

JAGADGURU MURUGHARAJENDRA  
INSTITUTE OF TECHNOLOGY  
CHITRADURGA  
(KARNATAKA)

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STAFF RECRUITMENT  
&  
SERVICE RULES



**JAGADGURU MALLIKARJUNA MURGHARAJENDRA  
INSTITUTE OF TECHNOLOGY (J.M.I.T.),**

**CHITRADURGA - 577 501  
(KARNATAKA STATE)**

**STAFF RECRUITMENT & SERVICE RULES**

1. a) These rules shall be called 'JAGADGURU MALLIKARJUNA MURUGHARAJENDRA INSTITUTE OF TECHNOLOGY (J.M.I.T.), CHITRADURGA. STAFF RECRUITMENT AND SERVICE RULES' and shall be deemed to have come into effect from 1-8-82.
- b) Unless it is repugnant to the context,
  - i) The term Governing Council means, The Governing Council Constituted by Srimanmaharaja Niranjana Jagadguru Sri Mallikarjuna Murugharajendra Mahaswaminam, of Sri Jagadguru Murugharajendra Vidyapeetha, Bruhanmutt, Chitradurga, which runs the institute.
  - ii) 'INSTITUTE' means the Jagadguru Mallikarjuna Murugharajendra Institute of Technology (J.M.I.T.), Chitradurga.
  - iii) 'PRINCIPAL' means Principal of Jagadguru Mallikarjuna Murugharajendra Institute of Technology (J.M.I.T.), Chitradurga.
  - iv) 'SOCIETY' means Sri Jagadguru Murugharajendra Vidyapeetha, Chitradurga.
  - v) 'EMPLOYEE' means a person confirmed in the service of the institute.
  - vi) 'PRESIDENT' means the President of Jagadguru Mallikarjuna Murugharajendra Institute of Technology, Chitradurga.

vii) 'GOVERNING COUNCIL' means Governing Council of Jagadguru Mallikarjuna Murugharajendra Institute of Technology (J.M.I.T.), Chitradurga.

2. Except where it is otherwise expressed or implied, these rules shall apply to the holders of all posts in Jagadguru Mallikarjuna Murugharajendra Institute of Technology (J.M.I.T.), Chitradurga, under the control of the Governing Council.
3. The Governing Council reserves to itself the right interpretation of these rules and modification of the rules from time to time.
4. The powers conferred by these rules may be exercised by the Governing Council or may be delegated by them to the Principal or any Officer or Officers of the Institute subject to any condition which they may deem fit to impose from time to time.

## CHAPTER I

### RECRUITMENT AND SERVICE CONDITIONS:

1. These rules shall apply to all Academic, Administrative, Technical, Ministerial and Class IV employees of Jagadguru Mallikarjuna Murugharajendra Institute of Technology (J.M.I.T.), Chitradurga, except Part-Time and casual employees.
2. Every appointment shall be subject to the condition that the appointee is certified by a Medical authority nominated by the Governing Council as being in sound health and Physically fit for service.

Provided that the Governing Council may, for sufficient reasons dispense with such certificate, subject to such conditions in this behalf may be laid down by the Governing Council.

Provided further that in the case of persons appointed temporarily in vacancies of less than 3 months duration, the production of the Physical fitness certificate may be dispensed with.

3. i) Categories of appointments are the following:
  - a) Permanent basis.
  - b) Contract basis.
  - c) Deputation from other departments or statutory bodies or recognised firms.
  - d) Part-Time basis.
  - e) Casual employment.
- ii) a) Appointments for any post may be made on permanent basis by the Governing Council on the recommendation of the President of the Governing Council. The employee shall be considered as on probation for a period of one year and is subject to confirmation by the Governing Council and if the Governing Council so desires, the period of probation may be extended. The period of probation does not count for earning of increment by the incumbent.
- b) Appointments on contract basis shall be for a period, fixed by the Governing Council with the concurrence of the party concerned on agreed terms.

