



## **SRINIVAS UNIVERSITY**

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru, Phone: 0824-2477456

**(Private University Established by Karnataka Govt. ACT No.42 of 2013)**

(Recognized by AICTE New Delhi/ UGC New Delhi/Govt. of Karnataka)

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### **Code of Conduct For Employees (Teaching and Non-Teaching)**



  
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# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

## Table of Contents

### 1. General Code of Conduct

- 1.1 General Internal Discipline
- 1.2 Enforcement of Rules

### 2. Promotion of University's Interest

- 2.1 Commitment to Service
- 2.2 Ethical Conduct

### 3. Compliance and Abiding by Rules

- 3.1 Understanding University Rules
- 3.2 Adherence to Orders

### 4. Participation in Strikes and Demonstrations

- 4.1 Maintaining University Reputation
- 4.2 Constructive Resolution of Issues

### 5. Media Involvement

- 5.1 Responsible Media Engagement
- 5.2 Approval for Media Activities

### 6. Criticism of the University

- 6.1 Encouraging Constructive Feedback
- 6.2 Internal Channels for Concerns

### 7. Confidentiality

- 7.1 Protection of Sensitive Information
- 7.2 Authorized Communication

### 8. Private Trade or Business

- 8.1 Wholehearted Dedication to University Service
- 8.2 Written Permission for External Engagements

### 9. Political Activities

- 9.1 Neutrality in Political Affiliations
- 9.2 Leave and Permissions for Political Involvement

### 10. Misleading of Students & Faculty

- 10.1 Maintaining Transparency in Communication



  
REGISTRAR  
SRINIVAS UNIVERSITY  
MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

- 10.2 Upholding Academic Integrity

## 11. Redressal of Grievances

- 11.1 Grievance Redressal Machinery
- 11.2 Fair Treatment and Due Process

## 12. Disciplinary Actions

- 12.1 Rules Governing Absenteeism
- 12.2 Suspension Procedures
- 12.3 Penalties and Appeals

## 13. Financial and Legal Matters

- 13.1 Responsible Financial Conduct
- 13.2 Legal Guidelines and Proceedings

## 14. Attendance at Meetings

- 14.1 Committee Membership Responsibilities
- 14.2 Effective Communication in Absence

## 15. Vindication of Acts and Character

- 15.1 Internal Resolution of Disputes
- 15.2 Upholding Professionalism

## 16. Applicability

- 16.1 Universality of Rules
- 16.2 Implementation and Oversight



  
REGISTRAR  
SRINIVAS UNIVERSITY  
MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

## 1. General Code of Conduct

### 1.1 General Internal Discipline

Srinivas University upholds a culture of internal discipline to ensure a harmonious and efficient work environment. Employees are expected to conduct themselves in a manner that reflects the values and standards set by the University.

#### 1.1.1 Behavioral Expectations

Employees are required to adhere to established behavioral expectations, treating colleagues, students, and other stakeholders with respect and courtesy. Any behavior that disrupts the positive work environment will be considered a breach of discipline.

#### 1.1.2 Consequences of Violations

Infringements of the established behavioral expectations will be dealt with through a progressive disciplinary process. The consequences may include verbal counseling, written warnings, probation, and, in severe cases, termination of employment.

### 1.2 Enforcement of Rules

The University is committed to enforcing rules consistently and fairly. The disciplinary process will be transparent, providing employees with an opportunity to present their defense and appeal decisions.

#### 1.2.1 Transparency in Disciplinary Process

Employees facing disciplinary actions will be informed of the charges against them, providing an opportunity to respond. The disciplinary process will be conducted impartially, ensuring that decisions are based on evidence and relevant considerations.

#### 1.2.2 Appeals Mechanism

A structured appeals mechanism is in place to allow employees to appeal disciplinary decisions. The appeal process will be fair, and decisions will be reviewed by an impartial body to ensure justice and procedural fairness.

