

# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal, M.P.)

Gola ka Mandir, Gwalior (M.P.)- 474 005, INDIA

Ph.: +91-751-2409300, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

## **General Service Rules/Conditions**

### **1. SHORT TITLES AND COMMENCEMENT:-**

- These rules shall be called "The Madhav Institute of Technology & Science, Service(Recruitment and Conditions of Service) rules"
- These rules will be in force from the date of acceptance by the Board of Governors of the Institute for those employees who are in service and for those who will join the Institute in future.

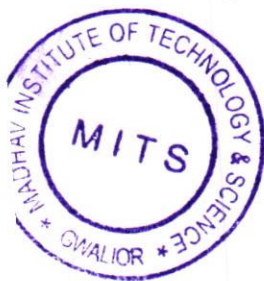
### **2. DEFINITIONS:-**

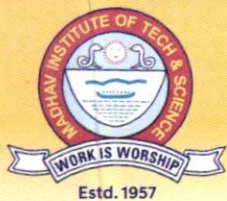
In these rules, unless there is anything repugnant to the subject or context.

- 'Chairman' means the Chairman of Board of Governors of the Institute as well as the Society.
- 'Society' means the "The Scindia Engineering College Society Gwalior".
- 'Board' means the Board of Governors of MITS.
- 'Executive Committee of the Board' means the committee appointed by the Board of Governors from time to time.
- 'HR Committee of the Board' means the committee appointed by the Board of Governors from time to time for issues pertaining to human resource and academics of the Institute.
- 'IT & Infrastructure Committee of the Board' means the committee appointed by the Board of Governors from time to time for issues pertaining to IT, Civil & other Physical Infrastructure of the Institute.
- 'Finance Committee of the Board' means the committee appointed by the Board of Governors from time to time for issues pertaining to finance of the Institute.
- 'Alumni Interaction Committee' means the committee appointed by the Board of Governors from time to time for issues pertaining to alumni network of the Institute.
- 'Selection Committee' means the Faculty/Staff Selection Committee appointed by the Board of Governors for the selection of faculty/staff of the Institute.
- The Director of the Institute will be 'Member Secretary of Board of Governors of MITS, who will be ex-officio of the Board of Governors of the Institute.

### **3. CADRE:-**

- The strength of the Services (Human Resource requirement) and the Scales shall be determined by the Board from time to time. The Board of Governors may increase or decrease the strength by creation/reduction of additional, permanent, or temporary posts, as may be found necessary from time to time as per academic and administrative requirements.





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## 4. CLASSIFICATION OF POSTS:

- The posts under the employment of the Society/Institute shall be classified as follows:-
  - (A) Class I Posts: (i.) Professor, (ii) Associate Professor, (iii) Assistant Professor, (iv) System Analyst
  - (B) Class II Posts: (i) Training & Placement Officer, (ii) librarian, (iii) Physical Training Instructor, (iv) Accounts Officer, (v) Finance cum Accounts Officer, (vi) Student Counsellor, (vii) Programmer, (viii) Assistant Engineer, (ix) General Assistant Surgeon/Medical Officer, (x) Foreman
  - (C) Class III Posts: Technical & Non Technical Staff
  - (D) Class IV Posts
- Details of the posts shall be reviewed from time to time by the board of governors of the Institute.
- The above posts may be filled through regular, contract and contingency appointments/engagements.

## 5. SCOPE AND APPLICATION: -

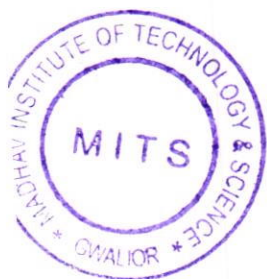
- These rules shall apply to every member in the regular services of "Madhav Institute of Technology & Science" run by the "The Scindia Engineering College Society, Gwalior".

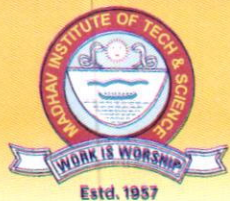
## 6. RECRUITMENT:-

- Recruitment for the teaching posts shall be made as per the norms & regulations issued by AICTE New Delhi/UGC (whichever applicable) from time to time.
- Recruitment of Regular Faculty/Staff shall be made by the faculty/Staff Selection Committee of the Institute constituted as per AICTE/UGC/MP Government norms by Board of Governors.
- Non-Teaching posts will be as per the decision of Board of Governors from time to time and in force at the time of advertisement/recruitment.

## 7. CONDITIONS OF ELIGIBILITY OF DIRECT RECRUITMENT:-

- The candidate, must satisfy the conditions with regard to minimum/maximum age, educational qualifications and experience as specified from time to time by the Board of Governors in accordance with the MHRD/AICTE/CoA/UGC&MP Government norms as applicable in force from time to time. However Board of Governors has a right to increase the minimum Qualifications for the recruitment of Teaching & non-Teaching Staff to ensure the quality recruitments.





