

INTRODUCTION

1.1 VISION

St. Xavier's College, Ranchi was started by the Society of Jesus of Ranchi province. It is a Christian Religious Order founded by St. Ignatius of Loyola in 1540. Since its foundation, the Jesuits have contributed in the field of education throughout the world. It's vision is drawn from the life and teachings of Jesus Christ. It gives Jesuit educational institutions its character and sets before the management, staff, students, parents and the community high ideals of life and service which will inspire them continuously to strive to meet the emerging needs and challenges.

Inspired by this vision, the Jesuits in India have been active in the field of higher education serving the nation in plurality of religions and diversity of cultures. Across the world, the Society of Jesus, is responsible for over 1,865 Educational Institutions in 65 Countries. In India, the Society of Jesus, runs 153 High Schools, 58 University Colleges, 14 Technical Institutes and 5 Business Administrative Institutes. The Jesuit educational institutions have been at the service of the whole nation, irrespective of caste and creed, it has a special responsibility towards the Catholic community.

The Ranchi Jesuit Province through St. Xavier's College envisions the educational development of Jharkhand state. It has with special option for students of the region.

1.2 COMMITMENTS

St. Xavier's College, Ranchi aims at an integral and personalized education of the young by providing well planned Undergraduate and Post Graduate Programmes. It strives to produce intellectually competent, morally upright, socially committed, spiritually inspired and nationally dedicated men and women in the service of India.

In the context of emerging global, national and regional concerns, there is an urgent need to work for social justice and respect for life and environment.

St. Xavier's College commits itself to the promotion of justice, preservation of the integrity of creation, responsible use of information technology and mass media, fostering wholesome and simple life styles. It seeks, moreover, to nurture transparency and probity in private and public life and to promote national integration. It aims at empowering the powerless and less privileged particularly the tribals, backward classes, women and other vulnerable sections of the society.

1.3 OBJECTIVES

To translate the vision and commitments into action:

A) the college will strive

- 1) to set and achieve high academic standards in an atmosphere of autonomy.
- 2) to develop Christian leadership of high calibre and integrity.
- 3) to preserve and promote the cultural heritage of the region.
- 4) to strengthen its own faith life.
- 5) to engage in research and extension activities related to the developmental issues of Jharkhand.
- 6) to accord priority to the education of Catholic as well as Scheduled Tribe and Scheduled Caste students.
- 7) to promote vocational and entrepreneurial education.
- 8) to involve parents, staff and students in fruitful interaction.
- 9) to function as a critique and conscience of society.

B) The College aims to enable the students

- 1) to set high standards for themselves in every field.
- 2) to seek and apply knowledge critically to the solution of contemporary problems.
- 3) to think in a creative, fearless and independent manner.
- 4) to value and responsibly use freedom and respect the freedom of others.
- 5) to appreciate and respect others faith and foster religious harmony.
- 6) to be clear and firm on principles and values and act accordingly.
- 7) to contribute to the sustainable socio economic development of the neighborhood, locality and region.
- 8) to be sensitive to those in need and unselfish in service.
- 9) to set themselves free from socio-economic, religious, caste and gender prejudices and act as catalysts of social change.
- 10) to protect, preserve and judiciously use the resources of the earth for the welfare of all.



1.4 JESUIT MISSION IN EDUCATION

ST. IGNATIUS OF LOYOLA - THE FOUNDER OF SOCIETY OF JESUS

St. Ignatius Loyola, the founder of the Society of Jesus was born in 1491, as the last child of a large Basque family of Spain. The name of Loyola came from the ancestral castle that was the family heritage of St. Ignatius. According to the traditions of his family, Ignatius was trained to arms and to the etiquette of court life. He was badly wounded in a battle with France in pomplona. As he lay convalescing at Loyola, he read the Gospel Narratives and the lives of saints and was inspired to follow Christ by giving up all worldly ambition and trappings of power and embracing a life of poverty, sacrifice and service after the example of these saintly mentors.

He began his new life at the age of 31. He spent a year of severe penance and intense prayer in a solitary cave on the banks of river Cardoner near the town Manresa. He recorded his experiences in the book of Spiritual Exercises, which became the centre, rule and character of every Jesuit, who came after. Reflecting on the crisis in the Church of his time, he felt that need of the hour was learned and holy priests, free of greed and ambition and ready to serve poor and to give witness to the love of Christ.

To achieve this objective, he set himself in earnest to study from grammar school to college and university in various Spanish centres of learning, and finally took his Master's Degree from Sorbonne University, Paris. At the same time, he won over a group of brilliant and like-minded university men one of whom was St. Francis Xavier (the patron saint of India), moulded them by the Spiritual Exercises and welded them into a religious fraternity which became the Society of Jesus. The followers of St. Ignatius were popularly known as Jesuits.

