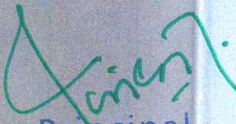


STAFF SERVICE RULES & CONDITIONS OF ST. XAVIER'S COLLEGE, JAIPUR

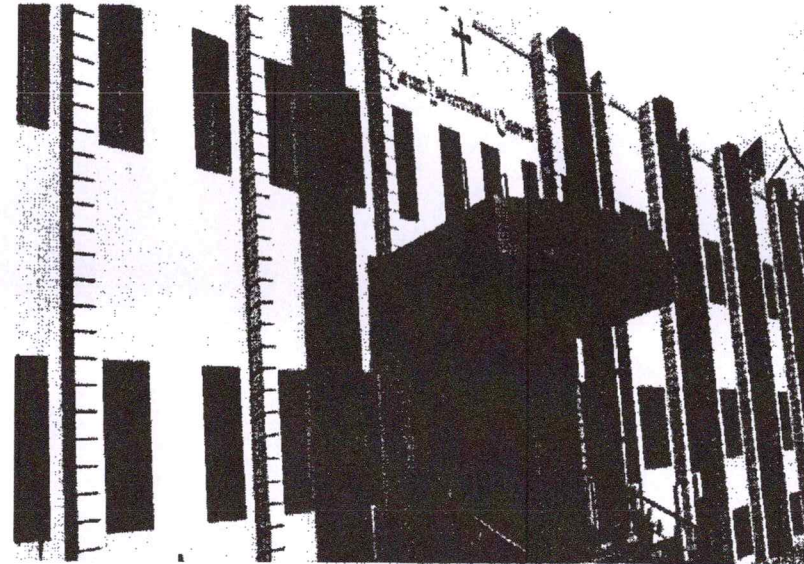



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THE STAFF SERVICE RULES AND CONDITIONS, 2019


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PROMULGATION OF STAFF SERVICE RULES & CONDITIONS

Any organization requires a set of rules or guidelines to function smoothly and to achieve its objectives effectively. When they are in black and white, all the stakeholders are clear about their specific roles. They in turn help them to contribute their mite, wholeheartedly and generously, towards the goal of the institution of which they are a part.

St. Xavier's College, Jaipur has been functioning quite smoothly for the past several years since its inception in the year 2010. But it did not have a set of Service Rules clearly spelt out up to now. I am glad that the Jesuit Administration took initiative, compiled this set of rules and presented them systematically and have them in print now. I hereby express my gratitude to them for their initiative and hard work.

As the President of the Apex Body, The Delhi Jesuit Society, I hereby promulgate THE STAFF SERVICE RULES AND CONDITIONS OF ST. XAVIER'S COLLEGE, JAIPUR effective from July 1, 2019.

I hope that the College, with the active assistance of all its stakeholders, become agents of moulding the minds and hearts of young men and women, inspire them to be persons of compassion and commitment and thus become noble citizens of our country and contribute their due share for the welfare of humanity at large.

Fr. Sebastian Jeerakassery SJ

President

The Delhi Jesuit Society



Principal

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

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[Handwritten Signature]
Principal

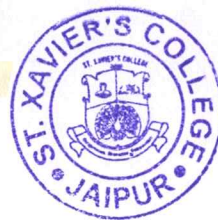
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THE STAFF SERVICE RULES AND CONDITIONS OF ST. XAVIER'S COLLEGE, JAIPUR

INTRODUCTION

A group of seven graduates embarked on a mission from the University of Paris rendering selfless service to the poorest of the poor on the streets and the sick in hospitals. It was Ignatius of Loyola, himself a student though much older in age than others, who had formed this small team, which included Francis Xavier. He inspired them to devote their spare time in social service. They stayed in different hostels and worked independently but were united by the same ideal of serving Christ in the poor and the sick. As their zeal increased, they began to have regular meetings to share a simple meal as well as their life-stories. They each felt they were 'in good company,' like a family, united in mind and heart under their animator Ignatius, and more importantly, under their real 'leader' – Jesus Christ. Not surprisingly, therefore, when the group had to choose a name, they spontaneously decided to call it the Company of Jesus. The Jesuits belong to this Company of Jesus.

The Jesuits engage women and men from varying social backgrounds for services to fit many roles in different capacities. Jesuits hold all their collaborators/personnel in high esteem and treat them with respect. They strive to foster among their staff a deep union of minds and hearts. They infuse in them a spirit of service and commitment, a spirit of the joy of living and sharing. They create an environment to reassure everyone that they are 'in good company'.

The term 'company' is used in the wider sense to include people who are in one way or another, and to a greater or lesser degree, associated with the members of the Society of Jesus and their institutions: as employees, collaborators or partners, benefactors and supporters, who appreciate and encourage their work, agencies at home and abroad, as well as the beneficiaries of their services in establishments, organizations and fields of activity.

The Jesuits feel especially grateful and happy when they hear their collaborators proudly exclaim: "We belong to the Company of Jesuits!"

PART I

I. SCOPE AND DEFINITIONS

A. TITLE AND ENFORCEMENT

1. The following rules shall be called "Staff Service Rules and Conditions of St. Xavier's College, Jaipur", a Christian Minority Institution of Higher Education, which is run by Jaipur Xavier Educational Association (JXEA), a registered society under the apex body – The Delhi Jesuit Society (Delhi Province). These rules and conditions shall apply to all appointees of St. Xavier's College, Jaipur and its branches, if any. The apex body - The Delhi Jesuit Society (Delhi Province) consists of the following Societies - Jaipur Xavier Educational Association (JXEA), Behror Xavier Educational Society (BXES), Bhiwadi Xavier Educational Society (BXES), Xavier Shahbad-Daulatpur Society (XSDS), Xaviers Delhi (XD) and Xaviers Roopnagar Society (XRS), Xavier Seva Kendra, Almora (XSKA), etc. All the institutions under the said Societies will be governed by the rules promulgated by the apex body - The Delhi Jesuit Society. The purpose of these

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service rules and conditions is to safeguard the interests of all the staff as employees and the college as employer.

2. These rules shall come into force with effect from 1st July 2019 and shall supersede all the previous rules and practices which have been in operation for all matters covered herein. Conditions which are not mentioned in the individual contract or employment letter, but which are mentioned herein, shall be automatically applicable to all the employees.
3. Besides these service rules or the contract of the employment or any other law currently in force, the general provisions of the 'Minority' character of the institution shall be applicable to the management and employees.
4. As situations and circumstances change, these rules and conditions of service may be suitably amended and modified from time to time by the Governing members of the apex body/ local society. Such amendments shall become binding on all employees when communicated to them, through notification on the notice board and/or through official circular(s). What is said of the male employees in this ordinance shall also apply to the female employees unless repugnant to or inconsistent with the text or the context.
6. In case of any confusion or conflict in the interpretation of these service rules, the interpretation of the president of the Governing Body of the Society shall be final and binding.

B. DEFINITION

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

1. Apex Body means the Governing Body of the Delhi Jesuit Society consisting of the president and Governing Body

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members. The provincial is the 'ex officio' president of the apex body. The president in consultation with the Governing Body members appoints the following:

- (a) Manager
 - (b) Principal
 - (c) Vice-principal
 - (d) Administrator
 - (e) Any other office bearer as and when required
2. 'Society' means Jaipur Xavier Educational Association, (JXEA) a body duly registered under the Society Registration Act of India having its own MOU.
 3. 'Governing Body' means the decision making body of JXEA constituted by the president of the apex body in consultation with his consultants. It has jurisdiction over all the institutions under the JXEA.
 4. 'President' means the president of The Delhi Jesuit Society, the highest authority in the apex body, who has the ultimate control over the affairs of the institutions of the Province. He may consult the members of the Provincial Administration/ Governing Body on crucial matters.
 5. 'Management' means and includes any one or more of the following:
 - (a) The President (Provincial), Delhi Jesuit Province
 - (b) Vice president, JXEA
 - (c) Manager
 - (d) Principal
 - (e) Vice principal
 - (f) Treasurer
 - (g) Administrator
 - (h) Members of the Governing Body

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Principal
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(i) Any other officials appointed by the president or vice president or manager to be part of the management.

6. 'Managing Committee' means the advisory body of the institution, duly constituted according to the requirements specified by the Directorate of College Education and the Rajasthan University. It includes the members of the Governing Body, academicians, and members of the teaching staff and representatives of the parents.
7. 'College' means St. Xavier's College, Jaipur and such departments as provided in the Memorandum of Understanding.
8. 'Appointing Authority' means the manager or any other person authorized by the president or the vice- president.
9. 'Principal' means the academic and administrative head of the institution entrusted with day-to-day administration of the college.
10. 'College premises' means the facilities, establishments and precincts attached to the college. They may comprise of class rooms, laboratories, library, staff rooms, chapels, canteens, stores, recreation clubs, staff quarters, hostels, cooperative societies, play grounds, land, sports complex, etc., and such other.
11. 'Disciplinary Authority' means those members of the management who are entrusted with the power and responsibility to ensure order and quality service. It includes the vice president, the manager, principal, (vice principal(s) if so delegated).
12. 'Habitual Offender' means an employee who repeatedly violates the prescribed Code of Conduct of the college/ institution.

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13. 'Employee' means any person appointed to any service or post in connection with the affairs of the college, but does not include:
 - (a) Employee of a contractor even though working within the premises of the college,
 - (b) Any person whose services are temporarily loaned or hired by the college,
 - (c) Any person doing gratuitous work and
 - (d) Apprentice-trainee.
14. 'Apprentice-trainee' means anyone who is engaged essentially for learning some work and includes any person who is undergoing an apprenticeship; he may or may not be paid a stipend during the training period.
15. 'Teaching Staff' means any person appointed by the institution for class room teaching and any other activities which form part of teaching.
16. 'Non-teaching Staff' means any person engaged full or part time by the institution for any work, other than classroom teaching, and given wage for the said employment.
17. 'Head of the Institution' means the manager of the institution to whom the principal reports.

II. GOVERNING BODY

1. The governing body is a decision making body of JXEA entrusted with the powers of final decision making especially on matters of policy on starting, closing, or shifting of institutions/departments, employment of staff and on the collection and distribution of finances of the institutions under JXEA. It is constituted by the president of the apex body in consultation with his consultants.

2. The powers and responsibilities of the Governing Body can be classified as follows:
 - a) Framing and promulgation of general rules for various institutions under JXEA.
 - b) Scrutinizing and approving of general annual budgets and presenting them to the apex body.
 - c) Opening or closing accounts or changing signatories
 - d) Acquiring or alienating property.
 - e) Termination of permanent employees.
 - f) Final arbitration when there is serious dispute between the management and the employees.

A. THE OFFICIALS OF GOVERNING BODY

1. The president

- a) The president of JXEA shall be that member of the Society of Jesus, who, according to the constitutions and laws of the said Society of Jesus is the newly appointed provincial/vice provincial or acting head of that religious territory/province of Society of Jesus in which the registered address of the association is situated.
- b) The president shall have the overall direction and supervision of the work of the association and in particular shall be empowered and authorized to do among others the following:
 - i. To appoint, transfer and/or retire the Jesuits personnel of the staff working under JXEA and from among them to determine who shall be in charge of various offices such as principal, vice principal, treasurer, administrator, etc.



Principal

- ii. To authorize the acquisition or alienation of property whether movable or immovable, the purchase and sale of equipment and furnishing and the expenditure or disposition of funds of the Association up to a prescribed amount without calling a meeting of or consulting the consultors.
- iii. To summon and preside as chairman of the meetings of governing body or of General Body of JXEA.

2. Vice-president

The vice president shall be that member of the Society of Jesus who according to the constitution and laws of the said Society of Jesus shall have been duly appointed by the president as the local head of the JXEA. The vice president shall have the immediate control and supervision of all the institutions and undertakings under JXEA.

In particular he shall be empowered and authorized to do, among other things, the following:

- i. To incur or authorize the routine expenses in the running of the institutions working under JXEA or the purchase or sale of extra ordinary equipment or furnishing up to a prescribed value without calling a meeting of or consulting the governing body, while referring all major decision to the president.
- ii. To designate those who may pass bills in various departments of the institutions working under JXEA.
- iii. To summon and preside as chairman of meetings of the governing body or of the general body of the JXEA in the absence of the president.

- iv. To sign important legal documents connected with JXEA, to be the custodian of those documents and to represent the JXEA in official or legal matters.

3. The secretary

The secretary is appointed by the vice president and is the official correspondent between the JXEA and different government departments, among other things he shall do the following:

- i. To keep the minutes of the governing body meeting as well as the annual General Body meeting.
- ii. To sign routine legal documents connected with the JXEA as well as the institutions under it and be the custodians of those documents.
- iii. In the absence of the vice president he represents the JXEA in official or legal matters.

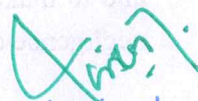
4. The treasurer

The treasurer is appointed by the president of the apex body in consultation with his consultors. He is a signatory to all bank accounts and is the supervisor of the financial transactions. With the help of the various departments he prepares and presents the annual budget to the general body of the JXEA and the financial committee of the Delhi Jesuit Society.

