

**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 & 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 MallikarjunaMurugharajendra Vidyapeetha, Bruhanmutt, Chitradurga, which runs the institute.  
(ii) 'INSTITUTE' means the JagadguruMallikarjunaMurugharajendra Institute of Technology (J.M.I.T), Chitradurga.  
(iii) 'PRINCIPAL' means Principal of JagadguruMallikarjunaMurugharajendra Institute of Technology (J.M.I.T), Chitradurga.  
(iv) 'SOCIETY' means Sri JagadguruMurugharajendra Vidyapeetha,Chitradurga.  
(v) 'EMPLOYEE' means a person confirmed in the service of the institute.  
(vi) 'PRESIDENT' means the President of JagadguruMallikarjunaMurugharajendra Institute of Technology,Chitradurga.  
(vii) 'GOVERNING COUNCIL' means governing Council of JagadguruMallikarjunaMurugharajendra 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 ofJagadguruMallikarjunaMurugharajendra 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.

  
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**CHAPTER 1**  
**RECRUITMENT AND SERVICE CONDITIONS**

1. These rules shall apply to all Academic, Administrative, Technical, Ministerial and Class IV employees of JagadguruMallikarjunaMurugharajendra 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, fro 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 rexognised 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 3 (Three) years for teaching, 1 (One) year for non-teaching and is subject to confirmation by the Governing Council and if the 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 bodied or in any recognised in may be borrowed for a definite period on agreed terms with the con-currence 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.

  
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**A) APPOINTMENTS:**

4. All the appointments to the posts carrying a minimum scale of Rs. 5000/- per month or above shall be made by the Governing Council on the recommendations of the Principal or any committees set up for that purpose. In case of non-teaching Rs. 8000 in case of teaching faculty subject to the minimum basic pay on the scale applicable to that particular job or cadre.

All other appointments shall be made by the Principal in concurrence with 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.

**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, experiences, 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.

  
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**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 Lectures provided the candidate possesses 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.**

  
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**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, in 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 examiner-ship 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.

3. Absence without obtaining prior sanction of leave will be treated as an act of indiscipline and it is up to the Principal to treat the employee who absents himself without prior sanction as stopping away and to refuse re-admission of such employee to duty till the employee submits his explanation and orders passed thereon.
4. An employee of the Institute shall not, unless generally or specially empowered by the Institute in this behalf, communicate directly or indirectly to the press, any information concerning the Institute.
5. Any employee shall not criticise directly or indirectly any action taken by the authority of the Institution or publish any statements of fact or opinion which may embarrass the relations between institute and Government of the People.

  
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6. An employee of the Institute shall not be a member active or otherwise of any Political party or organisation which taken part in politics not shall be take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
7. An employee of the Institute shall not contest any election to or be a member of Legislature, society, Local Body without the prior permission of the authorities of the Institute. He can however, exercise his franchise without giving any indication of the manner in which he purpose to vote or has voted.
8. An employees of the institute is liable to be dismissed if
  - a) He is adjusted or declared as insolvent.
  - b) When as a result of heavy indebtedness a moiety of the salary is constantly under attachment for a period exceeding two years or is attached for a sum which is in ordinary circumstances can not be re-paid within a period of two years.
  - c) The employee is convicted by a criminal court for any offences involving moral turpitude and when the sentence is one of imprisonment exceeding one month.

#### NATURE OF PUNISHMENT:

9. Without any prejudice to the provisions of any rule for the time being in force, the following penalties may, for good and sufficient reasons be imposed upon any employee of the Institute.
  - a) censure.
  - b) With-holding of increments with or without cumulative effect.
  - c) With-holding of promotion including stoppage at any efficiency bar.
  - d) Reduction to lower post.
  - e) Recovery from his pay of the whole or part of any pecuniary loss caused to the Institute by negligence of his duties or by breach of institutions.
  - f) Fine.
  - g) Suspension.
  - h) Removal from the institute service which does not disqualify from future employment.