## 2. Promotion of University's Interest

### 2.1 Commitment to Service

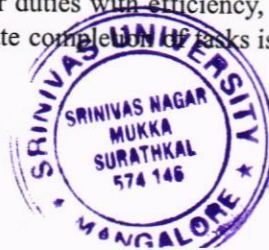
Every employee at Srinivas University is expected to approach their duties with a strong commitment to service. This commitment extends to providing high-quality education, conducting impactful research, and contributing positively to the University community.

#### 2.1.1 Teaching and Research Excellence

Faculty members are expected to demonstrate excellence in teaching and research, fostering an environment that encourages student engagement and intellectual growth.

#### 2.1.2 Administrative Efficiency

Administrative staff are expected to perform their duties with efficiency, contributing to the smooth functioning of the University's operations. Timely and accurate completion of tasks is essential for the overall success of the institution.



  
REGISTRAR  
SRINIVAS UNIVERSITY  
MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

## 2.2 Ethical Conduct

Employees are required to uphold the highest standards of ethical conduct in all professional activities. This includes maintaining honesty, integrity, and transparency in interactions with colleagues, students, and other stakeholders.

### 2.2.1 Academic Integrity

Faculty members are expected to promote academic integrity by discouraging plagiarism, cheating, and other forms of academic misconduct. Upholding the University's reputation for academic excellence is a shared responsibility.

### 2.2.2 Professionalism

All employees are expected to demonstrate professionalism in their interactions, respecting diversity, and fostering a positive work environment. Professional behavior includes punctuality, effective communication, and collaboration with colleagues.

## 3. Compliance and Abiding by Rules

### 3.1 Understanding University Rules

Employees must familiarize themselves with the rules and regulations set forth by Srinivas University. This includes the University's policies on academic conduct, employment conditions, and other relevant areas.

#### 3.1.1 Orientation and Training

New employees will receive comprehensive orientation and training to ensure they are aware of the University's rules and expectations. This will include an introduction to relevant policies and procedures.

#### 3.1.2 Periodic Updates

The University will provide periodic updates on any changes to rules and regulations. Employees are responsible for staying informed about these changes to ensure ongoing compliance.

### 3.2 Adherence to Orders

Employees are required to adhere to orders and directives issued by authorized authorities within the University. Following orders is crucial for maintaining a well-organized and efficient work environment.

#### 3.2.1 Communication of Orders

Orders and directives will be communicated clearly and promptly to employees. The University will use various communication channels, including official memos, emails, and notices, to ensure that information reaches all relevant parties.

#### 3.2.2 Questions and Clarifications

If employees have questions or require clarifications about any orders or directives, they are encouraged to seek guidance from their supervisors or the appropriate authority. Clear communication channels will be established to address queries promptly.



REGISTRAR  
SRINIVAS UNIVERSITY  
MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

## 4. Participation in Strikes and Demonstrations

### 4.1 Maintaining University Reputation

To maintain the reputation of Srinivas University, employees are prohibited from participating in any activities, such as strikes or demonstrations, that may bring disrepute to the institution.

#### 4.1.1 Alternative Resolution Mechanisms

The University recognizes the importance of addressing concerns and grievances. Employees are encouraged to utilize internal mechanisms for dispute resolution rather than resorting to activities that may disrupt the normal functioning of the University.

#### 4.1.2 Grievance Redressal Mechanism

The Grievance Redressal Machinery established by the University provides a platform for employees to raise concerns and seek resolution. This mechanism ensures a fair and transparent process for addressing grievances.

### 4.2 Constructive Resolution of Issues

The University is committed to fostering an environment where issues and concerns can be addressed constructively. Employees are encouraged to engage in open communication and collaborate with the University administration to find solutions to challenges.

#### 4.2.1 Dialogue and Negotiation

Open channels for dialogue and negotiation will be maintained to address concerns raised by employees. Constructive discussions will be facilitated to find mutually agreeable solutions.

#### 4.2.2 Mediation

In cases where conflicts arise, mediation services may be provided to facilitate resolution. Trained mediators will work with all parties involved to find common ground and address issues in a fair and impartial manner.

## 5. Media Involvement

### 5.1 Responsible Media Engagement

Employees of Srinivas University are expected to engage with the media responsibly, ensuring that their actions reflect positively on the institution. Media engagement includes activities such as owning or participating in newspapers or other publications.