The responsibilities of the treasurer can be classified as follows.

- i. To act as a drawing and disbursing officer for the staff of the institutions under JXEA.
- ii. To ensure strict adherence to the entitlements of the staff and to make good any loss suffered by the college by negligence or ignorance in this regard.

- iii. To personally scrutinize all financial documents and append a certificate to this effect, before putting them for the vice president's/manager's counter signatures.
- iv. To maintain a systematic record of the entitlements, dues and liabilities of the staff and periodically produce them for perusal of the vice president/manager.
- v. To make arrangements to draw money from the bank and to ensure its security, safe custody and correct disbursement.
- vi. To make all payments including salaries of teachers and other staff on time and according to the rules.
- vii. To ensure that the college fees are realized and credited to the account of the institutions. To this effect he shall maintain a proper record of defaulters and sundry debtors and prepare a monthly fee reconciliation statement showing the amount of fees, previous dues, if any, fees realized during the month and fees still due and shall ensure that this record reconciles with the sundry debtors list.
- viii. To make all financial transactions in consultation with the head of the institution/principal/director.
- ix. To be responsible for the proper maintenance of the accounts and records, service books of teaching and non-teaching staff, and returns and statistics as prescribed by the JXEA from time to time.


Principal

III. ADMINISTRATIVE STAFF

A. THE MANAGER

The manager is appointed by the president of the apex body in consultation with his consultors. The responsibilities of the manager can be classified as follow:

- i. He is the chairman of the selection committee/interview panel of all staff.
- ii. To appoint, transfer, retire, suspend and/or dismiss the lay members of the staff working under the society and to delegate this power to the academic head of the institution with reference to the staff of their respective departments.
- iii. He is one of the signatories of the financial transactions related to the institution.
- iv. Disciplinary procedures like setting up of enquiry commission, suspension, and dismissal of all categories of employees are under his purview.
- v. He is the custodian of all matters pertaining to the institution and its legal documents.

B. THE PRINCIPAL

The principal is appointed by the manager of the institution in consultation with the president after completing due legal requirements. The responsibilities of the principal can be classified under the following roles:

(a) Leader

- i. Guiding the college to better teaching and learning.
- ii. Shaping a vision of academic success through academic and co-curricular activities for teachers and students.
- iii. Creating a conducive climate for enhancing teaching and learning process.

- iv. Improving college leadership and cultivating leadership in others.
- v. Managing people, data and processes.

(b) Academic in-Charge

- i. To plan one year's academic work in advance in consultation with his colleagues and to hold staff council meetings to review the work done during the month and to assess the progress of the students.
- ii. To supervise, guide and control the work of the teaching and the office staff of the college.
- iii. To help and guide the teachers and promote their professional growth and towards this end, actively encourage their participation in courses designed for in-service training.
- iv. To promote the initiative of the teachers for self-improvement and encourage them to undertake experiments, which are educationally sound.
- v. To organize the teachers for the study of the curriculum and the syllabi in use with a view to analyse the objectives of the teaching of the various topics and adapting the instructional programme to them, with due regards to inter-subject co-ordination. Such study is particularly necessary when a new curriculum or syllabus is introduced.
- vi. To supervise classroom teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as inter-subject coordination.
- vii. To provide special help and guidance to teachers newly entering the college.

- viii. To plan and prescribe a regular time-table for the scrutiny of the students' written work and assignment and to ensure that their assessment and corrections are carried out effectively.
- ix. To make necessary arrangements for organizing special instruction for the students according to their need.
- x. To monitor and assess the teaching and learning process inside the classroom through regular classroom observation.
- xi. To organize and co-ordinate various co-curricular activities in an effective manner.
- xii. To develop and organize the library resources and reading facilities in the college and to ensure that the students and teachers have access to and use books and journals of established value and usefulness.
- xiii. To devote at least nine hours in a week to teaching students, unless other exigencies demand otherwise.



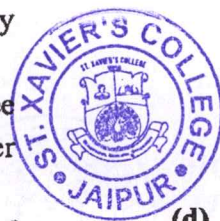
(c) Administrative In-charge

- i. To implement the instructions and policies of the Delhi Jesuit Province in respect of curricular and co-curricular activities and to take steps to bring about healthy development of the college in all these fields.
- ii. To administer the college on sound lines and to develop healthy teacher-student relationship.
- iii. To handle the official correspondence relating to the college and to furnish within the prescribed dates all returns and information required by the Society.
- iv. To formulate and submit to the manager for approval, proposal for teaching staff, furniture, laboratory

Sanjay
Principal

equipment and teaching aids, etc., well before the commencement of the academic session.

- v. To conduct physical verification of the college property, to take stock periodically, to inspect the stock register regularly and to ensure their proper maintenance in accordance with the rules. A report to this effect will be made to the manager before the college closes for the summer vacation.
- vi. To make satisfactory arrangements for supply of drinking water for the students and to ensure that the college building and its fixtures and furniture, office equipment, lavatories, play grounds, college garden, etc., are properly and carefully maintained.
- vii. To grant local holidays for the college not exceeding three days in an academic year for educational and other bonafide purposes.
- viii. To be in charge of admissions as well as dismissal of students, preparation of the college time-table, allocation of the duties to the teachers and their teaching load, provision of necessary facilities to the teachers in the discharge of their duties and the conduct of examinations and tests in accordance with the rules prescribed by the University to which the college is affiliated.
- ix. To encourage the formation of Parent-Teacher's Associations in order to establish contacts with and secure the co-operation of parents and guardians in the program of the college.
- x. To send regularly the progress reports of the students to their parents or guardians.



(d) **Finance Manager**

- i. To plan and propose the entire required budget and to forward it to the governing body.
- ii. To ensure that all expenses are carried out as per the budgetary provisions approved by the apex body.
- iii. To act as one of the signatories of all financial transactions of the college.
- iv. To approve and sanction any remunerations/incentives given to the college staff in consultation with the manager and the treasurer.
- v. To approve and sanction any fee concession granted to the students in the college tuition fee in consultation with the fee concession committee.

C. THE VICE-PRINCIPAL

The vice-principal, who is a Jesuit, is appointed by the manager after getting the approval of the president. In the case of a lay/another religious vice-principal, the manager, after consultation with the governing body and the president appoints him. The responsibilities of the vice-principal can be classified as follow:

- i. To officiate as principal in the absence of the principal. However if he acts as in charge, he must refrain from acting in a way that adversely affects the reputation of the college and the dignity of its staff and students. If he acts on serious matters he must consult the principal.
- ii. To work in close collaboration with the principal and assist him in the execution of his responsibilities.
- iii. To work as a liaison officer between the principal and staff/students/parents.
- iv. To pay particular attention to the curricular and co-curricular activities of the college.
- v. To devote at least 12 hours a week to teaching.
- vi. To look after the welfare of the staff and students of the college.
- vii. To provide counselling and guidance services for the students.
- viii. To organize seminars and family counselling etc., for the parents.
- ix. To arrange for special remedial teaching of the weaker students of the college.
- x. To arrange for formal and non-formal teaching/learning programmes.

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- xi. To arrange for NCC, Scouting & Guiding, NSS, and Social Service activities, etc.
- xii. To create social awareness among the students by visits to slums, orphanages, hospitals, home for the aged, juvenile homes, rehabilitation centres, etc.

D. THE ADMINISTRATOR

The administrator is appointed by the president of the apex body in consultation with the governing body members. The administrator will be responsible for the following:

- i. To assist the principal in maintaining the buildings, electricity, water supply, etc.
- ii. To work as a liaison officer.
- iii. To purchase required materials for the college, to enter all such purchases in the stock register, to scrutinize the bills and recommend payments.
- iv. To act as a college security officer and keep track of developments in the campus.
- v. To be responsible for the purchase for stores and stationery in accordance with instructions from the principal.
- vi. To take charge of all stores and maintain register.
- vii. To arrange for stock verification once a quarter.
- viii. To carry out all instructions and orders passed to him by the principal, specially the follow-up of maintenance staff (class IV employees) at work.

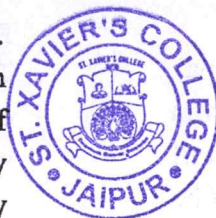
IV. CATEGORY OF EMPLOYEES

- A. 'Permanent Staff' is one who has been confirmed in his post and has received a letter of confirmation from the

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manager/competent authority after the completion of his period of probation satisfactorily.

- B. 'Probationer' is one who is provisionally employed with a view to being considered for the employment on a permanent post on the successful and satisfactory completion of the probation period of two years.
- C. 'Contract Staff' is one who has been appointed as such.
- D. 'Temporary'/'Ad-hoc' staff is the one who has been appointed for a limited period or for work which is of essentially temporary in nature or is employed temporarily as an additional employee in connection with temporary increase of work.
- E. 'Casual Staff' is one who is employed for work of a casual nature or for some unexpected or unforeseen work of short duration or to meet the requirement of emergency or during the absence of any regular employee.
- F. 'Part-time'/'Guest'/'Visiting' Staff is one who is employed to work for less than the normal working hours constituting a day's work.
- G. 'Contractual Employee' is one who is hired from agencies holding licence under Contract Labour (R&A) Act, 1970 for a particular work after mutual agreement for a specified period.
- H. 'Fixed Term Contract Employee' means someone whose engagement is on the basis of a contract of employment for a fixed period, and who is employed on work which is essentially of temporary nature or who is employed temporarily as an additional employee in connection with a temporary increase in work of a permanent nature or in the leave vacancy of another employee or to take care of



any exigencies and it will include in specified project assignments as per his contract of service and conditions therein.

All fixed term contract employments shall come to an end on the completion of the specified period or on completion of the assignment, or at the end of leave vacancy, as the case may be without any notice by the management or any salary/wages in lieu of notice. Further, working temporarily for the college will not entitle an employee to demand permanency in the post and he is liable to be terminated at any time.

V. CLASSIFICATION OF EMPLOYEES

A. TEACHING FACULTY

1. The teaching faculty includes all those employees appointed or hired by the management for the purpose of teaching and any other work related to and form part of teaching.
2. The teaching faculties are categorized as Assistant Professors, Associate Professors and Professors based on their qualification, experience and performance.
3. Visiting/Guest/Part-time faculty means those qualified or non qualified faculties appointed to work for less than the normal working hours for certain honorarium as fixed by the management in the interest of imparting education.
4. The teaching faculty will be directly under the direction and supervision of the principal and during his absence they will be under the supervision of the vice principal.
5. The regular teaching faculty is expected to be present for seven hours of duty every day.

6. The regular teaching faculty in this college can be classified as under:
- i. 'Permanent Faculty' - all those who are qualified as per the UGC/University of Rajasthan regulations and are confirmed by the management after being approved by the University.
 - ii. 'Faculty on Probation' - those who are qualified as per the UGC/University of Rajasthan regulations and who are selected by Selection Committee and are placed on probation in view of being made permanent.
 - iii. 'Faculty on Contract' - those who are appointed as such either because they are not qualified or because they lack seven years of experience although they are qualified and selected through the panel.

B. OFFICE STAFF

The office staff assists the management execute various functions/tasks of the college. They occupy positions of special trust. They shall be under the direct supervision of the principal and in his absence under the supervision of vice principal. Their work is essential for the smooth running/functioning of the institution, and they are an important part of the team. Hence, they should consider their work as integral to the goal of Jesuit education: the formation of our students as good citizens of the country, and leaders for the future.

With this in mind, the office staff is urged to set an example to the students of conscientious work, dedication and honesty.



Jainat
Principal

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

The office staff is entrusted with many confidential and responsible jobs. Hence any breach of trust or confidentiality is especially serious. Private correspondence, college finances, the preparation of examination papers, personal messages etc., should be treated as matters of confidentiality not to be divulged even to the other members of the staff.

The following qualities are expected of the office staff working in our college:

- i. To be courteous and helpful to all, especially to the parents, the public and others who visit the college for one reason or the other.
- ii. To be collaborative, team-driven, friendly, approachable and altruistic in the sense that they enjoy helping students, their parents, staff, and visitors at the workplace.
- iii. To be calm, hardworking, adaptable, pleasant, accurate and having an excellent eye for details.
- iv. To be proficient in spoken and written English and local languages.
- v. To be competent in the use of information technology and in human resource management and administration.

The office staff is expected to be present for eight hours of duty excluding lunch and tea break. The office staff includes the PA to the principal, accountants, accounts assistant, lab assistants, assistant librarian, receptionist, clerk etc.

(a) The PA to the Principal

- i. The PA to the principal will carry out all the duties assigned to him by the principal. He will assist the principal in his office work such as correspondence, maintaining of records and confidential files, monitoring visitors, conveying messages, maintaining Scholar

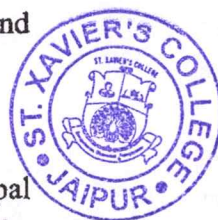
Register (Admission Register), Service Book, Staff Attendance Register, Acquaintance Register, Leave Records, etc.

