

MANGALORE UNIVERSITY

No. EST(2) CR 54/81-82

Office of the
Mangalore University,
Light House Hill,
Mangalore, dated 10th June 1982

NOTIFICATION

The Statute relating to Mangalore University Employees Service (Conduct) Rules has received the approval of the Chancellor on 17.5.1982 as communicated by the Secretary to Government of Karnataka, Education & Youth Services Department, Bangalore with his letter No. ED 26 UBV 81 dated 1st June 1982. The Statute is hereby notified.

By Order,

Sd/-

RREGISTRAR

C.C. to:

1. The Finance Officer, Mangalore University.
2. The Controller of Examinations, Mangalore University.
3. The Administrative Officer, University Campus, Mangalagangothri, Konaje to be circulated among the University employees.
4. All Heads of Departments/Co-ordinators of the P.G. Departments to be circulated among the staff members.
5. The N.S.S. Programme Co-ordinator, Mangalore University.
6. The Government Auditor, Mangalore University.
7. P.A. to Vice-Chancellor/Registrar.
8. The Superintendent, Development Section for incorporation in the Consolidated Statute Book.
9. The Executive Engineer I/c, University Engineering Division, Mangalore.

The Original Document is retyped


for **REGISTRAR**

MANGALORE UNIVERSITY EMPLOYEES SERVICE (CONDUCT) RULES UNDER SECTION 35 (m) OF K.S.U. ACT 1976 READ WITH SECTION 71.

1. These Statutes may be called Mangalore University Employees Service (Conduct) Rules.

They shall apply to all persons appointed to the different classes of services and posted in connection with the affairs of the University. They shall not however apply to:-

(a) A member of an All India Service or a State Government Servant on deputation.

2. DEFINITIONS:

(a) “Employee” means any person appointed to any class of post in the University.

Explanation: A University employee whose services are placed at the disposal of another University, Corporation, Organisation or a Local Authority or any other Education Institution by the University, shall for the purpose of these rules, be deemed to be a University employee serving under the University notwithstanding that his salary is drawn from the sources other than from the Mangalore University Fund

(b) “Members of Family” includes:-

- i) the wife or husband of the employee, whether residing with him or not but does not include a wife or husband separated from the employee by a decree or order of a competent court or by mutual agreement;
- ii) son or daughter or step-son or step –daughter, parent of an employee and wholly dependent on him or her;
- iii) any other person related, whether by blood or marriage, to the University employee or to the University employee’s wife or husband and wholly dependent on the University employee.

(c) “Prescribed Authority” means the Chancellor or the Vice-Chancellor or any other Authority as may be specified by the Chancellor in his behalf.

3. GENERAL:

1) Every employee of the University shall at all times:-

- i) Maintain absolute integrity;
- ii) Maintain devotion to duty and
- iii) do nothing which is unbecoming of an employee of the University.

2) i) Every employee holding* supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

ii) Every employee of the University shall in the performance of his official duties, act in his best judgement. When he is acting under the direction of the Superior Officer, he shall obtain written orders or written confirmation of that Officer. For this purpose, an employee is not expected to evade his responsibilities by seeking instructions from his superior officer when they are not necessary in view of the powers vested in him.

4. i) No employee/officer shall use his position or influences directly or indirectly to secure any employment, for any member of his family in any private undertaking having dealings with the University.

ii) No employee/officer shall in the discharge of his official duties deal with any matter or give sanction to any contract if any member of his family is interested in such matter or contract, without obtaining the orders of the Syndicate.

5. TAKING PART IN POLITICS AND ELECTIONS: No employee of the University shall (i) be a member of, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity;

- ii) contest any election to, or be a member of, the House of State Legislature or Houses of Parliament or any local authority;
- iii) no University employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any Legislature or local authority.

Explanation: If any question arises whether any movement or activity falls within the scope of this rule, decision of the Syndicate shall be final.

6. JOINING OF ASSOCIATION BY AN EMPLOYEE OF THE UNIVERSITY:

No employee shall join or continue to be a member of Association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

7. DEMONSTRATIONS AND STRIKES:

No employee of the University shall:

- i) Engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of Integrity of India, the security of the State or University, friendly relations with foreign States, Public Order decency or morality, or which involves contempt of court, defamation or incitement to an offence; or resort to illegal strike.

Explanation: For the purpose of this Statute, 'Strikes' means a cessation of work (including any unauthorized absence from duty) by a body of University employees acting in combination or concerted refusal, or a refusal under a common understanding, or of any number of University employees to work without giving due notice etc.