#### 5.1.1 Approval for Media Activities

Before engaging in any media-related activities, employees must obtain prior approval from the competent authority. This ensures that the University is aware of and can assess the potential impact of such engagements on its reputation.

#### 5.1.2 Representing the University

When representing the University in media interactions, employees should adhere to a set of guidelines to ensure accurate and positive portrayals. Training may be provided to help employees effectively communicate the University's values and achievements.

### 5.2 Guidelines for Publishing Letters or Articles



  
REGISTRAR  
SRINIVAS UNIVERSITY  
MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

Employees are expected to adhere to specific guidelines when publishing letters or articles in any media. These guidelines aim to prevent the publication of content that may cause embarrassment to the University.

## 5.2.1 Editorial Approval

Employees must seek editorial approval before publishing any content that is related to their role at Srinivas University. This process ensures that published materials align with the University's values and standards.

## 5.2.2 Avoidance of Controversial Topics

Employees are advised to avoid engaging in discussions or publishing content on controversial topics that may lead to unseemly controversies or embarrassment to the University.

## 6. Criticism of the University

### 6.1 Encouraging Constructive Feedback

While Srinivas University values constructive feedback, employees are discouraged from engaging in public criticism that may cause embarrassment to the administration.

#### 6.1.1 Internal Channels for Feedback

Employees are encouraged to use internal channels to provide constructive feedback or raise concerns. This ensures that concerns are addressed in a manner that promotes positive change and continuous improvement.

#### 6.1.2 Anonymous Feedback Mechanism

To encourage open communication, an anonymous feedback mechanism may be established, allowing employees to express concerns without fear of reprisal. This mechanism will be monitored to ensure its effectiveness.

### 6.2 Internal Channels for Concerns

Srinivas University is committed to addressing concerns raised by employees in a fair and transparent manner. Internal channels for submitting concerns, such as a dedicated grievance desk, will be established to facilitate prompt resolution.

#### 6.2.1 Designated Grievance Officer

A designated grievance officer will be appointed to receive and address concerns raised by employees. This officer will ensure that all concerns are thoroughly investigated and resolved in a timely manner.

#### 6.2.2 Periodic Feedback Sessions

The University may organize periodic feedback sessions to create an open forum for employees to express their opinions and concerns. This allows for ongoing dialogue between employees and the administration.

## 7. Confidentiality

### 7.1 Protection of Sensitive Information

Employees of Srinivas University are entrusted with confidential information related to the institution, its students, and other stakeholders. It is the obligation of every employee to maintain the confidentiality of such information.



REGISTRAR  
SRINIVAS UNIVERSITY  
MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

## 7.1.1 Types of Confidential Information

Confidential information may include, but is not limited to, student records, financial data, strategic plans, and research findings. Employees must be aware of the different types of information that require protection.

## 7.1.2 Handling Confidential Information

Employees should exercise caution when handling confidential information. This includes storing physical documents securely, using password protection for digital files, and refraining from discussing sensitive matters in public spaces.

## 7.2 Authorized Communication

While maintaining confidentiality is crucial, employees may communicate confidential information only as authorized by the competent authority. Authorized communication ensures that information is shared appropriately for the benefit of the University.

### 7.2.1 Need-to-Know Basis

Confidential information should be shared on a need-to-know basis, limiting access to only those individuals who require the information to perform their duties. This principle ensures that sensitive information remains secure.

### 7.2.2 Non-Disclosure Agreements

In certain cases, employees may be required to sign non-disclosure agreements to formalize their commitment to maintaining the confidentiality of specific information. These agreements serve as legal safeguards for the University.

## 8. Private Trade or Business

### 8.1 Wholehearted Dedication to University Service

Employees of Srinivas University are expected to devote their whole time to the service of the University. Engaging in private trade or business without written permission is prohibited to ensure the proper discharge of duties.