- ii. To delegate duties to the other members of the office staff as and when required in consultation with the principal.
- iii. To look after the day-to-day functioning of the entire office staff and report to the principal on daily basis on the same.
- iv. To act as a PRO, liaisoning between the principal and the public/staff/students/parents.

(b) The Accountant and Accounts Assistant

He comes under the direct supervision of the college principal and the treasurer with regard to the financial matters of the college. His duties are as follow:

- i. To carry out all financial transactions and maintain all files and correspondence records pertaining to all financial matters.
- ii. To maintain all college ledgers/registers and financial documents.
- iii. To maintain all college accounts and relevant files.
- iv. To collect and deposit in bank college fees and prepare all documents connected with collections, deposits and accounting of college fees.
- v. To prepare fee summaries and monthly fee reconciliation statements.
- vi. To prepare pay and allowance bills for the college staff.
- vii. To keep leave account of college staff.
- viii. To prepare and maintain the salary register of the staff on monthly basis.



- ix. To carry out all financial and administrative tasks allotted by the principal/treasurer.
- x. In general, he will be responsible to assist the principal/vice principal/treasurer or the administrator in carrying out the financial duties of the college.

(c) The Receptionist

A receptionist is often the first official contact, one may meet in the college. He is expected to be calm, courteous and of professional in nature and demeanour at all times, regardless of whoever the visitor and whatever his behaviour may be. He should be attentive, have a creative, loyal, discreet and positively oriented and have a well groomed appearance. Though, the job may be demanding and stressful, because one is called to interact with people of different backgrounds, personality traits and cultural ethos, the receptionist is expected to be efficient and effective with respect to the tasks which include:

- i. Answering visitors' enquiries about college matters and its services, directing visitors to their destinations, sorting and handing out mail, answering incoming calls on single or multi-line, setting appointments, filing, records keeping, keyboarding data entry and assisting variety of other office tasks assigned by the principal.
- ii. He is also expected to keep the lobby area clean and tidy.
- iii. Coordinating security related functions for the college by verifying employees' identification, issuing visitor passes/gate passes, and observing and reporting to the principal any unusual happenings, injury to the students or staff and presence of suspicious persons or activities.

(d) Assistant Librarian

Assistant Librarian is a non-teaching staff and has an eight-hour duty excluding lunch break and should be available whenever necessary after college hours and even on holidays other than Sunday or gazetted holidays. The duties of the assistant librarian are as follow :

- i. To ensure that there is adequate seating arrangement in the library and enough light for reading.
- ii. To maintain proper records for all the books received in the library in the Accession Register.
- iii. To see that all the books are allotted accession numbers and class numbers and to ensure that they are stamped with college library seal on the decided pages.
- iv. To prepare the catalogue cards required for a particular book and properly file them in the catalogue cabin.
- v. To arrange books properly in the library and display them at a height convenient to the readers.
- vi. To issue and receive back books from the readers according to the system followed by the library.
- vii. To see that no books are lost or stolen from the library or tampered with. If the books are lost or damaged, he is liable to make good the loss/damage.
- viii. To ensure that complete silence is maintained in the library.
- ix. To provide reference services for the readers.
- x. To attend book fairs and read book reviews so as to recommend and select good books suitable for the students and thus build up the library.
- xi. To recommend purchase of adequate books for the library for the reading interest of students and faculties of different disciplines.

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(e) The Lab Assistant

The lab assistant is a non-teaching staff and has an eight-hour duty excluding lunch break and should be available, whenever necessary, after college hours and even on holidays other than Sundays or gazetted holidays. The duties of lab assistant are as follow:

- i. To ensure safe practices and procedures are maintained.
- ii. To conduct regular physical checks on science lab equipment to ensure that each item is in working order.
- iii. To prepare and get the science labs ready for science practical.
- iv. To set up necessary apparatus for the practical.
- v. To administer emergency first aid to the students.
- vi. To monitor the science area for hazardous conditions, unsafe practices and other safety concerns.
- vii. To ensure labelling, handling, storage and disposal of hazardous materials.
- viii. To prepare solutions and stock chemicals so that chemical compatibility is maintained at all times.
- ix. To clean up chemical spills including the maintenance and use of emergency spill kit.
- x. To monitor and assist students working in the lab settings.
- xi. To carry out and report on a quarterly safety inspection.
- xii. To monitor the security of the natural gas supply in the science lab.

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Principal

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



- xiii. To assist in the development of new lab procedures and to maintain inventories for science lab purchases, supplies and equipment.
- xiv. To use science related computer software if necessary, to assist teachers in planning classroom science activities, to assist in marking students' work, to duplicate/collate/file and records material and data, to perform other assigned duties that is within the area of knowledge and skills required by the lab assistant.
- xv. To make sure that cleaning, setting and arranging the apparatus are done in the laboratory. This includes cleaning of all the items used in laboratories.
- xvi. To issue/receive back apparatus and maintain proper account of the same, to get the cleaning of the laboratory and dusting of its furniture done on daily basis, to carry the apparatus to the classrooms as required by the teacher concerned.
- xvii. To collect materials, if required, for practical work from outside the campus of the college, to maintain botanical garden, aquarium, etc., to make sure that repairing/painting/polishing of apparatus/furniture are done on time and to carry out any other relevant/appropriate task assigned to him by the principal.

C. MAINTENANCE STAFF (THE CLASS IV EMPLOYEES)

1. Members of the maintenance staff play an important part in the smooth running of the institution. As important members of the staff, they should conduct themselves with dignity, both inside and outside the college compound. They will thus teach

the students by their example that manual work is not degrading, but rather uplifting, and is an essential element in human life, irrespective of one's social status.

2. They are to be on duty except on public/gazetted holidays, which are sanctioned by the management of the college.
3. They can be on earned leave during vacations unless their services are utilized fully like on any normal working day. For utilization of the service of an employee during vacations on a regular basis there should be specific work allotted. If the service of an employee is required to complete the pending work during vacations, it shall not be construed as additional or extra work and such service cannot be treated for the purpose of overtime.
4. If the work is not completed at any given time, the employees should put in extra time to complete the work without claiming extra wages.
5. Every employee shall put in minimum of 8 hours' work (excluding lunch and tea break) daily.
6. The duties and the hours of duty of the maintenance staff will be assigned by the management.
7. Though a maintenance staff is assigned a particular job at the time of appointment, he may be moved from one department to another or give additional work keeping in mind the welfare of the institution/competency of the person as some specified jobs do not require full time employee. Every maintenance staff must be willing to learn new skills or undergo training as per the changing requirement of the institution or when certain jobs become redundant with technological advancement.


Principal

8. The classification of maintenance staff/class IV employees and their responsibilities are as follow :

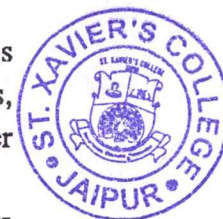
(a) Chowkidar/Security Guards

- i. The general purpose of chowkidar/security guards is protection of the people and property of the organization/ institution where they work.
- ii. To ensure that all rooms have been locked properly and keys deposited with the principal or the persons who is authorized by the principal.
- iii. To ensure that nothing, belonging to the college, teachers or students that has been left behind, is stolen. He will report to the principal if any item of the college property or that of any student or teacher has been found unclaimed. He will keep such things in his custody till the next day. He should hand over the article to the college office to be handed over to the concerned teacher/student and inform the principal of the same.
- iv. To lock the main gate and all the gates of the college campus and to keep a watch on the college premises and report to the people in charge if any untoward incident takes place.
- v. To be responsible for the safe custody of all the belongings of the college campus, under the condition that if anything is lost, appropriate legal/disciplinary action will be taken against him.
- vi. To routinely inspect the campus for any suspicious activities which are of criminal or malicious nature, such as vandalism, arson, theft, immoral activities and illegal drug deals.

- vii. To comply with all gun safety regulations, if they carry arms.
- viii. To communicate with immediate effect to the principal and if necessary, the agencies such as fire and ambulance services, in case of a fire or serious calamity.
- ix. To carry out any other tasks assigned to him by the principal.
- x. To prevent any student from going out of the campus without the permission granted by the principal/vice principal.
- xi. To ensure that the identity of all the visitors is verified before they are allowed to enter the campus at all times and maintain a visitors' register at the gate and submit it to the office once a month.

(b) Peon/Attendant

- i. To work as a messenger for the principal and for the college office which includes running errands, delivering hand post and carrying documents etc.
- ii. To carry out the cleaning, dusting, arranging of class rooms, furniture, premises, arranging for functions, college meetings, supplying drinking water etc., as per routine and whenever required.
- iii. To be responsible for the opening and closing of the doors and windows of the classrooms and office rooms.
- iv. To carry out any other task assigned to him by the principal or other authorities/office bearers.



Ajay
Principal

(c) Mali

- i. The Mali will ensure the upkeep of college lawns and gardens. He will plant seasonal flower seedlings well in time after obtaining the approval of the principal/administrator. He will keep the lawns and hedges trimmed regularly. On horticultural matters, he will carry out the instructions of the principal/administrator.

(d) Safai Karamcharis

The safai karmacharis take instruction/direction from principal/administrator and make sure that the campus, class rooms, offices etc., are clean and kept in order. Negligence of any sort with regard to the assigned duties will invite disciplinary actions. The duties will include the following;

- i. To clean all buildings including administrative blocks, academic blocks, staff quarters, the laboratories, toilets and play grounds.
- ii. To put order in class rooms, offices, library etc.
- iii. To perform all other duties assigned by the authorities.

(e) Driver

The driver looks after the vehicles of the institution and responds to the needs of transportation. His duty hours will be regulated purely at the discretion of the management as per the expediency of service. His continuation in employment will subject to his remaining physically and mentally fit and alert. The management shall have every right to get him medically examined or re-examined at any time by a registered medical practitioner or an eye specialist of its choice whose finding will be final and binding on him. He is responsible for

all acts omissions and non complaints of rules and regulations for vehicles driven by him.

If any fine or penalty is to be paid by the institution on account of the driver's negligence it shall be made good by him. Similarly in case of damage or loss due to his negligence he will be held responsible to make good such loss or damage.

The following are the dos and don'ts of the driver

- i. He should not leave the premises of institution or take the vehicle anywhere unless so permitted by the management.
- ii. He should not allow any unauthorized persons to travel in the vehicle or drive the vehicle.
- iii. He is not to drive the vehicle in a drunken state or under the influence of any other intoxicant.
- iv. To ensure the proper maintenance and upkeep of the vehicle.
- v. To comply with all instructions/directions that may be given to him from time to time.
- vi. To keep the vehicle clean and in a good working condition at all times.
- vii. To report delays and accidents, to keep operational records and to report defects or problems with the vehicle to the supervisor/administrator and to ensure that the vehicle meets regular maintenance schedules.
- viii. To be responsible for the safe custody of the vehicle.
- ix. To make sure that the vehicle is properly locked in the garage or at the usual parking place and to hand over its keys to the person authorized at the close of his duty.
- x. To maintain proper account of purchase/consumption of petrol/diesel and lubricant oil and to make proper entries in the log book, which shall always be kept in the vehicle



and to produce the same for inspection as and when required.

- xi. To wear a neat, clean and ironed uniform and to keep the driving license with him, while on duty.
- xii. To take the vehicle out for out station journeys as and when required. For every such out station journey he will be paid a suitable amount as diet money. Unless there is a proper arrangement for the safe custody of the vehicle, he will sleep in the vehicle itself.

In addition to the duties enumerated above, the principal/administrator may assign any additional duty to any member of the staff, as deemed fit.

VI. QUALIFICATION AND SELECTION PROCESS FOR APPOINTMENT OF TEACHING STAFF

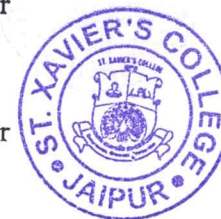
A. MINIMUM QUALIFICATION REQUIRED

The minimum qualification or requirements laid down by the University of Rajasthan will be followed and adhered to in appointing persons to various teaching posts in the college. Please refer to the handbook of Rajasthan University.

B. SELECTION PROCESS

1. The manager of the college or any other person authorised by the president or vice-president of JXEA shall be the appointing authority.
2. All the appointments of the regular teaching staff shall be made in accordance with the procedure as follows:
 - (a) The manager must advertise the vacant or required posts in the local newspaper and on the website of the institution.

