



6.3.1

Avenues for career development/progression

1. NOC FOR PART TIME Ph.D

For pursuing a part-time Ph.D. the college supports and provides No Objection Certificate which serves as a valuable avenue in the career development and progression, offering a range of opportunities for advancement and personal growth.

2. STAFF ANNUAL INCREMENT POLICY

An annual increment policy rewards employees for their performance and contribution serving as the recognition of hard work and motivation to the staff members.

3. ACADEMIC LEAVE FOR Ph.D/ Exams

Academic leave for Ph.D. studies or exams is a vital component in supporting employees' educational pursuits and career advancement.

4. INCREMENT PROVIDED ON COMPLETION OF PH.D

Completing a Ph.D. is a significant accomplishment that requires dedication, perseverance, and intellectual rigor. Offering an increment acknowledges the employee's hard work and commitment to advancing their knowledge and skill.

5. RELIEVE ORDER FOR FDPS & REFRESHER COURSE

Issuance of relieving orders for FDPs and refresher courses by colleges not only supports faculty members' professional growth but also enhances the overall quality of teaching, research, and service within the institution. It fosters a culture of continuous learning, innovation, and excellence.

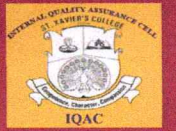



Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



NOC FOR PART TIME Ph.D

Ms Maharshi Sharma

Office of the Principal

Phone: 0141-2370296

Email: principal@stxaversjaipur.org



ST. XAVIER'S COLLEGE

Hathroi Fort Road, Jaipur -302001

Website : www.stxaversjaipur.org

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(A Christian Minority Jesuit Institution)

NO OBJECTION CERTIFICATE

The undersigned is pleased to permit Ms. Maharshi Sharma who is working in this organization for the last 1 year and 3 months and is presently holding the rank/position of Assistant Professor in Department of Economics for pursuing the part-time Ph.D. programme at MNIT Jaipur in the Department of Humanities and Social Science with specialization in the following areas:

1. Economics

Her conduct and character is good. We are ready to relieve her during study hours (usually 8-10 hours of classroom instructions in a week) to undergo the Ph.D. programme as per time-table of the Institute, which follows slot system. We understand that the duration of course work is expected to be 3 semesters for part-time Ph.D. programme, while total duration is expected to be 5 years for part-time Ph.D.

Rev Fr Dr A Rex Angelo SJ

Principal

St. Xavier's College
Hathroi Fort Road
Jaipur-302001 (Raj)

Place : Jaipur

Date : 25-09-2020



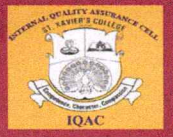
Principal
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Nevta-Mahapura Road, Jaipur





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NOC FOR PART TIME Ph.D

Ms Shiromi Chaturvedi

Office of the Principal

Phone: 0141-2370296

Email: principal@stxaviersjaipur.org



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Hathroi Fort Road, Jaipur -302001

Website : www.stxaviersjaipur.org

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(A Christian Minority Jesuit Institution)*


No Objection Certificate

To whom it may concern

This is to certify that **Ms. Shiromi Chaturvedi**, daughter of **Mr. Deoraj Chaturvedi**, residing at **F#S-1, B-85 Matra Chaya, Bhan Nagar, Prince Road, Jaipur**, is employed with our organization since **10th August 2020**.

She has an experience of two months in our organization. We allow/relieve her to join PhD in Psychology Department at Manipal University Jaipur in the session 2020-2021 on Part-time basis.

Also, an academic leave for one semester will be granted to him/her to complete the mandatory residential requirement at Manipal University, Jaipur.