It was St. Francis Xavier who began educational institutions of the Society of Jesus in India. St. Xavier's College, Ranchi has taken name of this great saint and scholar - St. Francis Xavier. This College was established by Jesuit Fathers of Ranchi Province on July 3, 1944. Though there are about 93 schools and 20 Colleges in India run by this world-wide Religious Order. St. Xavier's College, Ranchi was established to provide higher education primarily to Catholic Tribal boys and girls of Jharkhand.

The Society of Jesus proclaims that service of faith and promotion of Justice is the mission that must be integrated as priority in Jesuit work.

Our purpose in education is to form men and women "for others". The Society of Jesus has always sought to imbue students with values that

transcend the goal of money, fame and success. We want graduates who will be leaders of the society and the world. We want graduates who desire to eliminate hunger and conflict in the world and who are sensitive to the need for equitable distribution of the world's goods. We want graduates who prevent sexual and social discrimination and who are eager to share their faith to others.

In short, we want our graduates to be leaders-in-service. That has been the goal of Jesuit education since the sixteenth century. It remains even today.

What do we mean by Jesuit education ? To answer is, to establish Jesuit identity, we must imitate St. Ignatius Loyola, founder of the Society of Jesus. We must link our work and education with Ignatian Spirituality which would inspire us.

Jesuit education is value oriented education. There is no aspect of education, not even the so-called hard sciences, which is neutral. All teaching imparts values.

A value literally means something which has a price, something dear, precious or worth-while and, therefore, something that one is ready to suffer or sacrifice for, which gives one a reason to live and, if need be, a reason to die.

Values, then, bring to life the dimension of meaning. Values provide motives. They give identity a to person. Without values, one floats, like driftwood in swirling waters. Values are central to one's life and define the quality of that life, marking its breadth and depth.

Values are anchored in the "head". We see reason why something is valuable to us we must be intellectually convinced of its worth.

Values are also anchored in the "heart". The language of the heart tells us that something is worthwhile. We are able to perceive that something is valuable. we are also affected by its worth.

Values are also anchored in the "hand". When mind and heart are involved the whole person is involved. Values lead us to make decision and action which are necessary today.

Each academic discipline, is well aware that the values transmitted depend on assumptions about the ideal human person and the ideal human society which are used as a starting point.

In this context the Jesuit mission of promotion of Justice can

become tangible and transparent in our education. This mission must guide and inspire the lawyer, politician, manager, technician, sociologist, artist, scientist, author, Philosopher, and theologian.

Our institutions make essential contribution to society by embodying in educational process a rigorous, probing study of crucial human problems and concerns. It is for this reason that Jesuit colleges and universities must strive for high academic quality.

We have learned to regret that mere appropriation of knowledge does not inevitably humanize. We hope that we have learned that there is no value-free education. But values imbedded in many areas of life today, are presented subtly, often by assumption. We need to discover ways that will enable students to form the habit of reflecting on values.

Habits are not formed only by chance or occasional happenings, Rather, habits develop only by consistent, planned practice. The goal of forming habits of critical reflection needs to be developed by teachers in all which is sphere of life; appropriate to the maturity of students at different levels.

This habitual reflection should be applied to human sciences, technology and whole spectrum of social and political programs suggested by prophets and politicians.

A value-oriented education would form men and women for others. It will not be realized unless it is infused within our educational programs at every level. The goal is to challenge our students to reflect upon the value implications of what they study, to assess values and their consequences for human beings.

1.5 THE IGNATIAN WORLD VIEW & THE CHARACTERISTICS OF JESUIT EDUCATION

It is world - affirming : [For Ignatius, to know the world better is to know God better. There can be no contradiction between human knowledge and faith. At most, there can be failure in understanding, Ignatius’ sense of goodness and beauty of all things, it also leads a person to be a responsible steward of creation.]

It is Comprehensive : [There is a call to a genuinely humanistic education - literature, history, arts, science, philosophy, and theology-in addition to professional studies. In the Ignatian view, to become more fully human is to become more fully divine.]

It faces up to sin, personal and social, but points to God's love as more powerful than human weakness and evil.

It places emphasis on freedom : [Liberated from the constraints of ignorance, prejudice, limited horizons, and distorted values and desires, a person with God's help, is free to develop a positive set of values.]

It stresses the essential need for discernment : [A person must know the world, examine attitudes, challenge assumptions, and analyze motives. In this way, one may discern God's loving desire and select values which become the basis for decision-making.]

It is altruistic : [Adopting the mind and heart of Christ, a person is called for compassion, concern for others, and to do the work of justice.]