- (b) The applications for the vacant or required posts shall be submitted to the principal through the college office in accordance with the advertisement published in the local newspaper or on the website of the institution.
 - (c) The screening committee, comprising of the principal/vice principal and any person appointed by the principal, shall conduct a scrutiny of all the applications and shortlist the qualified candidates.
 - (d) The Staff Selection Committee, constituted as per UGC regulations, after scrutinizing the applications of the shortlisted candidates and conducting the interview, shall forward the names of the qualified and selected candidates to the appointing authority.
 - (e) The appointing authority after considering the recommendation by the selection committee of the qualified and selected candidates must issue the final list of selected candidates within a reasonable period of time.
3. The Staff Selection Committee shall consist of at least five members who may include the following:
- (f) President of the JXEA/vice-president of JXEA/manager
 - (g) Principal of the college
 - (h) Vice principal/HoD
 - (i) University nominee as authorized by the vice chancellor (mandatory)
 - (j) Two subject experts (At least one is mandatory)
 - (k) The representative of the Directorate of College Education (optional)
 - (l) Any other member nominated by manager/principal



**VII. APPOINTMENT OF HoD, STAFF
SECRETARY, COORDINATORS AND ASSISTANT
COORDINATORS FOR SPECIAL TASKS**

A. HEAD OF THE DEPARTMENT

If the management decides to appoint HoDs, the following rules will apply:

1. The principal, in consultation with the management, will nominate a faculty member and forward the name to the manager who will appoint him on a rotation basis for duration of not more than three years.
2. The minimum requirements for nomination and appointment as a Head of Departments are as follow :
 - (a) He should be a confirmed and qualified staff from the concerned department as per the guidelines and rules of the University of Rajasthan and should have completed at least four years of continuous service at Xavier's college.
 - (b) In the case there are more than one qualified staff, the selection will be done on the basis of competence and seniority (where seniority depends upon academic qualification and teaching experience).
 - (c) In the case of unavailability of such a staff, the senior-most faculty other than the present head will be appointed as the next head of the department.
 - (d) In an exceptional case, the principal, in consultation with the management, can appoint any faculty as the head of the department.
 - (e) Any other conditions as decided by the management from time to time.
 - (f) The tenure of the HoD will be for three years.



3. Responsibilities of the Heads of the departments:

- (a) The allotment of subjects to the respective teaching staff. In case any teacher is on leave then it will be the duty of the head of the department to make an alternative arrangement.
- (b) Rotation of the teaching staff to teach different subjects on a regular basis to provide exposure among the faculty members.
- (c) Organization of such academic activities as seminars/ conferences/ symposia/ workshops/ presentation/etc., with the permission of the principal.
- (d) Assigning of work to the staff of the department, such as teaching, mentoring, monitoring and keeping records of the students and the department.
- (e) Monitoring and keeping records of the progress of the students.
- (f) Organising university practical examination, monitoring student projects and any other work related to university examination for the students of the respective department.
- (g) Organising the periodic departmental meetings which will be monitored by the principal.
- (h) Appraising the principal/management of any grievances.
- (i) Taking appropriate action for misbehaviour, irregularity in attendance etc., of the students on the report of mentors of each section.
- (j) Conducting at least one academic seminar in every two years and publishing one academic journal for the students.
- (k) Forwarding the leave applications of the staff of the department to the principal for final approval.

B. STAFF SECRETARY

1. The selection of staff secretary will be done through a secret ballot by the teaching staff. In case of a dispute, the management will take the final decision.
2. The minimum requirement/qualification for the selection of someone as a staff secretary is that he or she should be a confirmed teaching staff and who has completed at least five years of continuous service at Xavier's college.
3. The tenure of the staff secretary will be two years.
4. A person can be re-elected for a consecutive second term but cannot hold the post for more than two tenures in continuation.
5. Responsibilities of the staff secretary:
 - (a) Conducting staff-related recreational activities from time to time.
 - (b) Organising staff council meetings and keeping the minutes of the meetings.
 - (c) Raising/representing staff related issues with the management.
 - (d) Giving advice to the management on staff-related issues.
 - (e) Representing the staff during the managing committee meetings.
 - (f) Any other matter in which the management considers his involvement.

C. COORDINATORS AND ASSISTANT COORDINATORS FOR SPECIAL TASKS

1. Coordinators and assistant coordinators will be appointed for the following tasks or any other tasks as decided by the management as and when required:
 - (a) Planning and University Affairs
 - (b) Faculty Enrichment and Exchange Programme

- (c) Research and Projects
- (d) Publication
- (e) Sports and Discipline

2. The appointment shall be made as follows: The principal in consultation with the management will nominate a faculty each as the coordinator and assistant coordinator and forward the names to the manager who will appoint them on a rotational basis for duration of not more than three years.
3. Minimum requirements for nomination and appointment as a coordinator and assistant coordinator shall be as below:
 - (a) A faculty member should preferably be a confirmed staff with at least three years of continuous service at the college.
 - (b) A contractual staff having a minimum of four years of continuous service at the college will be eligible for appointment as a coordinator. Similarly, a contractual staff having a minimum of two years of continuous service at the college will be eligible for appointment as assistant coordinator.
 - (c) An incumbent assistant coordinator may subsequently be promoted as the coordinator after the completion of the tenure (viz. three years) as assistant coordinator.
 - (d) Any other condition as decided by the management from time to time.
 - (e) The principal, in consultation with the management, can change the co-ordinator or assistant co-ordinator before the completion of the tenure.



VIII. THE CODE OF CONDUCT FOR TEACHERS/EMPLOYEES

A. CODE OF CONDUCT FOR ALL EMPLOYEES

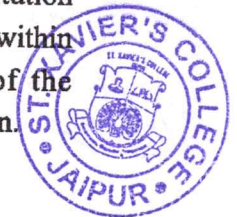
1. St. Xavier's College, being a Jesuit Institution, considers every employee as a member of a large Jesuit family. As members of this large family, all the employees are expected to imbibe the Jesuit quality of MAGIS (Excellence) in everything they do. Besides, every employee is expected to develop and nurture a spirit of belongingness, faithfulness, dedication, commitment and team spirit.
2. Employees are to maintain cordial and co-operative relationship with the management and among them. Any difference of opinion or dispute of any kind shall be resolved through dialogue with the person concerned or through the mediation of the management.
3. Every employee should have an exemplary moral character. His dealings with the members of the other sex including the students in the college should not be such that it would suggest perversion of his character or bring discredit to the college.
4. Every employee should be punctual with respect to his routine work or any work assigned to him by the principal.
5. Every employee should abide by the rules and regulations of the college and show due respect to the constituted authority, diligently carrying out instructions, both oral and written, issued to him by the higher authority.
6. No employee shall represent his grievances, if any, except through proper channel. He shall not exert pressure or influence on any person with respect to any matter pertaining to his service in the college.



7. Every employee shall be held responsible and accountable for the college property and funds placed at his use and disposal.
8. No employee shall, except with the previous sanction of the competent authority, ask for or accept contribution to or otherwise associate with the raising of any fund or other collections in cash or in kind in pursuance of any matter whatsoever.
9. Within in the precincts of the college, particularly in the presence of students, chewing of betel leaves, the use of tobacco based products: drugs, alcohol and indulging in such other undesirable habits must be avoided by all means. Violation, will invite strict disciplinary action.
10. Any staff, who is not disciplined, hard working or lacking in concentration in the assigned duty, shall be considered inefficient. He may be relieved from service following a prescribed procedure.
11. Every employee is expected to be present within the college premises well before the reporting time and sign the attendance register latest by the reporting time.
12. When an employee comes late to the college, half day's leave will be deducted from his leave account for the days of late reporting specified by the management.
13. No employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the college. Note that the expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him.

14. An employee who avails more than 10 LWP (leave without pay) within an academic year will not be eligible for the annual increment; however any employee who avails leave with prior sanctioning of the same from the competent authority shall be treated as a special case.
15. Every employee should take utmost care to avoid and prevent any form of abuse such as physical and emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the person's health, survival, development or dignity.
16. No employee shall obstruct other members of the staff from performing lawful duties and indulge in any sort of agitation to coerce or embarrass the college authorities.
17. Personal visitors and phone calls shall not be allowed during duty hours except in cases of extreme necessity and that too after explicit permission of the principal/vice principal.
18. No full time employee may seek or accept part time employment elsewhere. Knowledge of such engagement elsewhere shall result in the termination of his service from the institution.
19. No employee shall claim opportunities for higher qualification or training as a right during the period of service. Similarly, no employee shall claim long leave without pay.
20. A decision of the head of the institution upon any question arising out of or in connection with or incidental to these rules shall be subject to an appeal to the president and his decision shall be final.
21. Every employee will immediately intimate his change of address to the office of the PA to the principal, failing which the last address on the record of the institution shall be treated

- as the present address and any communication sent to him at the recorded address shall be deemed to have been received.
22. In dealing with the students, parents and visitors to the college, the employees should show utmost courtesy and project a positive image of service and helpfulness.
23. No employee shall engage in any political activity within the premises of the college. He shall not be a member of any political party whose activities are unconstitutional or involve spread of communal hatred or use of violence for the spread of its ideas.
24. No employee shall resort to any form of strike.
25. Loyalty to the college, its authorities and one's fellow employees should preclude any negative criticism among themselves or before outsiders. Any dispute between employees or with the management should be solved by a frank and open discussion. Conflicts within the college should be kept confidential.
26. All activities of the college and staff meetings are to be considered as part of the normal duty/work of all the employees.
27. Employees may be transferred/deputed from one institution to another or from one place/post/department to another within the institutions run by JXEA, at the discretion of the management to ensure smooth running of the institution.



B. CODE OF CONDUCT FOR TEACHERS

1. Teachers are urged to enter into the spirit and aim of Jesuit education and consider themselves a part of the team, working for the full development of the students. In particular, this includes: spiritual formation of the students according to faith

in God and respect for all others as equals; the social orientation of education towards greater justice, and freedom from greed and selfishness; a spirit of service to society and the country above personal gain. To achieve this goal, they must be models and examples to the students. They should take special interest in helping the poor and the weak students to overcome obstacles to their development.

2. A person who chooses teaching as a career, assumes the obligation to conduct himself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in his work and conduct, setting an example which will command the respect of the students, parents and his colleagues.
3. A teacher is constantly under the scrutiny of his students and society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he should seek to inculcate among students must be his own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable in disposition.
4. Teaching, in its true sense, is not mere instruction but influence. A teacher's duty is not merely to communicate knowledge in specific subjects but to help children grow to their fullest stature and unfold their personality. In this responsible task what matters most is the personal example of the teacher.
5. Every teacher shall, by precept and example, instil in the minds of the students entrusted to his care, love of the motherland and respect for law and order.



6. Every teacher shall organize and promote all college activities, which foster a feeling of universal brotherhood among the students.
7. Every teacher shall, by precept and example, promote tolerance and respect for all religions among his students. No teacher shall discriminate against any student on the ground of caste, creed, language, place of origin and social or cultural background.
8. While in service no teacher shall contest or become a member of the State or Central Legislature or accept any administrative post, such as municipality, panchayat etc. He shall resign his job before contesting for any such election as a candidate.
9. Every teacher must stay away from unhealthy competition that cripples the basic principles of cooperation and social service in modern society.
10. Every teacher shall co-operate with and secure the co-operation of other persons in all activities, which aim at the improvement of the moral, mental and physical well-being of the students.
11. Every teacher must be strictly impartial in his relations to all his students. He should be sympathetic and helpful, particularly to the slow learners.
12. Every teacher must be a learner throughout his life not only to enrich his own life, but also of those who are placed under his care. He should plan out his work on approved lines and do it methodically, eschewing all extraneous activities.
13. Every teacher must regard each individual student as capable of unique development and/or of taking his due place in the society and help him to be creative as well as co-operative.
14. Every teacher should take pride in his calling and try to promote the dignity and solidarity of his profession.

15. Every teacher must be an advocate of freedom of thought and expression.
16. No teacher should indulge in or encourage any form of malpractice connected with examinations or other college activities.
17. Teachers shall not divulge confidential matters relating to the institution to others.
18. Teachers should be clean, neat and dignified in their dressing while on duty. He should be mindful to be dressed in such a way as not to be provocative or not to be an object of distraction or ridicule at the hands of the students or his colleagues.
19. Teachers shall avoid monetary transactions with the students and parents and refrain from exploiting his college influence for personal ends. They shall generally conduct their personal matters in such a manner that they do not incur a debt beyond their means to repay.
20. No teacher shall become an agent or a canvasser for any publishing firm or trader. Indulging in any form of commercial activity in the college campus is strictly forbidden.
21. No teacher shall directly apply for any assignment or job outside the college directly except through proper channel. All such applications shall be routed through the principal and in the case of the principal, he shall send such applications to the manager.
22. In carrying out his duties, the teacher shall strictly follow the instructions of the authorities concerned. He shall not compare his own college with the neighbouring college or government run institutions in the matter of dedication to and thoroughness in the work. He shall carry out his duties with utmost dedication in order to develop the children under his care.