Principal
Principal
St. Xavier's College
Hathroi Fort Road
Jaipur-302001 (Raj)




Principal

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Nevta-Mahapura Road, Jaipur



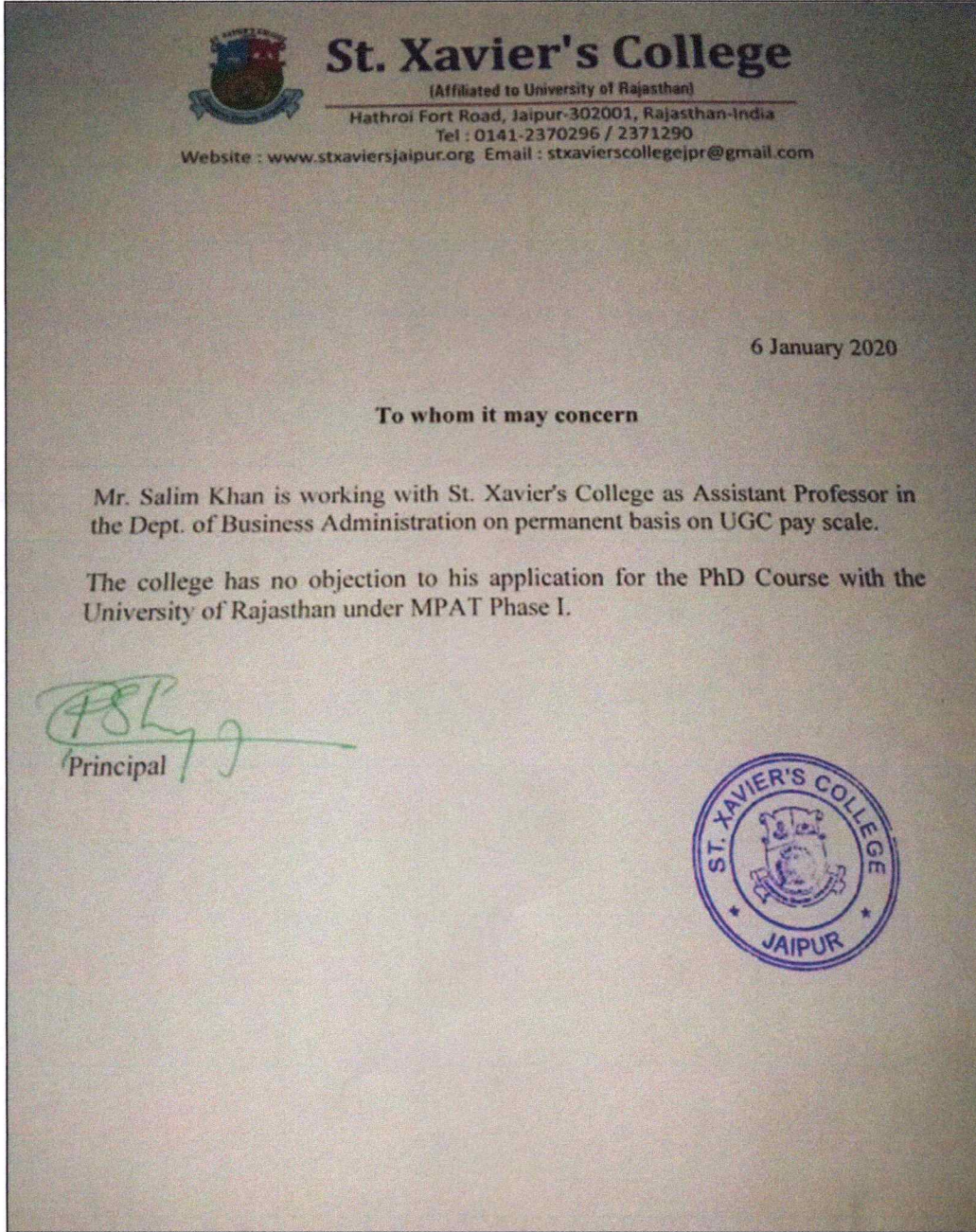
St. Xavier's College Jaipur

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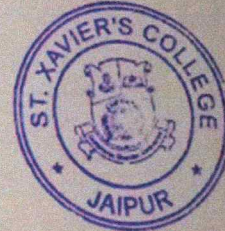


NOC FOR PART TIME Ph.D

Mr Salim Khan



[Handwritten Signature]
Principal



[Handwritten Signature]
Principal

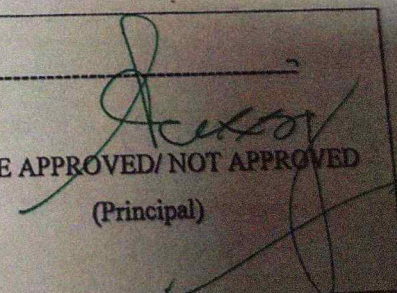
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