It gives ample scope to intellect and affectivity in forming leaders : [Ignatius calls for development of the whole person, head and heart, intellect and feelings. The purpose, however, is not centred on the development of the self alone. Rather, the purpose is to develop leaders who are committed to ideals and values to such an extent that they will work to change society.]

Jesuit education is World affirming:

•• It considers every element of creation worthy of study and contemplation and creates a sense of wonder.

•• It focuses on the total formation of the individual.

•• It promotes dialogue between faith, culture and science.

Each person is personally known and loved by God:

Jesuit education is concerned with individual person.

It insists on individual care and concern for each individual

It encourages life-long openness to growth

It is value oriented.

It encourages knowledge, love, acceptance of self.

It forms the students for social and cultural analysis.

The world-view of St. Ignatius is centered on the historical person of Jesus. Hence Jesuit Education :

proposes Christ as the ideal human life.

provides pastoral care/spiritual guidance.

celebrates faith community/prayer/worship. "Love is shown in deeds not words"

It is active life commitment.

It forms men and women for others.

It shows concern for the disadvantageous.

It shows special concern for the poor.

For St. Ignatius the response to God's call is made in and through community :

It serves the human community.

It promotes spiritual values.

Repeatedly, St. Ignatius insisted on the 'magis', which means "more", Jesuit motto is "excellence" in any work.

Therefore building Self confidence and Commitment in life, society is important.

Stress is given to social/cultural events, Creativity of students, Serious planning/team work, which is supported by the adult members of the community.

St. Ignatius shared his experience and attracted companions who became 'friends' in the Lord. Hence Jesuit education

stresses Lay-Jesuit collaboration and mutual enrichment.

For St. Ignatius, decisions were made through a process of individual and community discernment. Hence Jesuit education:

adopts means to achieve its prime objectives.

Is a system of school with a common vision.

Encourages and assists on-going formation.



Five factors of the paradigm.

CONTEXT : The teacher becomes conversant with the life experience of the student.

EXPERIENCE : Cognitive and effective knowledge of the matter.

REFLECTION : Grasping the significance more fully, which is a formative and liberative process.

ACTION : Internal human growth and its external manifestation.

EVALUATION : Evaluation with student's all round growth.

The Five Basic Truths of St. Ignatius World View:

God has a purpose in creating human beings.

Their fall from grace is through sin.

Their "moksha or salvation" by which Christ restored mankind through his life, passion and resurrection.

The destiny of mankind is eternal salvation.

The full development of each person's talent and spiritual growth through correct and judicious use of free will, and building of this world to be a better place in anticipation to eternal bliss in the other world.

Through these efforts, St. Xavier's College, Ranchi aims at making effective contribution to the transformation of prevailing social conditions so that values enshrined in the Constitution of India:- social justice, equality of opportunity, democratic freedom for all, tolerance and respect for all religions may be brought closer to realization, opening up to our people greater possibilities of fuller human existence.

2.0 INTRODUCTION

St. Xavier's College, Ranchi is a Minority Educational Institution based on religion, established and administered by Ranchi Jesuit Province of the Society of Jesus. The College is registered by Ranchi Province under the local title 'Xaviers Ranchi' under the Society's Registration Act XXI of 1860.

3.0 MANAGEMENT

The Ranchi Jesuit Province administers St. Xavier's College through a Governing Body whose Chairman is the Provincial Superior, Vice Chairman is the Rector of the College and Secretary is the Principal who is also the Chief Executive of the Governing Body.

3.1 Affiliation

The College is an autonomous college of Ranchi University. It offers B.A./B.Sc./B.Com./Vocational Degree Courses, Post Graduate courses and B. Ed. under the autonomous system.

3.2 Autonomy

In recognition of its service and to increase its efficiency still further, autonomy has been conferred on St. Xavier's College with effect from July 2005. In the autonomy setup, this college has autonomy in the matter of framing its courses of studies; arranging for instruction to the students; devising methods of evaluation, examination and tests, pertaining to the admission of the students in the college and award of the degree/diploma by the Ranchi University. The college is affiliated to Ranchi University which will award degree in the name of St. Xavier's College mentioned on it.

The College was Re-accredited in 3rd cycle with 'A' by the National Assessment and Accreditation Council on January 2013.

3.3 College with Potential for Excellence

UGC has conferred on St. Xavier's college the status of "college with potential for excellence" in 2015.