8. CONNECTION WITH PRESS OR RADIO:

- i) No employee shall, except with previous sanction of the Syndicate own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodicals publication.
- ii) No employee shall except with the previous sanction of the Syndicate or except in the bonafide discharge of his duties;
 - a) Publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles; or
 - b) Participate in a radio broadcast or contribute an article or write a letter to the newspaper or periodical in his own name.

However, no such sanction shall be required-

- i) If such a publication is through a publisher and is of a purely academic literacy, artistic or scientific character;
- ii) If such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

9. CRITICISM OF UNIVERSITY VIS A VIS GOVERNMENT:

No employee shall in any radio broadcast or in any document published in his own name or in the name of any other person in any communication to the press or in any public utterance, any statement –

- i) which has the effect of an adverse criticism of any current or recent policy or action of the University or Government of Karnataka or Central Government or any other State Government unless the expression of his view is in the capacity of office bearer of the association of the University employees for safeguarding their conditions of service or for securing an improvement of their conditions of service etc.,;
- ii) which is capable of embarrassing the relations between the University and Government of Karnataka or Central Government or any other State Government;
- iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign country, unless such views are expressed in his official capacity as in the due performance of the duties assigned to him.

10. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

- (1) No employee shall except with the previous sanction of the Syndicate give evidence in connection with any inquiry conducted by any person, committee or authority, Nothing in this rule shall apply to:
 - a) evidence given at an enquiry before an authority appointed by the Chancellor, the Government of Karnataka, the Central Government, Parliament or a State Legislature or
 - b) evidence given in any judicial enquiry or
 - c) evidence given at any departmental enquiry ordered by the Chancellor or Vice-Chancellor or the competent authority.
- (2) Where a sanction has been accorded by the Syndicate giving such evidence, the employee shall not criticise the policy or any action of the University or Government of Karnataka or Central Government or any other State Government, unless the evidence is given before the authority appointed by the Government of Karnataka, Central Government or parliament or State Legislature or any judicial inquiry or any departmental enquiry.

11. UNAUTHORISED COMMUNICATION OF INFORMATION:

No Employee shall except in accordance with any general orders of the Chancellor or the Vice-Chancellor in performance of the duties assigned to him, shall communicate directly or indirectly any official document or any part thereof or any information to any other employee or any other person to whom it is not intended.

EXPLANATION: Quotation by an employee (in his representation to the Vice-Chancellor or the Chancellor) of any letter or circular or office memorandum or from the notes on any file, to which he is not authorized to have access, or which he is not authorized to keep in his personal custody or for personal purposes, shall amount to unauthorized communication of the information within the meaning of this Statute.

12. SUBSCRIPTION:

No employee shall except with the previous sanction of the Chancellor or the Vice-Chancellor ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

- 13. GIFTS:** (i) No Employee shall accept, or any person acting on his behalf shall accept any gift except as indicated below:

EXPLANATION: The term gift shall include free transport, boarding, lodging or other services or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University. For this purpose a casual meal, lift or other social hospitality shall not be deemed to be a gift. However, he shall avoid acceptance of lavish hospitality or frequent hospitability from any individual having official dealings with him or firms.

On occasions such as weddings, anniversaries, funerals or religious functions or other functions when the making of a Gift is in conformity with the prevailing religious or social practice, a University employee, shall not accept any gift from persons who are not near relatives or personal friends having no official dealings with him, without the sanction of the Vice-Chancellor if the value thereof exceeds-

- i) Rs. 75/- in the case of a University employee with a salary above a basic salary of Rs. 700/- p.m.
- ii) Rs. 25/- in the case of other employees.

14. PUBLIC DEMONSTRATION IN HONOUR OF UNIVERSITY EMPLOYEES:

No employee shall except with the previous sanction of the Chancellor receive any complimentary or valedictory addresses or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other University employees except in the following cases:-

- i) A farewell entertainment of a private and informal character held in his honour or of any other employee on the occasion of his retirement to transfer;
- ii) The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

No employee shall however exercise any influence to subscribe towards such functions, from employees however private and informal in character they may be.

15. PRIVATE TRADE OR EMPLOYMENT:

- (1) No employee shall except with the previous sanction of the Chancellor engage directly or indirectly in any trade or business or negotiate for or undertake any other employment, except honorary work of social, charitable, literary, artistic or of scientific character. In case any such work is undertaken the employee shall report to the Vice-Chancellor, Chancellor within one month, giving full details of such undertaking. He shall not however undertake any such work involving holding of elective office or shall seek election to such office without the previous sanction of the Vice-Chancellor/Chancellor.

