economical in spending institutional resources.
6. Work in harmony and avoid conflict or carrying grudges forward.

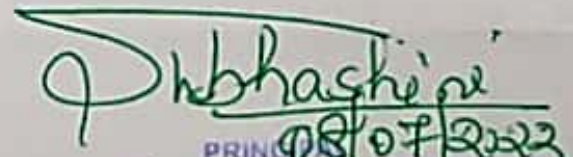
These Codes are meant to ensure the best, to both create resources and offer services to our multiple stakeholders.



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Mangalore University
MangalaGangothri - 574102

Note: As the College is a constituent College of Mangalore University, the Code of Conduct for employees adopted by Mangalore University itself is the Code of Conduct of the employees of University Evening College, Mangalore.



08/07/2022
PRINC
UNIVERSITY EVENING COLLEGE
MANGALORE - 575 001