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## **8. APPOINTMENT BY PROMOTION:-**

- Selection and/ or Promotion of faculty (Teaching posts) under Career Advancement Scheme (CAS) shall be as per the latest MHRD/AICTE/CoA & MP Government rules and regulation.

## **9. CONDITIONS OF ELIGIBILITY FOR PROMOTION:-**

- i. The Selection Committee constituted as per AICTE/UGC/CoA/MP Government norms shall consider the cases of all eligible faculty or the Promotion of faculty (Teaching posts) under Career Advancement Scheme (CAS) who fulfill the minimum conditions with regard to experience, educational qualifications, research outcomes and other conditions according to MHRD/AICTE/CoA & MP Government / Board of Governors.

## **10. APPOINTING AUTHORITY:-**

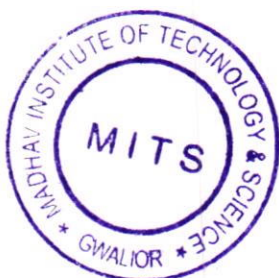
- Appointment for the post of Director shall be made by the The Scindia Engineering College Society (SECS)/Chairman of the Society.
- Regular Appointments through open selection for the Class I & II posts shall be made by the Director on behalf of Board of Governors on the recommendation of the Selection committee constituted in accordance with MHRD/AICTE/CoA/UGC & MP Government norms and approval of Selection Committee Minutes by Board of Governors.
- Appointments to all other posts shall be made by the Director on the recommendations of the Staff Selection Committee of the Institute approved by Board of Governors.

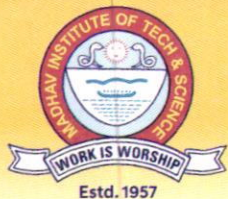
## **11. PROBATION**

- Every person recruited directly or promoted (to any cadre) on appointment in or against a substantive post shall be placed on probation for a period of three years which may be further extended on the basis of annual performance.
- Services of any employee can be discontinued during the probation period if his/her performance is found unsatisfactory.

## **12. CONFIRMATION:-**

- A person appointed to a post on probation shall be confirmed in the post only on his/her satisfactory completion of probation and condition (if any) along-with his/her fitness for confirmation having been duly certified by the competent authority i.e the Director in all except his own.
- Services of any employee can be discontinued by the appointing authority during probation period if he / she is found involved in acts of indiscipline, misconduct, corruption, malpractices or misuse of his / her position.





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## **13. SENIORITY:-**

The seniority of faculty members will be determined in the following manners:-

- Without prejudice to the existing inter seniority of the teaching staff, the seniority among future recruits shall ordinarily be fixed with reference to the date of their joining the post. if, however, more than one person joins on the same date the seniority will be determined by the priority fixed by the selection committee based on merit.
- The seniority of the candidates taken by the promotion vis-à-vis the direct recruits shall be fixed with reference to the length of service, experience and record of the promotes, Subject to this general working rule, the seniority shall ordinarily be governed by the date of promotion to the post.
- Seniority among the candidates taken up by promotion to a particular grade will be according to the date of their promotion to that grade.

## **14. PAY/SALARY:-**

- The salary (scales of pay, dearness allowance and other components) admissible to the faculty & staff shall be as per the approval of Board of Governors, in accordance with MHRD/AICTE/CoA/ MP Government scales as applicable time to time.

## **15. INCREMENTS:-**

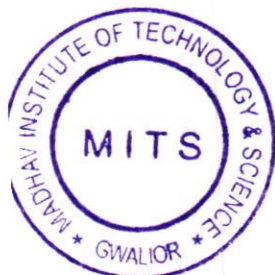
- As per the scale applicable to the cadre, further more MHRD/AICTE/CoA/ MP Government rules may be referred.
- The sanction to draw increments shall be given by the competent authority after evaluation/review of performance appraisal/API as per institute norms in accordance with MHRD/AICTE/CoA/ MP Government as applicable.
- Each order withholding an increment shall state the period for which it is withheld and also whether the postponement shall have the effect of postponing future increments.

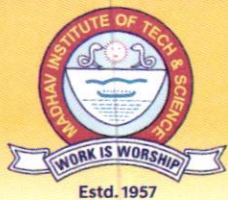
## **16. RULES REGARDING LEAVE, PROVIDENT FUND & MEDICAL ATTENDANCE AND JOURNEY ON DUTY :-**

- All employees of the Institute shall have the benefit of Employee Provident fund and shall be subject to Employee Provident Fund and M.P. Act 1952-7A trust Rules and amendments as applicable.
- Leave rules will be as per M.P. Civil Service (Leave) Rules 1977 and amendments as applicable for the employees of this Institute.

## **17. RETIREMENT FROM SERVICE:-**

- Retirement age of faculty & Staff shall be as per the decision of Board of Governors in accordance to AICTE & MP Government norms.