#### 8.1.1 Prior Permission for External Engagements

Employees who wish to engage in external activities, such as private trade or business, must obtain written permission from the competent authority. This process allows the University to assess potential conflicts of interest and ensure that the employee's primary commitment remains to the institution.

#### 8.1.2 Exceptions for Certain Engagements

While the general rule is wholehearted dedication to University service, exceptions may be made for activities such as writing books or engaging in literary, scientific, managerial, or artistic endeavors. These exceptions will be considered on a case-by-case basis.

### 8.2 Written Permission for External Engagements



  
REGISTRAR  
SRINIVAS UNIVERSITY  
MANGALORE





# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

Employees who wish to engage in external activities, such as private trade or business, must obtain written permission from the competent authority. This process allows the University to assess potential conflicts of interest and ensure that the employee's primary commitment remains to the institution.

## 8.2.1 Assessment of Impact on Duties

When evaluating requests for external engagements, the competent authority will consider the potential impact on the employee's duties at the University. The goal is to strike a balance that allows for external activities without compromising the employee's effectiveness in their primary role.

## 8.2.2 Monitoring and Reporting

Employees with permission for external engagements will be subject to periodic monitoring to ensure ongoing compliance with the terms of approval. Non-compliance may result in a review of permission or other appropriate actions.

## 9. Political Activities

### 9.1 Neutrality in Political Affiliations

Employees of Srinivas University are expected to maintain neutrality in political affiliations and refrain from participating in political activities.

#### 9.1.1 Prohibition on Political Leanings

Employees should not express political leanings or engage in activities that align with any political party or organization. Political neutrality is essential to uphold the University's reputation as an impartial institution.

#### 9.1.2 Leave and Permissions for Political Involvement

If an employee wishes to engage in political activities or affiliations, they must proceed on leave after obtaining permission from the Board of Management (BOM). Such leave requests will be considered on a case-by-case basis, ensuring that the employee's absence does not negatively impact University operations.

### 9.2 Leave and Permissions for Political Involvement

If an employee wishes to engage in political activities or affiliations, they must proceed on leave after obtaining permission from the Board of Management (BOM). Such leave requests will be considered on a case-by-case basis, ensuring that the employee's absence does not negatively impact University operations.

#### 9.2.1 Approval for Political Engagement

Requests for leave for political engagement must be accompanied by a clear explanation of the intended activities and their potential impact on the employee's duties. The BOM will evaluate each request based on its merits and make decisions in the best interest of the University.

#### 9.2.2 Reporting Obligations

Employees who engage in political activities during approved leave are obligated to report back to the University regarding their involvement. This reporting ensures transparency and allows the University to address any concerns that may arise from the employee's political engagements.



  
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**MANGALORE**



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Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

## 10. Misleading of Students & Faculty

### 10.1 Maintaining Transparency in Communication

Employees are prohibited from misleading students and faculty into engaging in activities that are deemed objectionable by the Vice-Chancellor.

#### 10.1.1 Communication of Policies

To prevent misunderstandings, University policies and guidelines will be clearly communicated to students and faculty. This proactive approach aims to ensure that all members of the University community are aware of the expected standards of conduct.

#### 10.1.2 Reporting Violations

Students and faculty are encouraged to report any instances where they feel they have been misled or subjected to objectionable activities. A confidential reporting mechanism will be established to facilitate the reporting of such concerns.

### 10.2 Upholding Academic Integrity

Maintaining the highest standards of academic integrity is a shared responsibility of all employees at Srinivas University. Any attempts to compromise academic integrity, whether through misleading information or other means, will be subject to disciplinary action.

#### 10.2.1 Promoting Academic Honesty

Faculty members play a crucial role in promoting academic honesty among students. This includes educating students about the importance of integrity, implementing measures to prevent plagiarism, and taking appropriate action when violations occur.

#### 10.2.2 Student Counseling and Support

In cases where students may have been misled, counseling and support services will be made available to help them navigate the situation. The University is committed to fostering a supportive learning environment for all students.