- c) Service of persons serving in the Department of Government or statutory bodies or in any recognised firm may be borrowed for a definite period on agreed terms with the concurrence of the Government, statutory body or the recognised firm concerned.
- d) Persons may be appointed, if desired by the Governing Council, on Part-time basis on agreed terms.
- e) Casual employment is intended for a specific period on daily wage basis or any other basis agreed by either parties.

**A) APPOINTMENTS :**

- 4. All the appointments to the posts carrying a minimum scale of Rs. 100/- per month or above shall be made by the Governing Council on the recommendations of the Principal or any committee set up for that purpose.

All other appointments shall be made by the Principal in concurrence with the President of the Governing Council.

**B) SERVICE REGISTER :**

A Service Register shall be maintained for every employee of the institute showing among other things, the date of appointment, the scale of pay on which he was appointed, the increments given from time to time, leave availed off, promotions, suspensions, punishments, dismissals etc. This Register shall be opened immediately an employee is appointed.

C) SENIORITY OF STAFF MEMBERS :

Seniority of Staff Members in each Department shall be fixed by the Governing Council on the recommendation of the Principal or any other committee appointed for that purpose. Merit, experience, total service and qualifications, the date of entry in to the cader shall be the main considerations in fixing the seniority.

D) CONTINUANCE IN SERVICE :

All the employees will be continued in their service subject to efficient work and good conduct.

A show cause notice will be issued by the Principal or by the President of Governing Council to the employee whose conduct is bad and work unsatisfactory.

In the case of the Principal, an enquiry committee constituted by the Governing Council, shall hold a regular enquiry and send suitable recommendation to the Governing Council. The decision of the Governing Council shall be final.

E) Applications of the employees of the Institute for outside employment may be forwarded by the Principal with the approval of the President of the Governing Council. Employees of the institute may be allowed to accept such appointments giving at least three months notice. However, the release of such employees is subject to the special conditions and other terms of contract as may be prescribed by the Governing Council.

F) No member of the Teaching Staff of the Institute will be permitted to resign from his job in the middle of academic term since this will result in dislocation of teaching work. Relief from duty can be permitted only during vacation provided the required notice is given by the employee.

G) PROMOTIONS :

Vacancies of Readers shall be ordinarily made by promotion from amongst the Lecturers provided the candidate possess at the time of such appointment, the minimum qualifications prescribed by the Mysore University, subject to efficient work and good conduct. If there are no qualified people among the Lecturers, the vacancy will be advertised and a suitable candidate is selected for the post. Vacancies of Professors including Principal shall be filled up by the Governing Council considering efficiency and reputation.

CHAPTER II

DISCIPLINARY RULES :

1. Every full time employee of the institute shall devote himself diligently and honestly to the Institute work. They shall not, without the previous sanction of the Principal, engage themselves, any other works of remunerative kind. They shall not undertake any employment while on duty or on leave, other than duties of the Institute or use their position as employees of the Institute to help such other business or undertaking.

This does not preclude from writing books or engaging in a work of literary or scientific or artistic nature provided that his legitimate duties do not suffer thereby.

A member of the Teaching staff shall not undertake Private Tuition or any such work including Examinership of any other University other than the Mysore University, except with the prior permission of the Principal.

The absence of the employee of the Institute on work of examinership of Mysore University or Mysore Government shall be treated as on duty provided such work is undertaken with the consent of the Principal and with the consent of the President of the Governing Council in the case of the Principal.

2. All employees of the Institute shall be present in the Institute during the usual Institute hours whether they are having teaching work / Departmental work or not.

If an employee does not attend the Institute punctually, the word Late will be entered by the Head of the Department or the officer concerned, against his name in the attendance register. Forefeiture of a day's Casual Leave will be penalty for every three day's Late attendance without permission.

If an employee is found absent during the course of the day after marking his attendance he will be treated as absent without leave for one full day and forfeit one day's Casual Leave for such absence.

  
Principal

S.J.M.I.T., Chitradurga.