23. The teacher shall prepare the lessons thoroughly and deliver them with appropriate teaching aids. To teach routinely with insufficient preparation or no preparation at all and without teaching aids such as diagrams, charts, maps, specimens, etc., shall be deemed as neglect of duty, which renders the teacher liable for appropriate reformatory action by the management.
24. Prescribing and evaluating assignments and projects and maintenance of relevant registers, are integral parts of a teacher's work and unless they are done thoroughly and within the stipulated time a teacher shall not be regarded as fulfilling his duties.
25. The teachers shall stay back to help needy students or to do any other college related work as and when required by the principal, without expecting any remuneration.
26. Creativity, experimentation, creative thinking, keen sense of observation, improvisation, etc., are the hallmark of a good teacher, not to mention the ability to motivate and inspire those under one's care.
27. Developing wholesome personalities capable of shouldering responsibilities in the future and of evolving the right type of leadership in and outside the classroom situations should be some of the goals of every teacher. Building up the character and profile of the students, while at the same time respecting the individuality of each student, can never be over emphasized. The matter of the fact is that the human resource development begins in the classroom.
28. Even when there is no class, while on duty, teachers are expected to engage themselves in productive academic pursuit like reading, writing and research on relevant topics.



Teachers are to use the reference section of the college library regularly.

29. A teacher's duty also includes the organization and conduct of co-curricular activities, college functions, competitions, etc., as proposed by the principal/vice principals.
30. Every teacher is to consider the work connected with examinations and tests as an integral part of his duty. It is a work of greatest importance. If a teacher is found indulging in malpractices or neglecting to take proper steps to prevent malpractice, it will be deemed a serious and deliberate lapse which will invite punitive measures.
31. A teacher shall be deemed failing in his duty if he does not imbibe the spirit of service to society and uphold and practise his primary duty of providing the youth with integral education which is person-oriented, all affirming, value laden, student oriented, participative and founded on faith in God that strive for a just society.

Teachers may not arrange or exchange their class hours with those of other teachers without the previous sanction of the principal.



B. PROFESSIONAL RESPONSIBILITY OF TEACHERS

The teacher plays a pivotal role in society. To enable them to play their vital role of educating the future generation in a dignified and efficient way, they should be assured of sufficient pay, social recognition, proper working conditions, reasonable free time, freedom of thought and expression, social security for old age and adequate opportunities of promotion and professional growth. While the State and the society have an inexorable duty in enhancing the dignity of teaching, the

teachers' own role in this direction is quite important. Teachers play their part by cultivating right attitudes, leading right life style and establishing right relationships with those they are in touch with; students, colleagues, employer or other authorities.

1. Teacher and Student

The teacher has to make all-out efforts to facilitate the physical, mental and intellectual growth of students to make them good citizens. The teacher will have to shoulder the following responsibilities to achieve this objective:

- (a) Accord just and unprejudiced treatment to all students, irrespective of religion, caste or economic status.
- (b) Make regular contribution in the intellectual and personal development of students while looking after their interest and welfare.
- (c) Set a personal example for inculcating the virtues of self-reliance, national feeling and democratic values among students.
- (d) Divulge confidential information about students only to those who have the right to know them (like parents or guardians), or in the interest of law.
- (e) Assess students only on the basis of merit.
- (f) Have a friendly attitude towards all students and try to improve their behaviour even after the occurrence of some untoward event.
- (g) Abstain from accepting fees or honoraria, other than those permissible under rules, for providing guidance or coaching to students.

[Signature]
Principal

2. Teacher and Guardians

A closer liaison is essential between teachers and guardians for attaining the broad objectives of education. Hence the teacher should:

- (a) Respect the prerogative of guardians to look after the interest of the students.
- (b) Develop friendly and cooperative relations with the guardians.
- (c) Impart to and receive from guardians necessary information about the students in the interest of their proper development.

3. Teacher and Colleagues

To play his role effectively, a teacher should have cordial relations with his colleagues. To achieve this objective, he should:

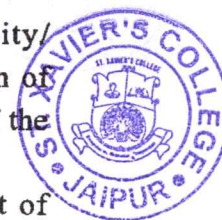
- (a) Behave with all his colleagues in a manner he expects them to behave with him.
- (b) Be co-operative towards his colleagues in evaluating the students and in activities relating to the educational world and the development of his profession.
- (c) Desist from approaching the news media and such other sources to express displeasure with his colleagues.
- (d) Avoid writing anonymously to the authorities about his colleagues.
- (e) Resist the temptation of harming the teaching community for selfish interests.

- (f) Refrain from passing information about colleagues to any individual or agency.

4. Teacher and Employer/other Authorities

There is an immense need for amicable relations, built on mutual respect and fraternal feelings between the employer and the teacher. The following means are suggested for achieving this objective:

- (a) Perform all professional activities through proper channels.
- (b) Avoid talking to unauthorised individuals about professional and secret information.
- (c) Try for promotion only on grounds of competence.
- (d) Refuse appointment or promotion offered out of turn, based on favouritism or against professional interests.
- (e) Continue to work as per bilateral agreement between the employer and the teacher till the expiry of the period of agreement or change in the terms of agreement through mutual consent.
- (f) Desist from undertaking any responsibility/work involving financial benefit in contravention of professional etiquette and the general interests of the community.
- (g) Cooperate with the authorities in the fulfilment of educational policies in conformity with professional responsibilities.
- (h) Avoid criticism of authorities through anonymous communication or while conversing with the others.



5. Teacher and Society

The teacher's life and activities impact not only the educational institutions but also the larger society. Therefore, the teacher must pay close attention to the following points:

- (a) Adhere to high standards of thinking and behaviour, desisting from being mean and petty.
- (b) Participate in diverse activities of the community and set example for good citizenship.
- (c) Strive for public cooperation in the promotion of educational and social welfare programs.
- (d) Be agents of social change, sufficiently critical of traditions, knowledgeable, open to and welcoming new ideas.
- (e) Be a social leader by being aware of the needs of society and by making necessary efforts to enrich the educational, ethical, spiritual, cultural and intellectual life of the community.



Teacher and Professional Career

An unceasing effort to grow professionally is a quality that enhances the dignity of a teacher. The following steps would be helpful in this direction:

- (a) Carry on life-long studies and have greater involvement in research, tours, conferences, seminars, etc.
- (b) Attract bright youth to the teaching profession through a life of contentment, joy, and through emotional engagement.
- (c) Make teaching more purposeful through active participation in educational planning.
- (d) Become members of the associations meant for promoting professional growth and welfare of teachers.

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7. Teacher and Politics

As citizens, teachers cannot and should not be immune to what happens in the political arena. They should be aware of what is taking place, critically analyse it and through their writings and presentations try to influence the laws and policies for the good of the country and society. This may involve criticising what one thinks as harmful to society and supporting what one believes as beneficial. However, to safeguard the dignity and autonomy of his profession a teacher should be mindful of the following:

- (a) A teacher, as a teacher, shall not participate in the electoral politics of any political party, although he is encouraged to lend his support when a political party attempts to promote social causes like cleanliness, social amity, protection of environment, spread of education, etc.
- (b) If a teacher wishes to enter electoral politics, he shall seek the principal's permission and take leave (such leave as is due to him or leave without pay) for the period of his election campaign and if he is elected, and wants to hold a political office, he must resign from his job as a teacher.

8. Matters of Attitude and Lifestyle

Finally, to play his role effectively, teachers must pay attention to cultivating right attitudes and behaviour and leading a noble lifestyle. Doing this would entail the following:

- (a) A teacher shall not indulge in adverse criticism of the college by means of any article, broadcast or any other document or statement.

- (b) A teacher shall not demand dowry nor shall he commit bigamy.
- (c) In addition to his duties, a teacher shall not engage, without prior permission, in any trade or business or negotiate for or undertake any other remunerative employment including part-time lectureship or private tuition on payment.
- (d) A teacher shall so manage his finances as to avoid habitual indebtedness and insolvency.
- (e) A teacher shall not be under the influence of any intoxicant (drug or liquor) during the hours of his duty.

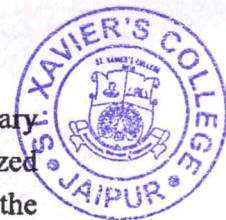
PART II

I. SERVICE CONDITIONS

A. APPOINTMENT

- a. No person shall be deemed to be an employee of the college until and unless he has received a letter of appointment, which will mention a designation and explain the basic terms and conditions of the employment. Detailed terms and conditions of employment are provided in this booklet. By signing the duplicate copy of the appointment letter, the employee accepts all the terms and conditions of the service as specified in this booklet. No employee shall leave his employment without following proper procedure.
- b. No employment is valid unless an appointment letter duly signed by the appointing authority is given to the selected candidate, except in the case of casual employees.

- c. Every employee shall be required to produce and submit the following certificates to the office before or at the time of appointment in the college:
 - i. Medical Certificate of fitness from a hospital established or maintained by the government or local authority.
 - ii. Two certificates from educationists or any other respectable members of society, not related to the candidate, certifying the character and conduct to the satisfaction of the college authorities.
 - iii. Police Verification Certificate.
 - iv. Date of Birth Certificate.
 - v. Any other certificate required by law at the time of appointment.
- d. The following documents shall be deemed to be satisfactory proof of age for those entering the service of the college:
 - i. Matriculation or School Leaving Certificate.
 - ii. Birth Certificate or Baptismal Certificate.
- e. An employee who is unable to produce documentary evidence of his age shall be sent to a doctor authorized by the college for examination and his opinion as to the employee's age shall be final and binding on the employee. The age of the employee as recorded in the college at the time of his appointment, shall not, thereafter be permitted to be altered by the employee.
- f. In the period of service, if the management detects any misrepresentation or forgery in any of the above documents and if after enquiry the misrepresentation or forgery is confirmed the employee will be served a notice



James J.
Principal

of intimation and his appointment will be declared null and void from that date.

- g. Every employee shall undergo a medical examination by a registered medical practitioner named by the management within three months of the appointment. The appointment would remain conditional until a certificate, stating that he is free from any communicable disease and that he is physically fit to be employed on the teaching, administrative or maintenance staff of the college, is produced. The management is at liberty to conduct medical examination and psychometric tests on the employees as and when required.
- h. For every permanent staff a service book shall be maintained by the principal.
- i. A confidential file of every employee shall be maintained by the principal. It shall consist of two parts. The first contains the factual record of employment, salary scale, increment, promotions, leave records and any disciplinary action, etc., and the second consists of confidential and evaluative data covering the performance and conduct of the employee.
- j. The signature of the employee shall be obtained against the entries on the first part. Refusal, on the part of the employee, to sign shall be entered by the principal or any other person authorized by the manager/principal. Confidential entries shall be made at least once a year. If there are serious lapses on the part of employee and the management contemplates any action, the said lapse/lapses shall be communicated to the employee to provide him with an opportunity to rebut the same through written



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representation and if necessary, through oral submissions in addition to the written rebuttal.

- k. If the person appointed on contract for a teaching post, does not qualify during the course of his service at the college, the management, based on his performance, will either terminate or renew/extend the contract.
 - 1. The power of appointing or terminating an employee shall vest with the manager of the institution, unless it is specified otherwise. The president shall be the appellate authority if a dispute arises against the decision of the appointing/terminating authority or when circumstances so demand. An employee, whether aggrieved or not, is barred from approaching any court/authority before exhausting the appellate remedies.

B. PROBATION

- 1. No person in the college shall be eligible for appointment as a permanent member of the college without being on probation for a period of 24 months.
- 2. When a person is appointed to a teaching or non-teaching post in the college, he will be on contract for one year before being considered for probation.
- 3. If a qualified (qualification as per the Rajasthan University) aspirant, who has been selected to a teaching post by the selection panel, has more than seven years of teaching experience then the management may skip the requirement of one year contract and appoint him directly as a probationer which may be extended to another year.
- 4. If a teaching faculty, who is on contract, gets qualified according to the rules of the University of Rajasthan

during the period of his service at the college, then he, at the commencement of the new academic year may be promoted to probation of one year which may be extended to another year.

5. The period of probation may be reduced in individual cases for sufficient reason at the discretion of the management.
6. A person appointed on probation shall be required to produce a medical certificate of physical fitness from a medical practitioner who is registered under the Rajasthan Medical Council, before joining the college service.
7. Unless confirmed in writing by the appointing authority, the probation period will be deemed to have been extended at the end of the first year of the probation period.
8. If at any time, during or at the end of the period of probation, it is reported by the competent authority that the performance of an employee has not been satisfactory, the Appointing Authority may:
 - i. Extend his period of probation by a specified period not exceeding one year, or
 - ii. In the case of a person appointed by promotion revert him to the post held by him immediately before such appointment, or
 - iii. In the case of a person appointed by direct recruitment, terminate his service after giving an advance notice.
9. If a person whose probation period has been extended still fails to perform his duties satisfactorily and/or to fulfil the prescribed conditions, he will be liable to be discharged from the post after giving an advance notice.

10. If a probationer is placed under suspension or disciplinary proceedings are contemplated or started against him, the period of his probation may be extended till such time as the Appointing Authority thinks fit in the circumstances.
11. A probationer removed from service during or at the end of the period of probation under the above rules shall not be entitled to any compensation.

