

Code of Conduct and Discipline of Faculty and Staff at MSNIM

- Every employee shall attend to the duties allotted punctually, decently dressed and shall faithfully and diligently discharge the duties assigned.
- Every employee is required to behave with the students of the institution, other employees of the Institution & Society and the general public in a manner worthy of their position and consistent with the dignity of the institution.
- Every employee shall be deemed to have knowledge of all the rules, regulations, directions and instructions issued by the management from time to time. Ignorance of rules will not be an excuse for any lapse.
- No employee shall take part in political activities or in any political demonstration or stand for elections of any kind without the specific permission of the Society.
- Any employee found guilty of any misconduct may be punished as mentioned below taking into consideration of the gravity of the case.
 - Dismissal from service
 - Discharge from service
 - Stoppage of increments with or without cumulative effect
 - Warning or censure

For the purpose of this rule the following shall be construed as acts of misconduct:

- Dereliction of duty or disobedience of the reasonable and lawful orders of the superiors or insubordination
- Engaging in any trade or profession falling outside the scope of the duties allotted by the management.
- Irregularities in attendance, habitual absence and absence without leave.
- Any malpractice committed in the conduct of University or institutional examinations.
- Rendering assistance to the students for committing malpractice in University or Institutional examinations.
- Doing any act prejudicial to the interest of the Institution
- Doing any act unbecoming of an employee in an educational institution.
- Consuming alcohol or drugs, theft, quarrelling etc. within the premises of the Institute.

Punishments:

- ❖ The punishment will be imposed only after giving reasonable opportunities to the employees to defend themselves after conducting an enquiry as per principles of natural justice by an enquiry officer appointed by the President/Secretary.
- ❖ If an employee is kept under suspension pending enquiry of the case, such employee will be paid fifty percent of the salary till the enquiry is completed and the case is disposed off either by awarding punishment as per Rule 6.4 A (a) & (b) or by reinstating the employee.
- ❖ If the employee is exonerated after the impartial enquiry and is reinstated, the employee shall be paid full salary for the period of suspension adjusting the 50% salary already paid.