4.0 PROGRAMMES

4.1 Degree Courses under CBCS Autonomous System.

4.1.1 B.A. HONOURS UNDER THE FACULTY OF ARTS/ HUMANITIES IN ENGLISH, HINDI, HISTORY, ECONOMICS, GEOGRAPHY, POLITICAL SCIENCE, SOCIOLOGY

4.1.2 B.COM. HONOURS.

4.1.3 B.SC. HONOURS UNDER THE FACULTY OF SCIENCE IN PHYSICS, CHEMISTRY, MATHEMATICS, STATISTICS, ZOOLOGY, GEOLOGY, BOTANY AND BIOTECHNOLOGY.

4.1.4 BACHELOR IN BUSINESS ADMINISTRATION.

4.1.5 BACHELOR OF RETAIL MANAGEMENT

4.1.6 BACHELOR OF FINANCIAL MARKET OPERATION

4.1.7 BACHELOR OF VOCATION (B.VOC.)

a) Fashion Technology

b) Building Construction Management

4.1.8 BACHELOR OF EDUCATION

4.1.9 EVENING SECTIONS : B.COM. & B.A.

4.1.10 VOCATIONAL HONOURS COURSES :

- a) B.Sc. Vocational Hons in Computer Applications
- b) B.Sc. Vocational Hons in Information Technology
- c) B.Com. Vocational Hons in Advertising & Marketing
- d) B. Com. Vocational Hons Course in Banking & Insurance
- e) B.Com. Vocational Hons in Office Management and Secretarial Practice
- f) B. com. International Accounts & Finance
- g) B.A. Vocational Hons in English Language and Literature
- h) B.A. Vocational Hons in Journalism and Mass Communication.
- i) B.A. Vocational Hons in Animation & Interior Design

4.1.11 B.A., B.SC., B.COM. CERTIFICATE, DIPLOMA, ADVANCED DIPLOMA COURSES

1. Mass Communication
2. Computer Accounting & Taxation
3. Foreign Trade Management
4. Banking Operation & Management
5. Excel and Spss

4.2 Post Graduate Courses

- a) M.A. in English, Hindi, Political Science, Geography, History and Economics
- b) M.Com.
- c) M.C.A.
- d) Master's In Journalism and Mass Communication (MJMC)
- e) Post Graduate Diploma in Human Rights under Department of political Science.

Chapter – I

St. Xavier's College Personnel

The college, for its smooth conduct, appoints additional Staff members (both teaching and non-teaching/administrative) apart from its regular substantive posts from the University and ministry of HRD, Govt. of Jharkhand. These additional posts, known as management post, are created by the Governing body of the college as per need. The persons working on these posts in St. Xavier's College are divided into two main categories:

- 1. Faculty (Teaching):** Those appointed to the post of Faculty Rank.
 - 2. Administrative Staff (Non-Teaching):** The administrative staff consist of the office staff and the maintenance staff.
- I. On the basis of the nature of appointment there are Three (3) types of employees: (i) class basis/daily wage basis, (ii) contractual and (iii) regular.**
- Appointment on per class basis/daily wage basis is made by the Principal
 - Appointment on contract basis is made by the Principal
 - Appointment on regular basis is made by the Governing Body

The personnel rules deal with service conditions of employees in Management Posts.

CHAPTER-II

POSTS AND QUALIFICATIONS FOR DIRECT APPOINTMENT (Regular)

i. ASSISTANT PROFESSOR

Eligibility criteria shall be

As per the directives given in the Jharkhand State Universities Act(2000), amended from time to time as per the guidelines of the state government and UGC. Their Pay scale and grade pay will be as per the existing university norms.

- *The eligibility criteria for class and contractual basis will be same as above however, perks will be decided by the college authorities on a time to time basis.*

ii. ADMINSTRATIVE STAFF

Eligibility criteria shall be

As per the directives given in the Jharkhand State Universities Act(2000), amended from time to time as per the guidelines of the state government and UGC and the provisions given in it related to the appointment of grade-III and Grade-IV staff.

- * *The eligibility criteria for daily wage and contractual basis will be same as above however , perks will be decided by the college authorities on a time to time basis.*

Chapter-III

APPOINTMENTS, CONFIRMATION AND PROMOTION TO THE EMPLOYEES SERVING ON MANAGEMENT POSTS ON REGULAR BASIS

A. APPOINTMENTS

Appointments are made through a formal letter of office after due formalities/procedure with conditions of employment. By signing the letter of offer, the person expresses his/her acceptance of the offer and his/her readiness to observe the conditions laid down by the College. A copy of personnel rule is also given to the person at the time of appointment.

B. PROBATION

Appointment to regular employment is done on two years probation basis.