EXPLANATION: Canvassing by an employee for a candidate for an elective officer or in support of business or insurance agency etc., owned or managed by his wife or any other person of his family shall be deemed to be a violation of the above Statute.

- (2) No employee shall without the previous sanction of the Chancellor, except the discharge of his official duties take part in the registration, promotion or management of any Bank or other company which is required to be registered under the Companies Act except in

any of Co-operative Societies functioning for the benefit of the employees and is registered under the Co-operative Societies Act, or a literary, Scientific Charitable Society.

- (3) No employee may accept any fee for any work done by him in any public body or any private person without the general or special sanction of the Vice-Chancellor.

16. PROPER USE OF AMENITIES:

No employee shall misuse or carelessly use the amenities provided for him by the University to facilitate discharge of his office duties.

17. USE OF SERVICE WITHOUT PAYMENT:

No employee shall without making proper and adequate payment avail himself of any service or entertainment for which a hire, or price or admission fee is charged.

18. INVESTMENT, LENDING AND BORROWING:

- (1) No employee shall speculate in any stock, share or other investment such as frequent purchase and sale of shares securities or other investments.
- (2) No employee shall make or permit any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (3) No employee or any other person acting on his behalf:-
 - a) Lend or borrow money as Principal or Agent;
 - b) to or from any person within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person; or
 - c) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid, except such transaction pertaining to a relative or a personal friend or a bonafide tradesman etc.

19. INSOLVENCY AND HABITUAL INDEBTEDNESS:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom a legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Chancellor through the Vice-Chancellor, unless they are due to unforeseen circumstances.

20. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

- (1) Every employee shall on his first appointment to any service or post and thereafter at the interval of every 12 months shall submit returns of his assets and liabilities in a prescribed form giving full particulars of the immovable property inherited by him or owned or acquired by him or on lease or mortgage, in his own name or in the name or in the name of any member of his family. The shares, debentures and cash including bank deposits inherited by him or acquired or held by him or any members of his family. The debts or liabilities incurred by him shall also be included in the above return.
- (2) No employee except with the previous knowledge of the Vice-Chancellor acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise in his own name or in the name of a member of his family unless such a

transaction is with a person having official dealing with the employee or through a regular or represented dealer. Otherwise, the previous sanction of the Chancellor or the Vice-Chancellor shall be obtained by him.

- (3) Every employee shall report to the Vice-Chancellor every concerning movable property owned or held in his name.
 - (a) Every employee shall report to the Vice-Chancellor every transactions concerning cash received by him or by any member of his family sources other than his salary and allowances, insurance.
- (4) The Chancellor of the Vice-Chancellor may at any time by general or special order required an employee to furnish within a specified period a full and complete statement of such movable or immovable property held or acquired by him in his own name or in the name of any member of his family with the sources of income from which such a property is acquired.

EXPLANATION:

- (i) Lease means lease of immovable property from year to year or for any term exceeding one year;
- (ii) Movable property includes –
 - a) Jewellery, insurance policies, provident fund, shares, securities and debentures;
 - b) Loans advanced by such employees whether secured or not and
 - c) motor cars, motor cycles, horses or any other means of conveyance.

21. VINDICATION OF ACTS AND CHARACTER OF THE UNIVERSITY EMPLOYEES:

No employee shall have recourse to any court or to the press for publication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character except any act done by him in the private capacity which shall be reported to the Vice-Chancellor.

22. GUARDIANSHIP OF MINORS:

No employee shall act without the previous sanction of the Chancellor or the Vice-Chancellor, as a legal guardian of a person or property of a minor other than his wife and children including step children wholly dependent upon him.

23. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the University.

24. PERSONAL REPRESENTATIONS OF EMPLOYEES:

Any representation by an employee shall only be made through proper channel whenever addressed to the Chancellor. An advance copy of it shall be submitted to the

Chancellor only when all means of securing attention or redress from lower authorities have been exhausted or if his representation is not replied to within a period of one month.

25. BIGAMOUS MARRIAGE AND ACCEPTANCE OF DOWRY:

No employee who has a wife/husband living shall contract any other marriage without obtaining previous permission of the Chancellor unless such marriage is permissible under the provisions of law. No employee shall give or accept any dowry in connection with his own marriage or marriage of any member of his family i.e., daughters, sons etc., offering or receiving of gifts from others than near relatives also prohibited.

26. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:

An employee of the University shall:

Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

27. INTERPRETATION:

The decision of the Chancellor regarding interpretations of the provisions of these Statutes shall be final.


for **REGISTRAR**
