

**FACULTY MANUAL**

**AUGUST 2011**

**St. Xavier's College (Autonomous)  
Dr. Camile Bulcke Path (Purulia Road)  
P.B.09, Ranchi-834 001**

## **TABLE OF CONTENTS**

01. Introduction
02. Role of Teachers
03. Teaching Technologies
04. Pay and Benefits
05. Library Services
06. Internet facility
07. Role of Heads of Departments
08. Role of Professors
09. Role of Officials
10. Academic Bodies
11. Conclusion

## **01.0 INTRODUCTION:**

Faculty members are the backbone of any Educational Institution. St. Xavier's College is no exception to this rule. Since its inception in 1944 the teachers of the College have relentlessly put in their whole-hearted effort with a deep sense of commitment and great personal sacrifice to uphold the values the College stands for and the vision of the Jesuit Society. Such a significant contribution has helped the great name and prestige of St. Xavier's College vibrate into the national and international scenario.

During the last two decades, the quality and expertise of our teachers have made remarkable progress. NAAC Committee, the UGC and other agencies have commended the quality of our teachers and Institution.

As the number of faculty members is increasing year on year, and also as we are making meaningful changes in curriculum and administration, it is important that we give clear guidelines to our teachers about their role, as well as give them some idea of the expectations of the College Administration. It is believed that this faculty manual will also serve as a guide-book for teachers to work more effectively.

**01.1 A Teacher :** Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the 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/ she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

01.2 Teaching is both an art and a science. It is an art in so far as the teacher, by the application of the skills of teaching transforms what is by its nature a monotonous, lifeless substance into a living, pulsating, dynamic lesson.

It is a science because it encompasses many skills: knowledge of the subject, class management, and a host of other skills.

Teaching is creative work. It involves building people. It takes patience and understanding. Only a person who loves teaching and students can be a good teacher. One who loves it as a job finds it gratifying.

Students are individuals in their own unique personalities and problems. This means that each student needs individual care and attention. Only a man of great patience and understanding can function effectively in such a role.

Students must be respected. They have ideas, opinions, and feelings. These must be understood and appreciated. Teachers are facilitators. They make it easier for students to learn, to think, to search, and to develop and in short, to grow.

01.3 **Professional Integrity** : This means honesty to oneself, to one's duty and to one's students. Teachers are expected to do a respectable duty and do it well. They should be fair to all their students. They should constantly evaluate themselves and their performance.

01.4 **Social Responsibility** : No education is complete if it does not instil in students some social responsibility. Social and ethical values must be taught while teaching subjects.

St. Xavier's College was founded by the Jesuit fathers who had great compassion for their fellowmen/ women. They were conscious of their sacred duty to improve and uplift people around them. St. Xavier's teachers are expected to walk in the footsteps of their pioneers. The Jesuit Society of Ranchi Province

is committed to working for the poor, marginalized, underprivileged and the oppressed and particularly the tribals of the state.

St. Xavier's teachers can best fulfil their social obligations by making this commitment a reality.

## **02 ROLE OF TEACHERS:**

### **In General**

- Teacher should adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent, with the dignity of the profession;
- Seek to make professional growth continuous through study and research:
- Express free and frank opinion by participating in professional meetings, seminars, conferences etc. towards the contribution of knowledge:
- Maintain active membership of professional organizations and strive to improve academically and professionally through them:
- Perform their duties in the form of taking classes, tutorials and practicals, organising seminars and carrying out research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as : assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of college examinations, including supervision, invigilation and evaluation;
- Participate in extension, co-curricular and extra-curricular activities including community service.

### **In particular**

- To design the curriculum as per UGC norms, the objectives of the College and the Jesuit Vision and Mission.
- To assist the management during admission of students.
- To discuss with and explain to the students the syllabus, at the beginning of each semester ( its general and specific objectives).
- To adopt appropriate methodology with respect to teaching and evaluation and also to use innovative methods of teaching.
- To comprehensively cover the various units of the syllabus within the stipulated time frame.
- To co-ordinate with the Controller of Exams and the IOD, administer internal assessment, evaluate the answer papers, enter the marks in mark sheet and submit the marks to CE.
- To identify the weak students and to provide special guidance and help for their improvement in studies.
- To report to class on time and not to dismiss the classes before the scheduled time or cancel classes without informing the HOD and Vice-Principal and to monitor late comers to classes.
- To arrange for guest lectures, field visits and seminars whenever useful and to undertake and help research activities of the department which will greatly help the teaching-learning process.
- To participate in the Board of Studies meeting in updating the existing courses or introducing new courses.
- To help in conducting evaluation of teachers by the students at the end of the semester in the format supplied by the college.
- To cooperate with the HOD and other faculty members in the efficient running of the department and to work with team spirit for the good of the students and the institution. To inform the HOD about classes in advance so that alternative arrangement can be made.
- To arrange with the consent of the HOD make up classes for those cancelled due to teacher's absence.