- I. If the college feels that the probation period should be extended for a longer period, not exceeding 6 months, it will inform the person concerned about this in writing, mentioning also the reasons why the probation is being extended.
- II. During the period of Probation the probationer will not be eligible for leave facilities, except for casual leave.
- III. During or at the end of the period of probation the services of the employee can be terminated at anytime and without assigning any reason, if the employees' conduct/services is/ are not found satisfactory.
- IV. The management needs to give the employee at least one month's notice before termination. If the employee decides to leave before the completion of probation, she/he should give one month's notice to the management.
- V. At the end of the probation period, the employee should apply to the management for confirmation of her/his service.

Appointments made on per class/contractual basis

- I. Persons appointed on per class/contractual basis will not be entitled to claim or will pass through the probation and confirmation procedures.
- II. The contractual appointment will be for a maximum period of 11 months.

C. CONFIRMATION

At the end of the probation period, if the performance of the employee has been found satisfactory as per the performance appraisal report by the Principal, she/he can be confirmed on the post by a letter of confirmation. Confirmation cannot be presumed automatically.

D. PROMOTIONS

Promotion of the employees serving on Management Posts will be done by the Governing body of the college by following the statutes for promotion applicable on them on the date of their fulfilling the criteria required for promotion. The conditions for promotion will be according to the conditions laid down by the state government from time to time as applicable on the employees of parent University. However, the promotions will be given to such employees, when employees working on substantive posts on permanent basis of the same batch are given the promotion by the parent University.

The employee after fulfilling the required conditions may apply for promotion to the Chairman, Governing Body through the Secretary, G.B.

The Governing Body reserves the right to promote/not promote an employee on the basis of the employees' conduct/services/appraisal is/ are found satisfactory/unsatisfactory.

E. Service Book

The college shall maintain individual service books of all the management staff appointed on regular basis.

F. CONTRACTUAL APPOINTMENT

- 1. The appointment on contract lasts only for the specified period or a maximum of 11 months and one cannot claim for regularization.**
- 2. The contractual employee is paid a consolidated salary per month and no other allowances are given.**
- 3. Only 11 days leave is granted for the contract period of 11 months which is one day for each completed month of service. Contractual employee is not entitled for longer vacation**
- 4. The service of a contractual appointment stands terminated by default after the last working day mentioned in the contract. However, either**

party can terminate the service during the contract by giving notice without citing any reason.

CHAPTER-IV

OFFICES AND TASK

1. ASSIGNMENT OF TASK

- 1. i. The Principal will assign the duties to the staff members (teaching and non-teaching staff) in consultation with the concerned Head of the Department, keeping in mind the requirement of the College.**
 - ii. All employees of the College besides their assignments of their respective Departments, may also be asked to collaborate with other Departments with due information to HOD/concerned person.**
- 2. Offices or tasks are from time to time rotated by the Principal amongst the professional as well as the administrative staff, according to the needs of the College. This rotation may be done in consultation with the concerned HOD.**

Chapter -V

ALLOWANCES AND BENEFITS TO THE EMPLOYEES SERVING ON MANAGEMENT POSTS ON REGULAR BASIS

1. Medical Insurance:

An employee can avail the medical insurance once she/he is given confirmation of service from the governing body. The amount of coverage will be according to the nature of job of the employee (teaching/non-teaching) and the schemes existing for the other members on substantive posts.

The same amount of contribution will be made by the management towards payment of the monthly premium as is done in the case of members on substantive posts.

2. Medical Benefit

An employee can avail the medical facilities as applicable to the other members on substantive posts in case of disability/sickness of temporary/permanent basis, as per the *directives given in the Jharkhand State Universities Act(2000), amended from time to time and as per the guidelines of the state government*

3. Travel Entitlement

Travel entitlement and allowances to be paid to such employees will be as per the existing rules of the governing university.

4. Maternity Benefit

A woman employee is entitled for maternity benefits as per the existing Jharkhand university act(2000).

5. Employees State Insurance(ESIC)

For every employee who is drawing less than the threshold limit fixed by the Employees State Insurance Corporation (ESIC), the College will contribute towards the insurance as per the decisions taken by the governing body.

Chapter-VI

RETIRMENT AND ITS BENEFITS TO THE EMPLOYEES SERVING ON MANAGEMENT POSTS ON REGULAR BASIS

1. Retirement

The age of retirement of the teaching and non-teaching staff will be as per the rules of the governing university.

2. Provident Fund

Provident fund rules and its contributions for employee and employer will be the same as per the existing PF rules for employees appointed on substantive posts.

3. Gratuity Fund

Gratuity is payable to an employee

- i. On retirement**
- ii. After rendering continuous service of not less than 5 years**
 - a. His/her death or disablement due to accident or disease when in service. In this case completion of 5 years of service will be waived as a requirement.**

The rate of gratuity payment will be according to the rules of governing university.