## 11. Redressal of Grievances

### 11.1 Grievance Redressal Machinery

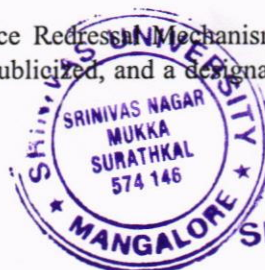
Srinivas University has established a Grievance Redressal Machinery to address concerns and grievances raised by employees. This mechanism provides a structured and impartial process for resolving disputes.

#### 11.1.1 Composition of Grievance Redressal Machinery

The Grievance Redressal Machinery will be composed of individuals with diverse backgrounds and expertise. This ensures a fair and unbiased approach to addressing grievances, with members possessing the skills necessary to assess different types of concerns.

#### 11.1.2 Accessibility of Grievance Redressal Mechanism

Employees will have easy access to the Grievance Redressal Mechanism, with clear instructions on how to submit grievances. The mechanism will be well-publicized, and a designated officer will be available to guide employees through the process.



  
REGISTRAR  
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MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

## 12. Disciplinary Actions

### 12.1 Rules Governing Absenteeism

Employees are expected to adhere to prescribed working hours and attendance policies. Absenteeism without valid reasons or exceeding permissible limits will result in disciplinary actions.

#### 12.1.1 Recording Attendance

A robust attendance recording system will be implemented to track employee attendance accurately. Any deviations from established attendance norms will be promptly identified and addressed.

#### 12.1.2 Valid Reasons for Absence

Employees are allowed reasonable leave for valid reasons, such as illness, family emergencies, or official duties. Proper documentation may be required to substantiate the reasons for absence.

### 12.2 Suspension Procedures

In cases where disciplinary actions include suspension, clear procedures will be followed to ensure fairness and transparency.

#### 12.2.1 Investigation Process

Before suspension, a thorough investigation will be conducted to establish the facts surrounding the alleged misconduct. This investigation may involve interviews, document reviews, and other relevant procedures.

#### 12.2.2 Suspension Decision

The decision to suspend an employee will be made based on the findings of the investigation. The employee will be informed of the charges against them and given an opportunity to respond before a final decision is reached.

### 12.3 Penalties and Appeals

Penalties for disciplinary infractions will be proportionate to the severity of the offense. Employees have the right to appeal disciplinary decisions through a structured appeals mechanism.

#### 12.3.1 Progressive Discipline

Disciplinary actions will follow a progressive approach, with penalties escalating based on the frequency and severity of offenses. This approach allows for fair treatment and corrective action.

#### 12.3.2 Appeals Process

An appeals process will be available for employees dissatisfied with disciplinary decisions. The appeals mechanism will provide an opportunity for a fair and impartial review of the decision, with a focus on ensuring justice and procedural fairness.

## 13. Financial and Legal Matters

### 13.1 Responsible Financial Conduct



  
REGISTRAR  
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MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

Employees are expected to handle financial matters with responsibility and integrity. This includes refraining from money lending, borrowing, or engaging in any financial activities that may compromise the University's financial standing.

## 13.1.1 Use of University Funds

University funds should be used for authorized purposes only. Employees involved in financial management must adhere to budgetary guidelines and ensure transparent and accountable handling of funds.

## 13.1.2 Reporting Financial Irregularities

Employees who become aware of financial irregularities or improprieties are obligated to report such concerns through established channels. Reporting mechanisms will be in place to protect whistleblowers and ensure the thorough investigation of reported matters.

## 13.2 Legal Guidelines and Proceedings

Employees must adhere to all applicable laws and legal guidelines. This includes cooperation with legal proceedings and refraining from engaging in activities that may result in legal disputes or criminal proceedings against the University.

### 13.2.1 Legal Compliance Training

Employees will receive training on legal compliance to ensure awareness of relevant laws and guidelines. This training will cover areas such as employment laws, intellectual property, and other legal aspects relevant to the University's operations.

### 13.2.2 Legal Support for Employees

In cases where employees face legal proceedings related to their duties at the University, legal support and guidance may be provided. The University will assess each case individually and determine the appropriate level of support based on the circumstances.

## 14. Attendance at Meetings

### 14.1 Committee Membership Responsibilities

Employees serving on committees are obligated to attend meetings regularly. Active participation in committee work is essential for effective decision-making and governance within the University.