C. CONFIRMATION

1. A probationer shall be confirmed in his appointment on satisfactory completion of the period of his probation and fulfilling other requirements, if any. A confirmation letter duly signed by the appointing authority will be given to such an employee. At the end of the stipulated probation period, if the performance of the employee has been found satisfactory, he shall be confirmed. A confirmation letter duly signed by the appointing authority will be given to such an employee.
2. No member of the teaching staff will be confirmed / made permanent unless he fulfils the minimum qualification required for the appointment of an assistant professor by the University of Rajasthan.

D. PROMOTION

1. There shall be provision for 'Career Advancement Scheme' (CAS) for the teaching staff based on the UGC guidelines and Ordinance of Rajasthan University. All the teaching staff who have been confirmed and who are eligible for promotion as per the existing UGC guidelines and 'Ordinance of University of Rajasthan' (Ord. 141)

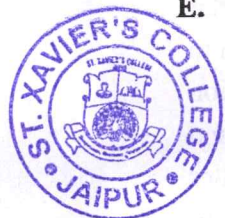


can apply for promotion. However, promotion in rank or grade is at the discretion of the management whose decision shall be based on the employee's efficiency and dedication to work.

2. For promotion under CAS, the service of the teaching staff in any other institution prior to their appointment at St. Xavier's college will not be considered. But, in case of direct recruitment, the management can appoint a faculty on a higher scale based on his academic and research achievements and teaching experience.

E. TERMINATION

1. The service of probationer/contract staff/temporary staff may be terminated after giving a month's notice or a month's salary in lieu of notice. No reason may be given for such termination. Likewise, a probationer/contract staff/temporary staff may discontinue/resign his services after giving a month's notice or a month's salary in lieu of notice.
2. If an employee at any time after confirmation intends to resign he shall give three months notice in writing or three months' salary including all allowances in lieu of the notice to the management. Similarly, the services of a confirmed staff can be terminated by the management on administrative grounds or in the interest of the college after giving three months' notice or three months' salary in lieu of the notice. No such notice is required to be given when the services of the employee are terminated on account of misconduct.



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3. The management with the approval of the governing body shall also be competent to terminate, for reason of retrenchment, the services of a confirmed employee after giving proper notice. Such an employee shall receive compensation at the rate of 15 days salary for the number of years of service left, subject to a maximum of 12 months' pay.
4. On account of the abolition of posts due to the following reasons, retrenchment may be necessary:
 - (a) Reduction of establishment owing to reduction in the number of classes.
 - (b) Change in the curriculum affecting the number of certain categories of teachers.
 - (c) Closure/discontinuance of college/a course of studies/ any department of the college.
 - (d) Any other bona fide reason of a similar nature.
5. Termination as penalty: An employee shall be liable to be punished by termination of service on one or more of the following grounds:
 - (a) Major misconduct.
 - (b) Moral turpitude.
 - (c) Wilful and persistent negligence in duty.
 - (d) Incompetence.

F. RETIREMENT

1. All employees shall retire on attaining the age stipulated by the state government. Employees retiring will not be entitled to pension from the college. An employee can be retired prior to this age, if he is found physically, mentally or professionally unfit.

II. PAY AND ALLOWANCES

A. ACCRUABLE AND PAYABLE

1. The implementation of any revision of pay and dearness allowance will be determined by the governing body of JXEA. Similarly, the date and year of the fixation of any revision of pay of the dearness allowance is also determined by the governing body, taking into consideration the financial viability of the institution.
2. All employees shall be paid their wages ordinarily for the previous month within the first seven days of every month through bank transfer. A salary register of the employees will be maintained in the accounts office.
3. In the case of the dismissal of an employee, the pay and allowances shall cease from the date of dismissal.
4. In the case of death of an employee while in service, the pay and allowances shall cease from the following day of his death.
5. Depending upon the financial viability of the institution as ascertained by the governing body, the following fee concession scheme is to be followed for the children of the college employees studying in our college. In the case of confirmed teaching staff, his children may be exempted from paying tuition fee to a tune of 25%. In the case of the children of the office staff, they will be exempted from tuition fees to a tune of 50%. In case of maintenance staff tuition fee concession will be 100%.

B. INCREMENTS

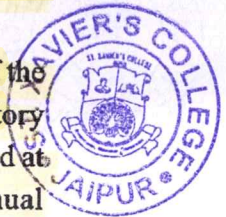
1. The annual increment will be given at the beginning of the academic year (1st July). The regular annual increment will be extended to all the full time and regular employees

after three years of continuous service at the college. The teaching staff who are not qualified and all those employees whose contract is renewable every year will be given a consolidated amount as salary. For such employees the annual increment will be determined by the governing body.

2. An existing member of the teaching staff who did not possess at the time of initial recruitment the minimum qualifications prescribed by the University of Rajasthan shall be required to attain the prescribed qualifications within a period of eight years of his appointment failing which he shall not be allowed to earn future increments till he acquires the prescribed qualifications.
3. All the confirmed teaching staff, who have got a proper PhD degree during their service, will be given an extra increment at the discretion of the management.
4. The grant of annual increment is at the discretion of the management and shall be subject to the satisfactory performance of the employees who shall be evaluated at the end of every academic year, though an Annual Confidential Report (ACR).
5. There shall be no change in the basic pay scale or allowances in the course of the year. It will be done only at the beginning of new academic year.

C. DEARNESS ALLOWANCE

1. Dearness allowance will be granted to a confirmed staff once a year at the beginning of every academic year that is 1st July. The prevailing DA rate of January month of every year as announced by the state government will be followed in the college.



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2. The rate of DA for those employees who are on contract and whose contract is renewable every year will be determined by the governing body and shall be given a consolidated amount.

D. HOUSE RENT ALLOWANCE

1. In disbursing HRA, St. Xavier's college, Jaipur ordinarily follows the rate decided by the state government.
2. A confirmed employee is entitled to full HRA.
3. Half HRA will be given to a second year probationer.
4. An employee who is on contract and first year probation will not be entitled to HRA.

E. CITY COMPENSATORY ALLOWANCE

1. Only a confirmed employee is entitled to CCA as fixed by the state government.

F. GRATUITY

1. Employees who have completed five years of continuous service without any break will be eligible for gratuity on leaving service. The gratuity is calculated as follows: $(15 \times \text{last drawn salary (basic cum D.A.)} \times \text{number of years of service, divided by 26})$. The maximum number of years of service considered for the calculation of gratuity is 33 years.
2. The gratuity will be forfeited by an employee whose services have been terminated for the following reasons;
 - (a) Any act of wilful omission or negligence by an employee causing any damage or loss to and destruction of property belonging to the institution to the extent of damage or loss so caused.



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- (b) For his riotous or disorderly conduct or any other act of violence, or
- (c) For any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him/her in the course of his employment.

3. Each employee will be required to make a nomination before the expiry of one year of his service as per rule 6 of the Payment of Gratuity Rules, 1972.
4. An employee may, in his nomination, distribute the amount of gratuity to more than one nominee.
5. If the employee has a family at the time of making the nomination, the nomination shall be made in favour of one or more members of his family.
6. If the employee has no family at the time of nomination, the nomination can be made in favour of any person/persons but subsequently if he acquires a family, the nomination must be remade in favour of one or more family members.

G. EMPLOYEES PROVIDENT FUND

1. St. Xavier's college, Jaipur follow the rules of the Central Provident Fund schemes.

H. RESEARCH GRANT & INCENTIVES

1. There shall be a provision for research grant and incentives for the teaching staff who have completed two years of continuous service. It is an annual financial assistance on reimbursement basis assigned for promotion of research and maintenance and improvement in teaching standards of the college teaching staff.

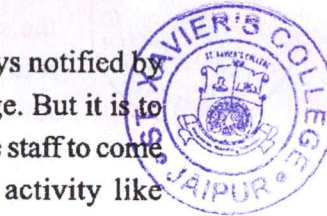
2. The research fund can be availed within the upper limit which will be determined by the management every year for the following purposes:
 - (a) Registration, travelling and accommodation charges incurred in attending and presenting papers in a national/international conference and participating in workshop held in top hundred reputed institutions as per the MHRD, Government of India (NIRF) rating, QS (Quacquarelli Symonds) world ranking and T.H.E, Times Higher Education world ranking.
 - (b) Publication fees paid for the publication of a research paper in a reputed journal or UGC approved journal.
3. The application for the reimbursement along with all necessary documents, should be submitted to the board of HoDs, who after scrutinizing and verifying the authenticity of the research paper, will make recommendation to the principal for further action.
4. Monetary/other benefits for staff for extraordinary research work will be followed likewise.

III. LEAVE RULES AND TYPES OF LEAVES

A. GENERAL RULES

1. Leave means authorized absence from duty and it is earned by the actual period of duty. "Leave cannot be claimed as a right. Discretion is reserved to the authority empowered to grant, to refuse or revoke leave at any time according to the exigencies of the service" (Rajasthan Non-Government Educational Institutions Rules 1993 No. 46).

2. All leave must be asked for in writing and well in advance. Except in unavoidable circumstances, application for leave must be made in writing through a letter/application or through an electronic message giving reasons for the leave and should reach the principal at least a day before the leave. In case of an electronic message, a hard copy of the leave application should be submitted to the office subsequently. Pertaining to casual leave too, an application must be sent, as early as possible. Mere submission of application for leave does not imply that the leave as applied for has been granted. It will be regarded as granted only when a sanctioning authority sanctions it.
3. Every college employee, proceeding on leave shall record on his application for leave, the address at which the letters will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.
4. A regular employee is eligible for all the holidays notified by the college calendar or announced by the college. But it is to be clearly understood that if the principal asks the staff to come to the college on a notified holiday for any activity like attending a meeting or for any other purpose connected with the administration of the college, the staff is bound to come notwithstanding the fact that it is a holiday.
5. In case of annual vacation/maternity leave/extra-ordinary leave/academic leave and earned leave, Sundays and gazetted holidays falling between the period of leave will be counted as part of the leave. But those holidays either at the beginning or at the end of the leave will not be counted as leave. Sundays, other gazetted holidays may be prefixed or suffixed to leave and annual vacation, but not both.



Jain
Principal



6. Leave will not be granted to an employee who is under suspension.
7. Normally extension of leave is strictly discouraged. Request for extension of leave should be sent in writing by a petition in good time before the expiry of the leave originally granted.
8. An employee who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave, unless otherwise such absence has been regularised by the competent authority. Wilful absence from duty after the expiry of sanctioned leave shall be liable to punishment.
9. An employee remaining absent without leave for a period exceeding ten days (including holidays or weekly off, etc.) at a stretch shall be deemed to have abandoned the service. In case an employee abandons his service or is deemed to have abandoned his services, it shall be treated as resignation from the service of the institution. If, however, the said employee returns within 15 days and gives an acceptable explanation for his absence to the management the absence of the said employee may be excused and he may be re-employed in his post without continuity of service, entirely at the discretion of the management and the employee shall have no right to any claim or challenge the discretion of the management in this regard.
10. Leave begins from the date from which it is sanctioned and ends on the day on which sanctioned period of leave expires.
11. The power to grant and refuse leave shall vest with the principal and in his absence, with the vice principal or any other person authorized by the manager.

B. TYPES OF LEAVE

1. Casual Leave

- (a) Within an academic year (1st July to 30th June) all full time staff may avail casual leave at the rate of one day per month.
- (b) Sundays and gazetted holidays as observed by the college may either be prefixed or suffixed to casual leave, but not both.
- (c) Casual leave cannot be combined/prefixed or suffixed with any other type of leave or with any long holidays (more than 3 days) like summer vacation, Christmas, Diwali, etc., and holidays before the beginning of new academic year.
- (d) An employee is eligible to avail casual leave for personal reasons such as indisposition, minor illnesses and urgent work.
- (e) Casual leave may be taken in instalments as the applicant desires, but shall not ordinarily exceed three days at a time.
- (f) Casual leave not availed shall lapse at the end of each academic year. It cannot be accumulated and carried forward to the following year.
- (g) Sundays and other public holidays falling in between the casual leaves will not be counted as casual leave.

2. Academic Leave

- (a) Academic leave of absence from duty up to a limit of 10 days in an academic year may be sanctioned by the competent authority for the following purposes;
 - i. Attending conferences, congress, symposia, seminars and workshops.