Forfeiture of Gratuity

- i. The gratuity of an employee whose service has been terminated for any act, wilful omission or negligence causing any damage or loss to, or destruction of property belonging to the College shall be forfeited to the extent of the extent of the damage or loss so cost.**
- ii. The gratuity payable to an employee may be wholly or partially forfeited if the service of an employee has been terminated for any act which constitutes an offence involving moral turpitude provide that such offence is committed by him/her in course of his/her employment.**

Chapter – VII

OTHER SERVICE CONDITIONS TO THE EMPLOYEES SERVING ON MANAGEMENT POSTS ON REGULAR BASIS

1. Salary Payment and Increment

- I. Salaries are paid at the beginning at the month immediately following the one for which the salary is due.**
- II. Salary increment is granted after 12 months as long as the employee gives satisfactory performance. To be eligible for the annual increment and continue in the Level a satisfactory evaluation report by the HOD/department concerned is required.
The College may withhold such increment if an employee, after having been warned in writing about some deficiency and having been given an opportunity to explain, and to improve his/her performance, does not show satisfactory improvement.**
- III. Pay scale revision of the management employees will be done in the same manner as will be applicable to the employees on substantive posts.**

2. Working Hours

Working Hours are from 9.00 a. m. to 16.00 p.m. (except if deemed differently by the principal). Non-teaching staff on the management post will have the same working hours as non-teaching staff on substantive posts.

3. Daily Attendance

All employees will mark their attendance through biometric attendance system/ Register.

4. HOLIDAY AND LEAVE

Holidays and Leave will be as per the guidelines of the governing university.

Paid leave (EL, CL and Medical) is available to employees as per the guidelines of the governing University.

Chapter – VIII

HUMAN RESOURCE DEVELOPMENT TO THE EMPLOYEES SERVING ON MANAGEMENT POSTS ON REGULAR BASIS

The Institute is keen to enable all its employees to develop themselves as much as lies in its power and within the constraints of finance, time and manpower available.

Performance Appraisal:

Performance appraisal will be carried out for all the employees by an Appraisal Committee of which the Vice-Principal shall be the coordinator. All the employees need to make effort to enhance their performance.

- i. The Faculty Members may be given an opportunity for faculty development training programmes within and/or outside Ranchi once every year depending upon the availability of funds. In deciding to depute a faculty Member for a training programme or seminar the Institute takes into account the cost of the programme and its utility.**
- ii. The Institute encourages the Faculty Members to contribute research papers and articles to professional journals.**
- iii. The Faculty members are required to complete Orientation/Refresher programs as per their service requirement.**

Chapter – IX

RESIGNATION AND TERMINATION OF SERVICE TO THE EMPLOYEES SERVING ON MANAGEMENT POSTS ON REGULAR BASIS

In self financing courses, if there are sufficient number of students and there exists financial viability , the services of the employees on management post will continue. A post will cease to exist with the cessation of the said program.

I. Resignation

- 1. An employee remains free to serve his/her employment in the Institute and the Institute in turn reserves the right to terminate the service of an employee.**

No regular employment shall be terminated by either party without giving proper notice thereof which for Faculty Members amounts to 3 months and 1month for non-teaching staff

If timely notice cannot be given then the college will pay the salary in lieu of notice to the party terminated. Similarly, if an employee does not give the timely notice, she/he will pay to college, salary in lieu of the notice.

- 2. It is expected that when an employee resigns he/she hands over charge to the new incumbent and returns all items which are the property of the Institute.**

II. Termination of Service

The service of a regular employee on management post may be terminated for any of the following reasons:

- 1. Without giving any notice, if an employee is absent for more than 10 days**
- 2. If an employee become unsound of mind or incurs a disease or inability which renders him/her incapable of continuing to serve the Institute.**
- 3. If an employee commits misconduct as specified in Chapter – XI.**

- 4. If an employee engages in such acts or conducts which are in the eyes of the Administration prejudicial to the interest and the objective of the Institute and which obstruct its functioning.**
- 5. If an employee is convicted of any criminal offence involving moral turpitude.**
- 6. If an employee has broken the trust in him or her bestowed by the Institute by cheating, embezzlement, misappropriation of money.**
- 7. For lack of satisfactory performance in his or her duty and failure to improve after 3 warnings in writing.**
- 8. Nature of service rendered is no more required by the Institute.**

The Institute will not take extreme step against an employee except by following proper procedure, which is normally a domestic enquiry and observing the principle of natural justice.

On the other hand, the Institute reserves the right to terminate the services of an employee with an extremely short notice, if it is convinced that his/her longer association with the Institute would be detrimental to the Institute. In such a case the payment of salary in lieu of notice shall be followed.

