



General Service Rules/Conditions

a. Short Titles and Commencement:-

- These rules shall be called “The Madhav Institute of Technology & Science (Deemed University), Gwalior, Service (Recruitment and Conditions of Service) rules”
- These rules will be in force from the date of approval by the Chancellor on the recommendation of Executive Council of the MITS-DU for those employees who are in service and for those who will join the MITS-DU in future.

b. Definitions:-

In these rules :

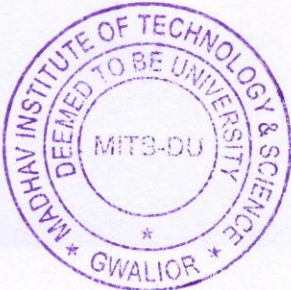
- ‘Society’ means the “The Scindia Engineering College Society Gwalior”.
- ‘President’ means the President of Board of Governors of the Society.
- ‘Board’ means the Board of Governors of Society.
- ‘Executive Council’ means the Executive Council as per UGC (deemed to be university) regulations 2023
- ‘Finance Committee’ means the Finance Committee as per UGC (deemed to be university) regulations 2023.
- ‘Selection Committee’ means the Faculty/Staff Selection Committee appointed by the Chancellor/Vice Chancellor for the selection of faculty/staff of the Institute.
- The Vice Chancellor, will be appointed by President, The Scindia Engineering College Society Gwalior.

c. Cadre:-

- The strength of the Services (Human Resource requirement) and the Scales shall be determined by the Executive Council from time to time. The Chancellor on the recommendation of Executive Council 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.

d. Classification of Posts:

- The posts under the employment of the MITS-DU 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) Finance Officer (v) 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 Executive Council of the MITS-DU.
- The above posts may be filled through regular, contractual and contingency appointments/engagements.
- The Chancellor on the recommendation of Executive Council may increase/decrease the above classification as per requirement and prevailing UGC norms.

e. Scope and Application: –

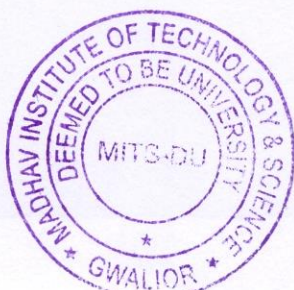
- These rules shall apply to every member in the regular/temporary services of “Madhav Institute of Technology & Science (Deemed University)” run by the “The Scindia Engineering College Society, Gwalior”.

f. Recruitment:-

- Recruitment for the teaching posts shall be made as per the norms & regulations issued by MoE/UGC from time to time.
- Recruitment of Regular Faculty/Staff shall be made by the faculty/Staff Selection Committee of the MITS-DU constituted as per MoE/UGC norms approved by Chancellor on the recommendation of Executive Council.
- Non-Teaching posts will be as per the approval of Chancellor on the recommendation of Executive Council from time to time and in force at the time of advertisement/recruitment.

g. 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 Executive Council in accordance with the MoE/UGC norms as applicable in force from time to time. However, Executive Council has a right to increase the minimum Qualifications for the recruitment of Teaching & Non-Teaching Staff (Technical or Non Technical) to ensure the quality recruitments.



h. Appointment by Promotion:-

- Selection and/ or Promotion of faculty (Teaching posts) shall be as per the latest MoE/UGC rules and regulation.
- Executive Council has a right to increase the minimum Qualifications/requirement for the promotion of Teaching & Non-Teaching Staff to ensure maintain the quality.

i. Conditions of Eligibility for Promotion:-

- i. The Selection Committee constituted as per MoE/UGC norms shall consider the cases of all eligible faculty for the Promotion of faculty (Teaching posts) who fulfill the minimum conditions with regard to experience, educational qualifications, research outcomes and other conditions according to MoE/UGC/ Executive Council.