ACADEMIC LEAVE FOR Ph.D/ EXAMS

Leave Application

Ms Akanksha Johar

Leave Application	
Name:-	Ms. Akanksha Johar
Department:-	English
Designation:-	Asst. Prof.
Day/Date of Leave:-	29-06-2022
Type of Leave AL/CL/PL/LWP	AL
Sent on Duty	
Reason for Leave :-	Ph.d Visa
Date of Application :-	27-06-2022
Signature:-	<i>[Signature]</i>
Leave Balance:	CL ----- EL ----- Summer Leave -----
Recommendation by the HOD / Vice Principal:-	Kindly allow <i>[Signature]</i> 28/6/22
Out Station Address:-	
(Tel. No.)	
(Mob.No.)	
 LEAVE APPROVED/ NOT APPROVED (Principal)	



[Signature]
Principal

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



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Leave Application – Paper Presentation

Dr Ranjit Kaur

ST. XAVIER'S COLLEGE, JAIPUR
Hathroi Fort Road, Jaipur - 302001, Rajasthan

Leave Application

Name: DR. RANJIT KAUR

Department: ENGLISH

Designation: ASSISTANT PROFESSOR

Day/Date of Leave: 13/09/19 Type of Leave DL/CL/SL/LWP: ACADEMIC LEAVE

Sent on Duty: -

Reason for Leave: Paper presentation - International Conf. on Cultural Translation & Gender at Bikaner

Date of Application: 11/9/19 Signature: [Signature]

Recommendation by the HOD: [Signature]

* Invitation letter attached

LEAVE APPROVED/ NOT APPROVED (By Principal): [Signature]
11/9/19

Out Station Address: _____



[Signature]
Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



Leave Application for Ph.D Progress Report Presentation Ms Poorvi Medatwal

ST. XAVIER'S COLLEGE, JAIPUR
Nevta Mahapura Road, Jaipur - 302029, Rajasthan

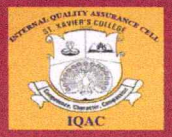
Leave Application

Name:- Poorvi Medatwal
 Department:- Economics
 Designation:- Asst. Prof. 1/2
 Day/Date of Leave:- 28/8/21 Type of Leave AL/CL/PL/LWP AL
 Sent on Duty _____
 Reason for Leave :- PhD Progress Report Presentation
 Date of Application :- 28/8/21 Signature:- Poorvi
 Leave Balance: CL _____ EL _____ Summer Leave _____
 Recommendation by the HOD / Vice Principal:- _____

<p><u>Out Station Address:-</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Tel. No.) _____</p> <p>(Mob.No.) _____</p>	<p>_____</p> <p>LEAVE APPROVED/ NOT APPROVED</p> <p>(Principal)</p>
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[Signature]
Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



INCREMENT ON Ph.D Completion

2018-19



ST. XAVIER'S COLLEGE, JAIPUR
Hathroi Fort Road, Jaipur – 302001, Rajasthan

Ref: SXC/STAFF/2018-19

28/06/2019

Office Order

Increment on PhD Completion

We are pleased to inform you all that the following staff will be incrementally adjusted for their completion of PhD effective from next academic session as per Staff Service rules.

This increment reflects not only our appreciation for your academic achievement but also our commitment to recognizing and rewarding the valuable contributions of our esteemed employees.

Eligible staff members are requested to submit necessary documentation to the HR department for processing.

Congratulations to all our esteemed colleagues who have attained this significant milestone in their academic journey. We look forward to celebrating your accomplishments and continuing to support your growth and development.

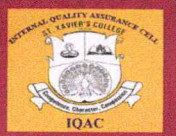
Dr. Ranjit Kaur (23 February 2019)

Once again, congratulations on the Ph.D. achievement. We look forward to your continued success and contributions to our organization.

Principal



Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



INCREMENT ON Ph.D Completion

2019-20



ST. XAVIER'S COLLEGE, JAIPUR
Hathroi Fort Road, Jaipur – 302001, Rajasthan

Ref: SXCJ/STAFF/2019-20

29 June 2020

Office Order

Increment on PhD Completion

We are pleased to inform you all that the following staff will be incrementally adjusted for their completion of PhD effective from next academic session as per Staff Service rules.