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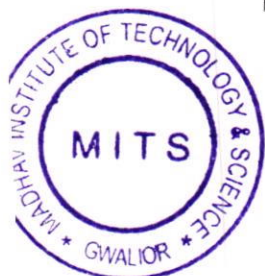
## **18. TERMINATION OF SERVICES:-**

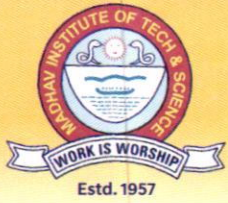
- The appointing authority may terminate the services of any regular member of the staff after giving him/her three months notice or three months pay in lieu thereof, on medical grounds or on account of inefficiency, or for any similar grounds or his retention in service is considered undesirable.
- A permanent member of the staff may at any time, resign his post after giving three months notice in writing to the appointing authority or three months pay in lieu thereof.
- The services of the regular staff during the period of probation or temporary/contractual staff shall be terminated by the competent authority after giving one, month's notice in writing or one month's pay in lieu of notice or as per decision of competent authority (in case of temporary/contract staff).
- Members of the staff on probation may give one month's notice of resignation or pay an amount equal to one month's salary together with all allowances in lieu thereof.
- The appointing authority is empowered to dismiss any member of the staff from service, without any notice or compensation on grounds of misconduct, which is considered so grave as to render his/her continuance in service seriously detrimental to the interest of the Institute after proper enquiry. In case of Pending enquiry, the appointing authority may suspend forthwith. The person who has been dismissed shall have the right to appeal to the Board of Governors whose decision shall be final. If the appeal is upheld by the Board, the person shall, be reinstated in-service, on such terms as the Board may decide. During the period of suspension, a subsistence allowance amounting half the basic pay shall be paid and dearness allowance regulated accordingly.

## **19. PUNISHMENTS AND APPEALS:-**

(A) The following penalties may, for good and sufficient reasons, be imposed on An Institute employee, i.e.

- i. Warning
- ii. Fine
- iii. Withholding increments with or without giving any reason
- iv. Reduction of pay (i.e.) to a lower state in time scale if the post carried a timescale.
- v. Reduction in rank/cadre (Demotion)
- vi. Suspension
- vii. Compulsory Retirement
- viii. Removal from service
- ix. Dismissal from Service
- x. Recovery against pecuniary loss caused to the Institute due to negligence of breach of orders.





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(B) Before imposing penalties prescribed above, on a Institute employee, he / she shall be called upon to explain in writing, his/her conduct or an enquiry shall be instituted by an official or committee constituted for the purpose, giving the employee adequate opportunity of defending himself/herself. Such explanation or papers of enquiry shall be part of the record. No penalty shall be imposed under clauses (iv), (v), (vii), (viii) & (ix) on a person appointed by the Institute and this again shall be subject to ratification by the Board at the next meeting.

(C) Every person shall be entitled to appeal to the next higher authority from an order imposing on him/her any of the penalties. The Board of Governors decision shall be final, in case of person appointed by the Institute, although no right of appeal from an order passed by the Institute subsists yet it shall be open to the person concerned to file review application to the Board of Governors.

(D) Appeals under (c) above shall be preferred within three months from time date on which the applicant was informed of the orders appealed against. They should contain all material statements and a cogent statement or the arguments, relied on by the appellant, and be free from disrespectful or acrimonious Language.

## **20. INTERPRETATION:-**

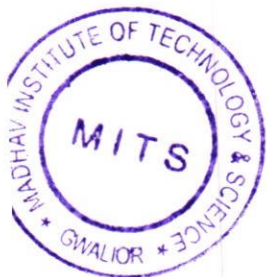
- If any question arises relation to the interpretation of these rules it shall be referred to the Board of Governors whose decision shall be final and binding on the parties concerned.

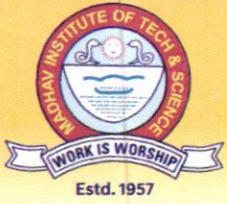
## **21. RELAXATION:-**

- Nothing in these rules shall be construed to limit or abridge the powers of the Institute to deal with the case of any person to whom these rules apply in such manner as may appear to it (Institute) to be just and equitable; provided that the case shall not be dealt with in any manner less favorable to him/her than that provided in these Rules.

## **22. REPEAL AND SAVING:-**

- All Rules corresponding to these Service Rules and in force immediately before their commencement are hereby repealed in respect of matters covered by these Rule; Provided that any order made or action taken under the rules so repealed shall be deemed to under the rules so repealed shall be deemed to have been made or taken under the corresponding.





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## 23. DELEGATION OF POWERS:-

- These powers are subjected to change from time to time as per the need and requirement of the Institute.

## 24. LEGAL BINDINGS

- Employee and the Employer, both the parties shall always legally bind with the terms & conditions.

## 25. OMISSION & AMENDMENT IN THESE RULES:-

- In case of any omission MP Civil Services Rules 1961 will be applicable.
- The Board of Governors of the Institute reserve the right to review/ratify/amend the service rules of the Institute as & when required.

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The Board of Governors approved the Service Rules of the Institute in its meeting held on 22.06.2022.



  
(Dr.R.K.Pandit) 25.6.22  
Director