j. Appointing Authority:-

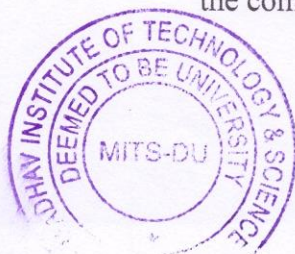
- Appointment for the post of Vice Chancellor shall be made by the President of the Society.
- Regular Appointments through open selection for the Class I & II posts shall be made by the Vice Chancellor on behalf of Executive Council on the recommendation of the Selection committee constituted in accordance with MoE/UGC norms and approval of Selection Committee Minutes by Chancellor.
- Appointments to all other posts shall be made by the Vice Chancellor on the recommendations of the Staff Selection Committee of the MITS-DU approved by Executive Council.

k. 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.

l. Confirmation:-

- A person appointed to a post on probation shall be confirmed to 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 Vice Chancellor 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.

m. 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 promotees, 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.

n. Pay/Salary:-

- The salary (scales of pay, dearness allowance and other components) admissible to the faculty & staff shall be as per the approval of Vice Chancellor, on the recommendation of Executive Council in accordance with MoE/UGC scales as applicable time to time.

o. Increments:-

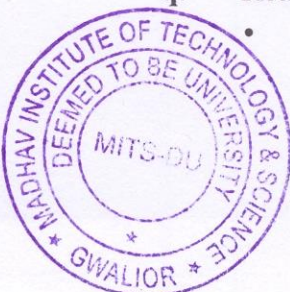
- As per the scale applicable to the cadre, further MoE/UGC rules may be referred.
- The sanction to draw increments shall be given by the competent authority after evaluation/review of performance appraisal/API as per MITS-DU norms in accordance with MoE/UGC norms as applicable.
- Each order withholding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

p. Rules Regarding Leave, Provident Fund & Medical Attendance And Journey On Duty:-

- All employees of the MITS-DU 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 MITS-DU.

q. Retirement from Service:-

- Retirement age of faculty & Staff shall be as per the decision of Executive Council from time to time.



r. 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 negligence of duties or not fulfilling qualification of the position/post, on medical ground's 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/her 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 subjected to completion of Academic Semester in progress 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 MITS-DU 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 Executive Council whose decision shall be final. If the appeal is upheld by the Executive Council, the person shall, be reinstated in-service, on such terms as the Executive Council may decide. During the period of suspension, a subsistence allowance amounting half the basic pay shall be paid and dearness allowance regulated accordingly.

s. Punishments and Appeals:-

(A) The following penalties may, for good and sufficient reasons, be imposed on An MITS-DU 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 MITS-DU due to negligence of breach of orders.
- (B) Before imposing penalties prescribed above, on a MITS-DU employee, he / she shall be called upon to explain in writing, his/her conduct or an enquiry shall be initiated 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 MITS-DU and this again shall be subject to ratification by the Executive Council 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 Executive Council decision shall be final, in case of person appointed by the MITS-DU, although no right of appeal from an order passed by the MITS-DU subsists yet it shall be open to the person concerned to file review application to the Executive Council.
- (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.

t. Interpretation:-

- If any question arises relation to the inter predation of these rules it shall be referred to the Executive Council whose decision shall be final and binding on the parties concerned.

u. Relaxation:-

- Nothing in these rules shall be construed to limit or abridge the powers of the MITS-DU to deal with the case of any person to whom these rules apply in such manner as may appear to it (MITS-DU) 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.

v. 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.

w. Delegation of Powers:-

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

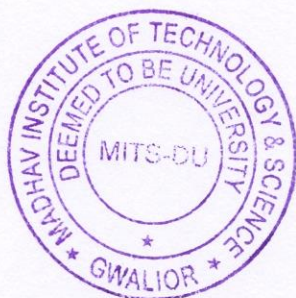
x. Legal Bindings

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

y. Omission & Amendment in these Rules:-

- The Executive council of the MITS-DU reserve the right to review/ratify/amend the service rules of the MITS-DU as & when required.

Adopted by: EXECUTIVE COUNCIL IN ITS FIRST MEETING HELD ON 24TH JULY, 2024.



R.K.P.
(Dr. R.K. Pandit) 24.7.24
Vice Chancellor