- ii. Delivering lectures, offering services as an external examiner on being invited.
 - iii. Participating in a delegation, or working with a committee appointed by the central government, state government, UGC or any other academic body of repute.
 - iv. Any other purpose which is deemed by the competent authority to be academic in nature.
- (b) All the regular teaching staff who are confirmed, or on probation or contract teachers who have completed 3 continuous years of service may avail academic leave.
 - (c) Unutilized academic leave shall lapse at the end of each academic year.
 - (d) Academic leave shall not be combined with any other leave. It can either be prefixed or suffixed with a Sunday or a public holiday, but not both.
 - (e) Sundays and other public holidays falling in between the academic leave will be counted as academic leave.
- 3. Deputation Leave (Sent on Duty)**
- (a) Teaching and non teaching employees may be deputed by the management for any college related work outside the college. The duration of the deputation will be determined by the management depending on the needs.
 - (b) Deputation leave shall not ordinarily be combined with any other kind of leave.
- 4. Privilege Leave/Earned Leave**
- (a) Confirmed office staff shall be entitled to 15 days of privilege or earned leave in an academic year, whereas

- the confirmed ^{probation} teaching as well as the maintenance employees shall be entitled to 10 days only.
- (b) Contract teachers at the completion of five continuous years of service shall be entitled to 10 days of privileged leave in an academic year.
 - (c) Earned leave can either be prefixed or suffixed with Sundays or a public holiday, but not both.
 - (d) Sundays and other public holidays falling in between the privilege/earned leave will be counted as privilege/earned leave.
 - (e) Earned leave may be combined with no other type of leave but only with summer vacation and that too with the sanction by the competent authority.
 - (f) Earned leave can be accumulated to a maximum of 300 days which can be encashed only at the time of retirement.

5. Summer Vacation

- (a) Confirmed teaching staff and those who are on probation shall be entitled to 30 days of summer vacation annually where as confirmed and probationary non teaching staff shall be entitled to 15 days.
- (b) Temporary non teaching employees may be entitled to 10 days of summer vacation in an academic year.
- (c) Summer vacation available to contract teaching staff according to the duration of their service will be as follows:
 - i. The teaching staff who have completed one year and less than 3 years of service without a break may take a maximum 15 days of summer vacation.

Arjun
Principal



- ii. The contract teaching staff who have completed three years of service without a break may take a maximum 20 days of summer vacation.
 - iii. The contract teaching employees who have completed 4 years of service without a break may take a maximum 25 days of summer vacation.
 - iv. The contract teaching employees who have completed 5 years of service without a break may take a maximum 30 days of summer vacation.
- (d) The above summer vacations shall be available to a staff who has been on duty for at least six full months during the year out of which at least two months immediately before the vacation begins.
- (e) Ordinarily the summer vacation must be taken at one stretch. If for any extra-ordinary reasons it has to be broken into two, the holidays falling between the vacations will be counted.

6. Extraordinary Leave

- (a) Extraordinary leave will only be granted to a confirmed and permanent employee when no other ordinary leave is due to him. The duration of extraordinary leave to be granted to such employees shall not exceed 3 months on any one occasion.
- (b) Extra-ordinary leave, on medical grounds of illness of a confirmed employee who has put in more than five years of service, may be granted up to a period of six months at the discretion of the competent authority.
- (c) The extraordinary leave will not be granted in combination, with or in continuation of leave of any other kind admissible to the employee.

- (d) No pay and allowances are admissible during the period of extraordinary leave.
- (e) The period of extra-ordinary leave shall not count towards increment. The date of increment will be shifted by the days of extra-ordinary leave availed during a year.
- (f) In case of temporary/contract employees extra-ordinary leave without pay & allowances may be granted for a period not exceeding one month, when no other leave is admissible to him.

7. Maternity Leave

- (a) A confirmed female employee is eligible for maternity leave on full pay up to 135 days.
- (b) Maternity leave will not be admissible to an employee for more than two occasions. However if there is no surviving child even after availing of it twice, maternity leave may be granted on one more occasion.
- (c) Maternity leave may also be granted to a confirmed female employee in case of miscarriage, on the condition that the total leave that can be availed in respect of this is not more than 40 days. An application for this special leave must be supported by a medical certificate from an authorised medical attendant.
- (d) Maternity leave cannot be combined with any other leave as specified in these rules.
- (e) The leave shall start approximately 45 days before the expected date of delivery and continue for the next three months without any break.

- (f) Sundays and gazetted holidays as observed by the college may either be prefixed or suffixed to maternity leave, but not both.
- (g) Sundays and other public holidays falling in between the period of maternity leave will be counted as maternity leave.

8. Leave without Pay

- (a) Under extraordinary circumstances, leave without pay, up to 10 days in an academic year, may be granted at the discretion of the management. The nature of exigency shall be clearly recorded.

9. Absence without Leave

- (a) Employees who abstain from work without any sanctioned leave or without any information will be considered as absent and appropriate pay and allowance will be deducted for the days of such absence.

10. National and Festival Holidays

- (a) All employees except the temporary maintenance staff shall be allowed all the national and festival holidays as per calendar issued by the government of Rajasthan with full salary and allowances.
- (b) If this statutory leave falls on a Sunday, no compensatory leave will be granted.
- (c) Those staff who due to the exigencies of work, cannot be spared on these days will be entitled to a compensatory leave for an equal number of days, within 15 days of the scheduled statutory holiday.

IV. ATTENDANCE AND ABSENTEEISM

A. ATTENDANCE RECORD

1. Every employee shall record each day, the time of arrival in and departure from the college in a manner prescribed by the college management from time to time. Any employee failing to record the time as above is liable to be marked absent.
2. No employee shall arrive at his place of work late without informing and obtaining permission from the principal/ vice principal or a person assigned to take their place.
3. Late arrival will be converted into half day leave/absence as given below:
 - a. Four late coming by 1 to 10 minutes.
 - b. Three late coming by 11 to 30 minutes.
 - c. Two late coming by 31 minutes to one hour.
 - d. One late coming by more than one hour to two and half hours.
4. No employee shall leave his place of work before the stipulated time without informing and obtaining permission from the principal/vice principal or a person assigned to take their place.
5. Early departures will be converted into half day leave/absence as specified in the case of late arrival.

B. ABSENTEEISM

1. If any employee is absent from the place of work without any permission from the competent authority, deduction from his salary may be made accordingly for the period of his absence.



2. Any employee, who, after reporting for duty, leaves his place of work during any period of the working hours without proper permission from a competent authority shall be liable to be treated absent for the whole day with its consequences.

V. GRIEVANCES AND REDRESSAL

A. PROCEDURE FOR GRIEVANCE REDRESSAL

1. Any employee desiring redressal of grievance arising out of his employment due to seemingly unfair or wrongful action shall submit a complaint to his immediate authority, the principal who shall act on it within 15 days of its receipt.
2. If the employee feels that he has not obtained redressal, he should submit his grievances in writing and present it to the next higher authority, i.e. the manager of the college. He shall act on the said complaint within 15 days of its receipt.

If the concerned employee is not satisfied with the redressal measures taken by the manager he may refer the matter in writing to the vice president of the governing body of the Society. If the employee is not satisfied with the decision of the vice president, he shall approach the president before approaching any external authority or any court of law. The president shall communicate his decision to the applicant within one month of the application/appeal.

4. If the employee concerned is not satisfied with the decision of the president of the governing body, he shall refer the matter to arbitration and the arbitrator shall be



[Signature]
Principal

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appointed by the president, whose decision shall be final. Any reference to any authority/court without exhausting the arbitration procedure shall be null and void.

5. No employee will be permitted to refer any grievances/complaint to any outside authority for redressal under any circumstances except as provided under the existing rules.
6. The governing body of the college, headed by its president is the final appellate authority of the Grievance Redressal Cell or Internal Complaint Committee for all the employees working in the institutions run by the Delhi Jesuit Society (Delhi Province).
7. Formation of trade union/association is not permitted in the college and trade union activities too are not permitted to the members of the staff. Grievances if any should be solved through the Grievances Redressal Cell or Internal Complaint Committee. In case no solution is found at that level within a reasonable time of three months, they may be addressed to the president/vice-president of the governing body who shall try to solve them by mutual dialogue and discussion with the staff in a spirit of mutual understanding and justice.

VI. MISCONDUCT – MAJOR AND MINOR MISCONDUCTS

A. ACTS OF MISCONDUCT

Misconduct is an act or a conduct or omission which causes hindrances on the path of the institution, while it seeks to work towards its vision and mission. It may be an act or omission that strains healthy relationship like intimidating or issuing

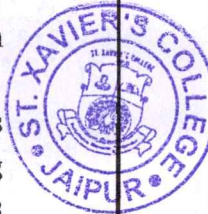
threats, or an act or omission that brings down productivity like habitual late attendance. Misconduct can be classified as major and minor depending on the gravity of the hindrance it causes. Under this classification, the following acts and/or omissions shall be treated as serious/major misconduct.

B. MAJOR MISCONDUCT

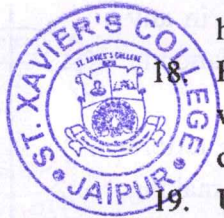
1. Wilful insubordination or disobedience, malingering, deliberate delaying of work, or refusing to carry out any lawful/administrative orders/instructions whether alone or in combination with others.
2. Carrying the college's goods, files or office documents home or to any other place outside the college premises without the prior written permission of the management.
3. Unauthorised use of any of the college's facility/equipment or any other thing for personal use.
4. Divulging confidential information relating to persons, official matters, question papers or results, or acting against the interests of management of the college in a manner that leads to a loss of confidence in the trustworthiness of the employee.
5. Disclosing to any unauthorized person any information which may come to the possession of an employee in the course of his work that may cause material or goodwill damage to the college.
6. Habitual absence without leave, habitual late attendance, frequently leaving the college premises before duty hours, obtaining leave of any kind on false pretexts, absence from the place of work without permission or over-staying the sanctioned leave without sufficient grounds or proper satisfactory explanation.


Principal

7. Assaulting or murdering, or attempting or threatening to assault or murder anyone, or abusing or intimidating any employee of the college either within the premises or at any other place.
8. Taking or giving bribes, demanding gifts or any gratification or indulging in any corrupt practice.
9. Carrying out, directly or indirectly, business transactions in the college premises without the prior written permission of the management. For example, (a) lending or borrowing money to any member of the college community or to anyone within the premises of the college, or (b) having private financial dealings with persons or firms, etc., having business relations with the college for the sale and purchase of materials, equipment or supply of labour, or for any other purpose, (c) selling or promoting the sale of tickets of chances in any lotteries or raffles or any other commodity (d) speculation in any investment or commodity.
10. Writing or mailing anonymous or pseudonymous letters criticising the college or any member of the staff, or making false reports regarding the conduct of colleagues and superiors or defamatory remarks against the college/management.
11. Giving interview to the press, radio, television, etc., making statements (in any manner whatsoever) to the press or other media, participating in public discussions, debates, publishing (either in mass media or social media) any article relating to the work of the college or delivering speeches in public pertaining to the affairs or business of the college without obtaining prior written permission of the management of the college.
12. Submission or representation to any authority or public or newspaper/magazine except through the management.



13. Habitual neglect of work or any gross negligence in the performance of duty.
14. Refusal to work on a new job or a mission, or accept a position, which does not call for any additional skill or experience and can be done by the employee without adversely affecting his service conditions.
15. Hiding or attempting to hide any articles, documents or materials of the college.
16. Attempting to obtain any benefit under false pretext or on the basis of false documents, such as availing leave by submitting a false medical certificate.
17. Tampering with, disfiguring, destroying, altering or forging any record/file/register of the college, either pertaining to himself or to any other employee.
18. Encouraging or indulging in any form of malpractice connected with examinations/admissions in the college or any other college concern.
19. Unauthorised removal or defacement of notices or displaying any notice or news report on the notice board of the college.
20. Bringing, possessing or consuming, or inducing others to consume alcoholic drinks, tobacco products like gutkha, kaini, cigarettes, beedies, or intoxicants like charas, bhang, ganja, cocaine, or chewing of betel leaves (pan) within the college premises or reporting for work while under the influence of any of these.
21. Refusal to accept a charge sheet, a show cause notice, an order or any other communication from the management, when it is delivered either in person or post or through courier.
22. Without permission, entering or remaining in the college premises after the permissible/authorised hours of duty.



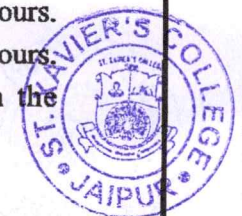
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23. Assumption of authority in matters, which are the prerogative of the college management.
24. Without authorization operating or attempting to operate any machine, equipment, apparatus or vehicle not entrusted to the charge of the employee.
25. Giving false data or refusing to give testimony when an accident, misconduct or other matters are being investigated.
26. Interfering in the work of other employees and/or the management.
27. Habitual breach or gross and/or deliberate violation of the Service Rules and internal regulations.
28. Doing private or personal work within the working hours without the prior permission of the management.
29. Refusal to work on holidays or on leave, or to work beyond college hours, when required by the exigencies of the college's work or function notwithstanding any statutory provision.
30. Approaching higher authorities for personal promotion or favours or gains, directly or through other people.
31. Abuse of authority, use of threats, harassment or pressure to obtain favours.
32. Refusing to undergo training as and when required by the management of the college.
33. Making copies or extracts of official documents with a view to keeping/storing them at home for personal use, especially for threatening, blackmailing or defaming the college and its management.
34. Any act which is prejudicial or detrimental to the interests of the college, the staff or the students and the college.
35. Obstructing the proper functioning of the college by such activities as going on hunger strike, demonstration, dharna,

- burning of effigies, gherao, go-slow, stay-in-strike, picketing, slogan shouting, etc., inside the college premises, or inciting or instigating others to indulge in any of the above activities for any reason whatsoever, or inciting students/staff against other students, staff or persons in the administration.
36. Holding meetings, engaging in any union-related activity or canvassing for any political party within the premises of the college without the written permission of the management.
 37. Distributing or exhibiting within the premises of the college hand-bills, pamphlets, posters, photos, magazines and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the principal/manager in writing.
 38. Conduct likely to cause breach of peace or conduct endangering the life or safety of any other person like drunkenness, fighting, and riotous, indecent or disorderly behaviour on the premises of the institution or in the staff quarters.
 39. Committing any act subversive of discipline and efficiency, like knitting, gossiping, making and receiving long phone calls, gambling, playing cards, etc., within the premises of the college, if such behaviour has bearing on the reputation of the college.
 40. Organising, attending or holding meetings, or exhibiting any signs of protest within the boundaries of the premises of the college or in front of the premises of the college without previous written sanction of the management.
 41. Threatening or intimidating or using force or using any form of violence or any offensive, vile or obscene or abusive language or language with hidden imputation against any employee or any person or against the management within the premises or outside.