Chapter X

GRIEVANCE PROCEDURE

G. GRIEVANCE HANDLING

i. Grievance handling will be as per the norms of Parent University

H. PUNISHMENTS FOR MISCONDUCT

Any act by an employee in violation of these rules shall make him/her liable to suitable punishment. Punishment is classified into two categories: Minor and Major.

- 1. Minor Punishment: The following are the minor punishments which can be imposed on an employee on minor violation of rules-**
 - ii. Warning- verbal or in writing**
 - iii. Censure - in writing. A censure may debar an employee from consideration for promotion for one year.**
 - iv. Increments of pay may be withheld.**
 - v. Recovery from employee's pay the whole or part of any pecuniary loss caused to the Institute by his/her negligence or breach of orderly/duty.**
 - vi. Reduction to a lower stage in the time -scale of pay for a period not exceeding one year, without cumulative effect and not adversely affecting his/her promotion.**
- 2. Major Punishment: The following are the major punishments which can be imposed on an employee on a serious or grave violation of rules.**
 - i. Reduction to lower time- scale of pay for a period to be specified in the order of punishment, which shall be a bar to the promotion of the employee during such specified period to the time-scale of pay, grade or post from which he was reduced, with direction as to whether or not, on promotion on the enquiry of the said specified period.**
 - a. The period of reduction to time-scale of pay, grade or post shall operate to postpone future increments of his/her pay, and if so, to what extent.**
 - b. The employee shall regain his original seniority in the higher time-scale of pay, grade or post.**
 - ii. Compulsory retirement**

I. PROCEDURE FOR IMPOSING PUNISHMENT

On receiving the information or complaint about commission of misconduct or violation of provisions of these rules by any employee, the Management shall enquire into the information discretely. In case the information of complaint is found to be prima facie correct the matter shall be brought to the notice of the Secretary who in turn shall assess whether the violation, if proved, would be minor or trivial attracting minor punishments or serious or grave attracting major punishment. The Secretary then shall adopt the appropriate procedure as described hereunder.

1. Minor Punishment

In case the violation of rules appears to be minor, the Secretary shall ask the employee to explain the circumstances and show cause as to why disciplinary action be not taken against him/her. The Secretary shall then, consider the cause shown by the employee and if it is not found satisfactory, impose any of the minor punishments under rules depending upon nature and gravity of the information/complaint and the employee's show cause.

2. Major Punishment

Major punishment cannot be imposed without conducting full-fledged departmental enquiry. In case the Secretary on considering the information/complaint is satisfied that the violation of rules is serious or grave attracting major punishment, he shall initiate departmental enquiry and proceed in the following manner.

- i. Depending upon the nature of violation of rules, conduct, behavior and past record of the employee if the Secretary apprehends that the employee may tamper with records to destroy evidence of influence, threaten or coerce the witnesses, the Secretary may suspend the employee in contemplation of departmental enquiry.**
- ii. The secretary shall then frame and issue the charge sheet to the employee.**
- iii. If the reply to the sheet is satisfactory, the charges may be dropped and proceedings closed.**

- iv. **If the employee accepts the charge(s) no enquiry shall be required and the Secretary shall straight away impose suitable punishment.**
- v. **If the employee denies and disputes the charges, the Secretary shall appoint an Inquiry Officer and a Presenting Officer under intimation to the charged employee. While the Presenting Officer shall invariably be from the institute acquainted with the case; the Inquiry Officer should be preferable from the Institute and Senior to the charged employee but not his/ her immediate superior. In case no such suitable officer is available in the Institute an outsider may also be appointed as Inquiry Officer.**
- vi. **The enquiry Officer shall then fix the date, time and venue of the enquiry for the charged employee and the Presenting Officer.**
- vii. **The enquiry shall be completed as expeditiously as possible by giving opportunity of hearing to the charged employee and then the Inquiry Officer shall submit report to the Secretary. Principles of natural justice shall be complied with in the conduct of the enquiry.**
- viii. **The Secretary, if he agrees with the finding of the enquiry officer exonerating the charged employee, may exonerates the charged employee. In case the Inquiry Officer exonerate the charged employee but the Secretary differs with the finding; or if the Inquiry Officer finds the charged employee guilty and the Secretary agrees, and the Secretary is of the opinion that the charged employee is liable for imposition of a major punishment, the Secretary shall, enclosing the enquiry report, issue second show cause notice to the charged employee as to why the proposed punishment be not imposed on him/her.**
- ix. **On receipt of the reply to show cause and after due consideration thereof the Secretary shall impose suitable punishment by an office order.**
- x. **If more than one employee are charged with identical charges on the same facts and evidence and supported by same witness, a common enquiry may be held for all of them.**
- xi. **In case of common enquiry, a common enquiry report shall suffice, but second show cause notice and eventual punishment shall be issued separately to each charged employee.**

J. MISCELLANEOUS

In case of a dispute regarding any matter which is not covered by these rules, it will be referred to the Governing Body and the decision of the Governing Body shall be final and binding and operate as Rules for future.