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Dr. Salim Khan (20 December 2019)

Once again, congratulations on the Ph.D. achievement. We look forward to your continued success and contributions to our organization.

Principal



Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



INCREMENT ON Ph.D Completion

2020-21



ST XAVIER'S COLLEGE - JAIPUR

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India

Affiliated to the University of Rajasthan

Approved under Section 2(f) & 12(B) of the UGC Act, 1956

A Christian Minority Jesuit Institution

Ref: SXC/STAFF/2020-21

30/06/2021

Office Order

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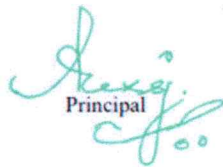
This increment reflects not only our appreciation for your academic achievement but also our commitment to recognizing and rewarding the valuable contributions of our esteemed employees.

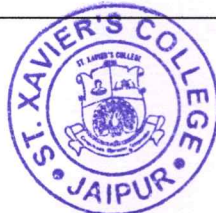
Eligible staff members are requested to submit necessary documentation to the HR department for processing.

Congratulations to all our esteemed colleagues who have attained this significant milestone in their academic journey. We look forward to celebrating your accomplishments and continuing to support your growth and development.

Dr. Vaishali Singh (23 December 2020)

Once again, congratulations on the Ph.D. achievement. We look forward to your continued success and contributions to our organization.


Principal




Principal

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



INCREMENT ON Ph.D Completion

2021-22



ST XAVIER'S COLLEGE - JAIPUR

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India

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Ref: SXC/STAFF/2021-22

30/06/2022

Office Order

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We are pleased to inform you all that the following staff will be incrementally adjusted for their completion of PhD effective from next academic session as per Staff Service rules.

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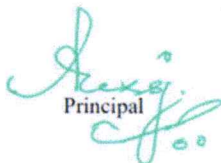
Congratulations to all our esteemed colleagues who have attained this significant milestone in their academic journey. We look forward to celebrating your accomplishments and continuing to support your growth and development.

Dr. Arpita Banerjee (13 August 2021)


Dr. Ankita Rathore (10 March 2021)

Dr. Akanksha Johar (29 June 2022)

Once again, congratulations on the Ph.D. achievement. We look forward to your continued success and contributions to our organization.


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RELIEVE ORDER FOR FDPS & REFRESHER COURSE

DR DHARMVEER YADAV

Office of the Principal
Phone: +91 9680791955, 9828726366
Email: principal@stxaviersjaipur.org
Website: www.stxaviersjaipur.org



ST XAVIER'S COLLEGE - JAIPUR
Nevta - Mahapura Road
Jaipur - 302029
RAJASTHAN, INDIA

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(Affiliated to the University of Rajasthan, Jaipur)
(A Christian Minority Jesuit Institution)

Ref. No. SXC/STAFF/RELIEV/2022/ 7655

07-07-2022

To

Director
UGC – Human Resource Development Centre
JNVU, Jodhpur Rajasthan

Sub: Permission to attend "Online Refresher course in Quality Research & Teaching Methodology" from 09/07/2022 to 23/07/2022

Dear Sir,

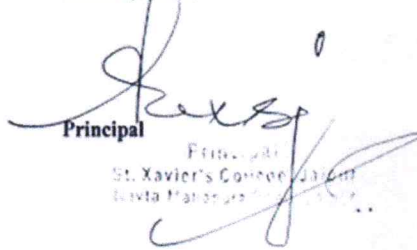
This is to inform you that following faculty member of our college is permitted to attend "Online Refresher course in Quality Research & Teaching Methodology" from 09/07/2022 to 23/07/2022 at UGC – Human Resource Development Centre JNVU, Jodhpur, Rajasthan.

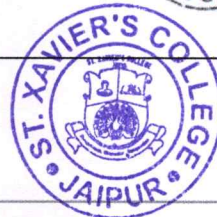
S.No.	Name of Faculty	Designation
1	Dr. Dharmveer Yadav	Asst. Professor Department of Computer Science

You are request to allow the above mentioned faculty to attend the online Refresher course in Quality Research & Teaching Methodology.