42. Failure to notify the management of the college of any change of address.
43. Habitual indebtedness.
44. Sleeping or dozing during working hours.
45. Spreading rumours or giving false information which tends to disrupt the college, or harm the reputation of its employees or management or spread panic among the workmen.
46. Theft, embezzlement, fraud, misappropriation or dishonesty in connection with the property of the college or of any other person connected with the college.
47. Misbehaviour during the pendency of disciplinary action instituted against him.
48. Wilful non-cooperation with colleagues in proper discharge of duty at any time.
49. Reading non-professional literature/material during duty hours.
50. Habitual loitering, idling or wasting time during working hours.
51. Expectorating or otherwise committing nuisance on the premises of the college.
52. Not following dress code during working hours.
53. Not disclosing to the college any infectious/contagious disease from which the employee is suffering.
54. Having immoral, illicit or unnatural relationship with any employee or student of either sex, or acting in a way that can be classified as an act of moral turpitude, within or outside the premises of the institution,
55. Indulging in or abetment of any act of sexual harassment which means and includes such unwelcome sexually coloured behaviour (whether directly or by implication) as:
(a) inappropriate physical contact or advances (b) demand or request for sexual favours (c) sexually coloured remarks



(d) showing pornography (e) stalking (f) eve-teasing or (g) writing, mailing or texting objectionable (lewd or vulgar) messages to students or anyone connected with the college (h) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

56. Impertinence, dereliction of duty, disobedience or refusal to work or obey, whether alone or in combination with others, of any lawful and reasonable order of any superior, including, the coordinators, HoDs, the management of the college.
57. False complaint before any authority against the management or authority.
58. Making long telephone calls during duty hours or receiving visitors without prior permission of the management.
59. Giving false evidence against the management knowing that it is untrue.
60. Deliberately furnishing false or incomplete information or suppressing any information regarding name, age, father's name, husband's name, family members, qualifications, date of birth, ability, details of previous service/salary, conviction in a court of Law, dismissal, removal or compulsory retirement by a previous employer or any other matter germane to the employment either at the time of employment or thereafter.
61. Unauthorized possession or use of any lethal weapon in the premises of the college.
62. Committing any offence listed under the Indian Penal Code
63. Committing any act of commission or omission, whether amounting to an offence or not, which would tend to have the effect of or result in impairing the reputation, public confidence, discipline or prestige of the college.



Principal

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64. Unauthorized use of the college's announcement system or its notice-board(s).
65. Misuse of the furniture or property, funds, or items or goods belonging to the college, or wilfully damaging or breaking them.
66. Indulging in any offence whether within the premises of the college or outside it, that leads to arrest which lasts for more than 48 hours, or committing any other act which constitutes an offence under any law/act in force.
67. Promoting anti-national or communal feeling or inciting others in furtherance thereof.
68. Total disregard for cultural, ethnic, linguistic, social and religious sentiments and traditions of the area in which the college is situated.
69. Accepting any job of a remunerative or honorary character from any source other than the college, giving private tuition or engage himself in any business in his own name or in the name of family members, relatives or friends.
70. Prepare or publish any book or books, commonly known as keys, or guides, whether directly or indirectly, except with prior permission of the management.
71. Ask for or accept (except with the previous sanction of the head of the college), any collections whether in cash or in kind, in pursuance of any object whatsoever, or misappropriation of money in whatsoever manner.
72. Behaving in a cruel or impolite way towards any parent, guardian, student, teacher or the other employees of the college.
73. Doing anything that may undermine students' confidence in their teachers, parents or guardians.

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74. Lodging unsubstantiated allegations against colleagues or higher authorities.
75. Making derogatory statements about subordinates/colleagues, superiors in the presence of pupils, other teachers, officials or parents.
76. Any act of bad faith towards the employer or any intentional act likely to harm the interests of the employer.
77. Any other act of commission or omission, which is against the interest of the college or subversive of discipline.

C. MINOR MISCONDUCT

The following acts or omissions will be regarded as a minor misconduct:

1. Negligence in the performance of assigned duty.
2. While being present in the college, not attending to the duty, unless an exemption was obtained from the principal or his representative.
3. Absence without leave, late attendance, leaving the college premises before duty hours, absence from the place of work without permission.
4. Spitting or urinating at places other than those specified for the purpose.
5. Idling or loitering or wasting time during working hours.
6. Low productivity or less work.
7. Entering or leaving or attempting to enter or leave the premises of the college except by the gate or gates earmarked for this purpose.
8. Wilful slowing in performance of work or abetment or instigation thereof.

9. Breach of any rules or instructions for the maintenance, cleanliness, and smooth running of any section or department.
10. Committing or abetting a nuisance on the college premises.

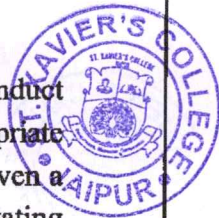
VII. DISCIPLINARY ACTION/ PUNISHMENTS

A. RIGHT TO TAKE DISCIPLINARY ACTION

The management shall have the power to take appropriate action against any of employees who violates any of the conditions of service whether implicit or explicit, and impose appropriate penalty for the misconduct. However no penalty shall be imposed on any employee without giving him an opportunity to be heard.

B. PROCEDURE FOR DISCIPLINARY ACTION

1. If there is a sufficient reason for believing that a misconduct has been committed by an employee which calls for appropriate action against him, the concerned employee shall be given a show cause notice by the head of the institution, clearly stating the allegations/charges levelled against him and asking for a written explanation/showing reason within 72 hours or any other period of time indicated therein, as to why action should not be taken against him for his misconduct.
2. The management shall consider the reply/written explanation, if any, submitted by the employee and if satisfied that no misconduct calling for action had been committed, shall close the whole matter.
3. If the management, after having deliberated on the reply submitted by the employee to the charge-sheet, is of the opinion



The Jesuit Vision of Higher Education

1. Vision and Mission

Since the Jesuits are members of the Society of Jesus, their natural orientation is toward a deep, personal love for Jesus Christ and a desire to imitate him the best possible manner. They consider themselves to be on a mission with Jesus and are consecrated for service under their vows of poverty, chastity and obedience.

Jesuits are guided by 'Ignatian' spiritual principles, as found essentially in the Spiritual Exercises of Saint Ignatius of Loyola, the constitutions of the Society of Jesus, and the Jesuit traditional practices through the ages.

2. Jesuit Characteristics

The vision mission of the Society of Jesus is expressed in a complex of characteristics that make up the structure and identity of a Jesuit institute and provide impetus to its varied services and undertakings. The chief characteristics are briefly described as follows:

A. A.M.D.G.: The motto of the Society of Jesus is AMDG, which is an acronym or short form taken from the first letters of the phrase 'Ad Majorem Dei Gloriam', in Latin, meaning, "for the greater glory of God." Jesuits dedicate themselves wholeheartedly to the service of God and their fellow humans. They rise above self-interest and seek in every one of their enterprises, initiatives, endeavours, and social involvement,

Xavit
Principal



to act in ways that draw attention not to themselves but to the power of God working in them, and to whom they give praise and glory.

B. Contemplative in Action: As religious men, Jesuits learn how to contemplate and meditate. They reserve time for personal and community prayer. However, given the nature of their order, they are required to spend most of their time in active service. Work is worship! Jesuits extend their 'contemplation' of God to their work. As 'contemplatives in action', Jesuits recognize God's presence in all things, and perform their duties and ministries with the help of God's power. This is obviously reflected in the quality and depth of their life.

C. Care for the Whole Person (cura personalis) : The Jesuits adopt a multi-dimensional approach in their dealings with people at the personal and institutional levels. They take into account the intellectual, psychological, social, and spiritual development of each and every one of their collaborators/personnel. Through this integral "care for the whole person" they focus on the needs of each individual person. They express open appreciation for singular talents, insights, incentives of those possessing extraordinary competencies and skills. They encourage those lagging behind. They go beyond the professional to a personal relationship, to understand individual needs, concerns and circumstances, and to reach out in unconditional love and service. This helps establish mutual trust and greater commitment.

D. Openness to diverse Cultures and Religions: Jesuit Institutions are at the service of the people, irrespective of creed, caste, colour, culture or gender. Jesuits do not discriminate or make distinctions in their selection of people who apply to work in their institution when needed. As is evident, there is a cross section of people in Jesuits institutions all over the world. However, by virtue of the distinct character of the order, their preferential option is for economically poor and socially marginalized people.

E. Men and Women with and for others: This is a typical Jesuit slogan, based on the concept of human equality and outreach. Jesuit collaborators are treated with dignity and respect, as a partner in service for the greater glory of God. Jesuits work 'with' them, hand in hand, heart and heart. Together they work for others, particularly those who are most in need of help, on a daily basis. In the process, they arrive at a level where they can experience solidarity with the poor and marginalised, and even develop a sense of social justice that motivate them to fight for the rights of the under-privileged. In brief, Jesuits and their collaborators strive to be a voice for the poor and to give the poor a voice!

F. Excellence Plus: There is a typical Jesuit term which is loaded with the meaning: **MAGIS**. It is the Latin for 'more', but it is interpreted by Jesuits as 'striving beyond limits'. It is excellence-plus!

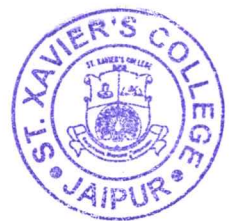
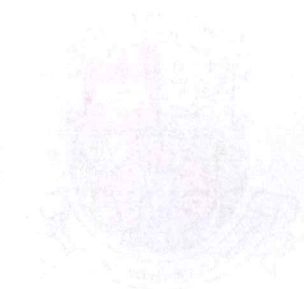
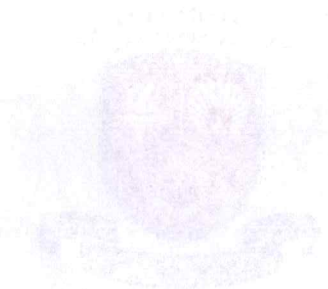
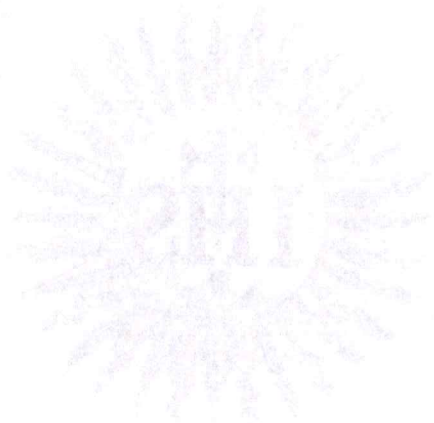
“The ‘Magis’ is not simply one among others in a list of Jesuit characteristics. It permeates them all. Mediocrity has no place in St. Ignatius’s world view. We are never content with the status quo, the known, the tried, the already existing. We are constantly driven to discover, re-discover, re-define, and reach out for the **magis**. For us, frontiers and boundaries are not obstacles or ends, but new challenges to be faced, new opportunities to be welcomed. Indeed, ours is a holy boldness.”

– Jesuit Document

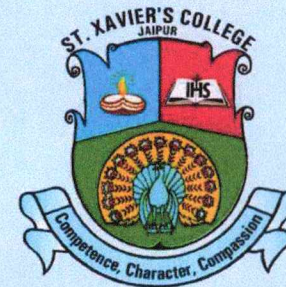


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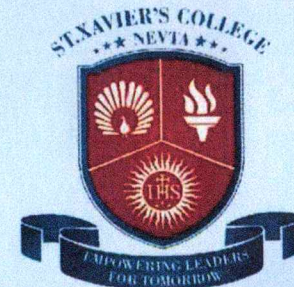
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Hathroi Fort Road, Jaipur



Nevta-Mahapura Road, Jaipur


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Jaipur Xavier Educational Association
St. Xavier's School, C-Scheme
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