Chapter – XI

I. Misconduct

Without prejudice to the general meaning of the term misconduct and without being exhaustive, the following acts or omission on the part of the employee will be considered as misconduct:

- 1. Wilful insubordination of disobedience whether alone or in combination with another of any lawful and reasonable order of the superior.**
- 2. Wilful slowing down in performance of work or abetment or instigating thereto.**
- 3. Theft, fraud or dishonesty in connection with the Institute's business or property or the theft of property of another person within the working premises of the Institute.**
- 4. Taking or giving a bribe or any illegal gratification.**
- 5. Habitual absence without leave for more than 10 continuous days or overstaying the sanctioned leave without sufficient grounds or satisfactory explanation.**
- 6. Late attendance for more than 3 occasions in a month.**
- 7. Drunkenness, fighting, and riotous, disorderly or indecent behaviour in the Institute or outside, if such behaviour is subversive of the discipline or reputation of the Institute.**
- 8. Habitual neglect of work or gross or habitual negligence.**
- 9. Leaving the place of work or without permission, without sufficient reasons.**
- 10. Sleeping on duty.**
- 11. Wilful damage to or breaking of the property of the Institute or any other property lying in the premises of the Institute.**
- 12. Threatening or intimidating or using force or using any form of violence against any employee or any person in or outside the premises.**
- 13. Gambling within the premises of the Institute.**
- 14. Holding meetings inside or disclosing to any unauthorized person any information about the Institute which may come into the possession of the employee in the course of work.**
- 15. Commission of any act subversive of discipline or good behavior on the premises of the Institute or outside if such behavior has bearing on the discipline of the Institute.**

16. Commission of any act subversive of discipline or good behavior on the premises of the Institute or outside of such behavior has bearing on the deskillling if the Institute.
17. Deliberately making false statement or concealment of his/her true reference which would have prevented or concealment of his/her true reference which would have prevented his/her employment, had it been known before his/her appointment.
18. Money lending.
19. Refusal to accept any charge sheet or order or notice communicated in writing.
20. Unauthorized possession of any lethal weapon in the premises of the Institute.
21. Preaching of or inciting to violence.
22. Conviction by a court of law for any offence involving moral turpitude.
23. Habitual breach of any of the service rules.
24. Distributing or exhibiting within the premises of the Institute, handbills, pamphlets, posters and such things or display by means of signs or writing or visible representation of any matter without previous sanction of the Principal.

II. Sexual harassment at work place

Sexual harassment at work place will follow same procedure as applicable to the employees of substantive post on permanent basis

III. Process of Disciplinary Action

Will follow same procedure as applicable to the employees of substantive post on permanent basis.

Chapter – XII

AMENDMENTS, MODIFICATIONS AND INTERPRETATIONS OF RULES TO THE EMPLOYEES SERVING ON MANAGEMENT POSTS ON REGULAR BASIS

- 1. As situation and circumstances change, these personnel rules may be suitably amended and modified by the management. The authority for changing these rules lies with the Chairman of the Government Body, who in consultation with the members of the Governing Body may consider suitable amendments on the occasion of the Annual Meeting of the Governing Body.**
- 2. If the need arises, Expert advice will be sought from professional persons before deciding difficult matters of interpretation.**
- 3. The present edition of the Personnel Rules has been framed after due consultation. These are in effect from 1st July, 2019 and will be binding on all management staff irrespective of their date of joining duty.**

CHAPTER-XIII

JURISDICTION AND LAWS OF INDIA

- 1. The employee agrees that all or any disputes arising out or touching upon or in relation to the terms of these service conditions including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties shall be settled amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceeding shall be held at an appropriate location in Ranchi by the sole arbitrator who shall be appointed by the institute and whose decision shall be binding and final upon the parties. The employee agrees that he/she/they shall not have any objection to the appointment, even if the person so appointed, as the sole arbitrator, is an employee/advocate of the Institute, or is otherwise connected to the Institute and the employee/s agrees that notwithstanding such relationship/connection, the employee/s shall have no doubts as to the independence or impartiality of the said Arbitrator.**
- 2. The courts of Ranchi shall have the exclusive jurisdiction in all matters arising out of/touching and/or concerning thereto.**