  
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**i) Dismissal from the Institute service which ordination disqualifies from future employment.**

**10. No orders of dismissal, removal or reduction shall be passed on any employee of the Institute (other than an order based on facts which led to his conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required within a reasonable time in a written statement of his defence and to state whether he desires to be heard in person. If he so desires, an oral enquiry shall be held by a committee of not more than two members specially appointed for purpose by the Governing Council. At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witness called, as he may wish, provided that the committee conducting the inquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the grounds thereon.**

**This rule shall not apply where the person concerned has absconded or where it is for other reasons impracticable to communicate with him. All or any of the provisions of the rule may, in exceptional cases, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged. The decision of the Governing Council, after making the necessary inquiries is final and binding on the employee.**

  
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### **CHAPTER III**

- 1. The Governing Council may permit a member of the teaching staff of the Institute if it be satisfied that this can be done without detrimental to his official duties or responsibilities, to perform a specified service or series for a body or a person and to receive remuneration there fro.**
- 2. If however, the Governing Council, considers that duties performed by a Institute servant as a part of employees legitimate duties, it may direct the employee concerned to credit the whole or a part of the remuneration received by the person to the institute fund.**

  
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## **CHAPTER IV**

### **PAY AND ALLOWANCES**

#### **CONVEYANCE ALLOWANCE]**

A conveyance allowance where necessary may be granted at rate that may be prescribed by the Governing Council from time to time to an employee of the Institute.

#### **INCREMENTS:**

1. Increments, according to the scale stipulated in the appointment letter, shall be granted as a matter of course if the work and the conduct of the employee are reported to be satisfactory by the Head of the Department and the Principal.  
The Increments will be withheld as a disciplinary measure if an adverse report is received against the employee and it is decided by the Principal after necessary enquiry that as a matter of punishment, the increment has to be decided by the Principal. Until it is mentioned definitely in the order withholding of increment that it will have cumulative effect, the employee will be eligible to draw the next increment on the date on which it would ordinarily fall due if no punishment has been given.
2. The employees, if he so desires, can appeal to the President of the Governing Council for cancellation of the punishment. The decision of the President will be final.
3. In addition to the pay, an employee is allowed for the particular post, any specified allowance on such grounds as may be determined and sanctioned by the Principal of the Governing Council from time to time.
4. It shall be open to the governing Council or the Principal to credit a portion of pay as decided by them but not exceeding 50% of the pay towards any money due from the employee given to him either as a loan or as an advance or on any account.
5. In special cases, i.e.,
  - a) When the nature of the work is arduous and does not fall within the terms of employment.
  - b) When the work is in addition to the routine work and of greater responsibilities.
  - c) When the person concerned is deputed to work in a place other than where he is ordinarily employed he may be given extra allowance as decided by the Principal of the Governing council.

  
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6. As a rule, substitutes for vacancies less then 30 days will not be appointed. When the vacancy continues beyond 30 days, the next man in the Department may be asked to take additional responsibilities of the office in addition to his own duties and in such case he will be entitled to additional pay (charge allowance) to be fixed by the Principal in consultation with the President not exceeding one fifth of his basic pay.
7. Employees of the Institute shall be eligible to get Travelling Allowance at the rate and subject to the rule prescribed there for (Appendix-A) for journeys performed by them in the discharge of their official duties.

  
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## **CHAPTER V**

### **LEAVE AND VACATIONS:**

1. The employees of the Institute shall be eligible to leave subject to the rules (Appendix-B) framed in this regard by the Governing Council from time to time.
2. A leave account shall be maintained in the form prescribed in the Leave Rules for every employee of the Institute to get leave of any kind subject to the Rules (Appendix-B) of the Institute framed for the purpose.
3. The Principal is competent to sanction leave up to a limit of one month, in the case of the teaching and administrative staff. The Principal shall obtain the sanction of the President if leave is to be extended beyond one month but less than 3 months. If any employee of the Institute needs leave for more than 3 months the matter shall be put up before the Governing council for their decision. In the case of Class IV servants, however the Principal can sanction as per rules up to any extent and make arrangements).

### **GRANT OF LEAVE TO THE PRINCIPAL**

4. The authority to grant leave to the Principal shall be the President of the Governing Council.

#### **APPENDIX 'A'**

Rules relating to travelling allowance and allowances other than Travelling allowance shall be governed as per provisions of K.C.S.R.

#### **APPENDIX 'B'**

Rules relating to the grant of Leave to the employees of the JagadguruMallikarjunaMurugharajendra Institute of Technology (J.M.I.T), Chitradurga shall be governed as per provision of K.C.S.R.

  
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