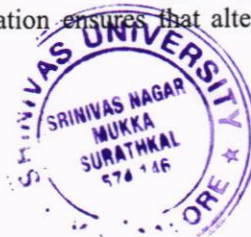
#### 14.1.1 Preparing for Meetings

Committee members are expected to prepare adequately for meetings, reviewing relevant materials and contributing meaningfully to discussions. This level of preparation ensures that meetings are productive and decisions are well-informed.

#### 14.1.2 Reporting Absences

In cases where committee members are unable to attend meetings, they must inform the committee chair or relevant authority in advance. Regular communication ensures that alternative arrangements can be made to maintain the committee's functionality.

### 14.2 Effective Communication in Absence



  
REGISTRAR  
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MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

Employees who are unable to attend meetings due to unforeseen circumstances are encouraged to communicate promptly with the committee or relevant stakeholders. Clear communication helps manage expectations and ensures that necessary information is shared.

## 14.2.1 Delegation of Responsibilities

In situations where an employee is unable to attend a meeting, delegation of responsibilities may be considered. This ensures that the employee's role within the committee is fulfilled, even in their absence.

## 14.2.2 Provision of Meeting Minutes

For employees unable to attend meetings, the provision of detailed meeting minutes is essential. This ensures that absent members are kept informed of discussions, decisions, and action items arising from the meeting.

## 15. Vindication of Acts and Character

### 15.1 Internal Resolution of Disputes

In cases where employees feel their acts or character are misrepresented or unfairly criticized, the University encourages the use of internal mechanisms for dispute resolution.

#### 15.1.1 Grievance Redressal for Employee Concerns

The Grievance Redressal Machinery established by the University is available to employees who believe their acts or character have been unfairly criticized. This mechanism provides an avenue for employees to present their concerns and seek resolution.

#### 15.1.2 Confidentiality of Dispute Resolution

The University is committed to maintaining confidentiality during dispute resolution processes. This ensures that employees can express their concerns without fear of reprisal and facilitates an open and honest dialogue.

### 15.2 Upholding Professionalism

Employees are encouraged to uphold professionalism in their conduct, even in the face of criticism or challenges. Professionalism includes maintaining a positive attitude, engaging in constructive communication, and demonstrating commitment to the University's values.

#### 15.2.1 Training on Professionalism

To foster a culture of professionalism, employees may receive training on effective communication, conflict resolution, and maintaining a positive work environment. This training aims to equip employees with the skills needed to navigate challenges professionally.

#### 15.2.2 Support from University Leadership

In cases where employees face challenges related to their acts or character, support and guidance will be provided by University leadership. This support may include mentorship, counseling, or other resources to help employees address and overcome difficulties.

## 16. Applicability



  
REGISTRAR  
SRINIVAS UNIVERSITY  
MANGALORE



# SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka- 574 146, Surathkal, Mangaluru

## 16.1 Universality of Rules

The rules and guidelines outlined in this Code of Conduct are applicable to all categories of employees at Srinivas University. This includes faculty, administrative staff, support staff, and any other individuals engaged in employment or service with the University.

### 16.1.1 Communication of Code of Conduct

The Code of Conduct will be communicated to all employees through various channels, including orientation programs, official memos, and the University's website. All employees are responsible for familiarizing themselves with the content and adhering to the principles outlined in the document.

## 16.2 Implementation and Oversight

The implementation and oversight of this Code of Conduct are the responsibility of the University's leadership and designated authorities. Regular reviews, updates, and training programs will be conducted to ensure ongoing compliance and to address emerging challenges.

### 16.2.1 Periodic Code Reviews

The University will conduct periodic reviews of the Code of Conduct to assess its effectiveness and relevance. Any necessary updates or amendments will be made to address changing circumstances and evolving standards.

### 16.2.2 Training Programs on Code of Conduct

Employees will have access to training programs focused on the principles and expectations outlined in the Code of Conduct. These programs aim to enhance awareness, understanding, and compliance with the established rules.



  
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