Thanking you,

Sincerely yours,


Principal
St. Xavier's College Jaipur
Nevta Mahapura Road, Jaipur




Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur




St. Xavier's College Jaipur

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RELIEVE ORDER FOR FDPS & REFRESHER COURSE

DR SHIKHA ARORA BAKSHI

 **St. Xavier's College**
(Affiliated to University of Rajasthan)
Hathroi Fort Road, Jaipur-302001, Rajasthan-India
Tel : 0141-2370296 / 2371290
Website : www.stxaviersjaipur.org Email : stxavierscollegejpr@gmail.com

Ref. No. SXC/STAFF/RELIEV/2020/1728 12-03-2020

To,

Course Coordinator
UGC – Human Resource Development Centre
University of Rajasthan
Jaipur - 302004

Sub: Permission to attend "Refresher course in Recent Trends in Commerce & Management" from 16/03/2020 to 28/03/2020


Dear Sir,


This is to inform you that following faculty member of our college is permitted to attend "Refresher course in Recent Trends in Commerce & Management" from 16/03/2020 to 28/03/2020 at UGC – Human Resource Development Centre, University of Rajasthan, Jaipur.

S.No.	Name of Faculty	Designation
1	Dr. Shikha Arora Bakshi	Asst. Professor Department of Business Administration

You are request to allow the above mentioned faculty to attend the Refresher course in Recent Trends in Commerce & Management.

Thanking you,
Sincerely yours,


Principal






Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur



St. Xavier's College Jaipur

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RELIEVE ORDER FOR INDUCTION PROGRAMME

MS RUHI SINHA



UGC-HUMAN RESOURCE DEVELOPMENT CENTRE UNIVERSITY OF RAJASTHAN, JAIPUR-302004

Website: www.uniraj.ac.in/asc Phone: 0141-2710925 (O)
Email: hrduorcentre@gmail.com / hrdc.uor.jpr@gm

APPLICATION FOR FACULTY INDUCTION PROGRAMME/REFRESHER COURSE/
WINTER SCHOOL/SHORT TERM COURSE/ WORKSHOP



FACULTY INDUCTION PROGRAMME / REFRESHER COURSE/WINTER SCHOOL/
SHORT TERM COURSE/ WORKSHOP in

Faculty Induction Programme (Online)
Date of Programme: From 29.08.2022 To 24.09.2022

- Name of the Applicant (in BLOCK letters): RUHI SINHA
- Father's Name: Ramendra Nath Sinha
- Designation: Assistant Professor Subject: Psychology
- Date of Birth: 16.01.1987 (Male/Female) Female Category (Gen/OBC/SC/ST/Others): CEN
- Name of College/University: St. Xavier's College / Rajasthan University
- Office Address: St. Xavier's College Jaipur Residential Address: A-40D, Emaas
Nevta, Mahapura Road Jaipur Greens,
Jaipur 302029 Mahindra SEZ Road, Thai
Mob. No. 9880791955 Jaipur 302026 Rajasthan
Email: manager@stxavierjpr.org
- University/affiliating University: University of Rajasthan
- Status of Appointment (Regular/Temporary/Ad hoc/Contract/ Part time): Contract
- Total Teaching Experience: 9 months Salary/Grade Pay: 47,160/-
- Details of Faculty Induction /Refresher Courses etc. attended: N/A

Name of Course	Dates		Name of the HRDC/ASC
	From	To	

I certify that the above information and particulars are true & complete to the best of my knowledge. In the event of any information being found false or incomplete, my application/admission is liable to be cancelled.

Place: Jaipur
Date: 20.07.2022

Ruhi Sinha
Signature of the Applicant

Recommendation of the Forwarding Authority

I hereby certify that:

- Dr/Mr/Ms. is a permanent/temporary/adhoc (designation) in the college/University/Institute, w.e.f. If selected for the course, he/she will be relieved in time for the entire period of the course.
 - This University/College/Institute is within the purview of sec. 2(f) or sec. 12 (B) of the UGC Act.
 - The college is affiliated to the University of
 - The information furnished by the applicant is correct and complete.
- University/College/Institute.....
Date.....

Principal

Signature of the Forwarding Authority
(With seal)

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