- To be present for all the college functions.
- To take semester exam/ continuous assessment test, invigilator's work seriously and to check malpractices if any.
- To be present and available in the college during working hours.
- Setting question papers for internal and semester exams, whenever internal setting is in practice.

### **03. Special Guidelines**

03.1.1 Each teacher must take the attendance of the students and mark the absentees with ' Ab' . They must continuously remind the students to improve their attendance and discipline. This is expected to help the teachers to get to know the students more closely. The safety of the attendance register rests completely with the teacher. The attendance registers are kept in the respective departments. For the evening section the registers may be kept in the attendance office.

- The Roll Numbers and names of the students are to be entered into the attendance register from the computer-list given by the Vice-Principal's office to the department.
- The attendance of the each hour is to be marked in the attendance register.
- The students who absent themselves frequently are to be monitored and the information is to be passed on to the HOD for appropriate action.
- The attendance will be closed only after the Exam department announces its closing date.

### **03.2 : Teacher and the Students Teachers should :**

- Respect the right and dignity of the student in expressing his / her opinion;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or the administration.

### **03.3 : TEACHERS AND COLLEAGUES**

Teachers should :

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **03.4 TEACHERS AND AUTHORITIES :**

Teachers should :

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;



- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand:
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract:
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with the prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **03.5 : TEACHERS AND NON- TEACHING STAFF**

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution and
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **03.6 : TEACHERS AND GUARDIANS**

Teachers should try to help the institution to maintain contact with the guardians and send reports of their wards performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **03.7 : TEACHERS AND SOCIETY**

Teachers should

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole; actively work for National integration
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups.

#### **02.1.2 : Outreach Programme**

- It is a guided-type work for the students.
- Primary Education and non-formal education will be the chosen topic for the coming year.
- The students are to put in a minimum hours of work, decided by the department, outside the class hours.
- Each department will be assigned an area adjoining the college.
- At least two faculty members in each department will be holding responsibility for the smooth functioning of the programme.
- A full time ' qualified social worker\*' will assist the faculty members and the students.
- The process will be supported by many agencies in Ranchi.

### **03.1.2 : Industry- Institution Interaction :**

- This interaction should facilitate the students in their skill-based/core courses in the 6<sup>th</sup> Semester.
- A full time PRO to be appointed by the management.
- Each department will initiate the interaction through the PRO in terms of - Formulating the skill-based courses
  - Placement of students.
  - Industry resource person to teach, if necessary.
  - Augmenting the infra-structure for the department
    - Making the course more useful and meaningful on the whole. One faculty member of the department will be in-charge for the interaction with the industry and the entire department will hold complete responsibility. - The departments are to come out with the idea of consultancy. The consultancy should be in the direction of the suggestions formulated by the NAAC.

### **03.1.3 : Mid- Semester Examination :**

- In Mid- Semester Exams a student can be allowed if he/she is attending regular classes.
- Mid - Semester examinations are to be conducted as per notification by the Examination Dept.
- The question paper will be on the selected parts of the syllabus.
- The duration of the test will be one hour.
- The dates of the mid- Semester exams are to be announced on the notice board of the departments well in advance, so that even repeaters know about it.

### **03.2 : Teacher as a Mentor :**

#### **03.2.1 : Objectives of Mentoring :**

- To be a support to the student and create a link between the student and the department.

- To help a student in any specific way in which she/he may require guidance.
- To help her/ him choose a relevant area of study to help her/him attain her/ his career.

#### **02.2..2 : Characteristics of a Mentor :**

##### **A Mentor is one who**

- Has a positive self-image of himself/ herself,
- Has a positive approach towards the student,
- Believes in the restructuring and the mentoring system.
- Is aware of all the opportunities available,
- Knows how to bring the best out of the student both in academic and co-curricular activities,
- Knows the art of being a friend and a guide.
- Is a good listener and can respond positively to the student.
- Can guide a student without imposing himself/ herself.

#### **03.2.2 : Specific Activities of a Mentor : To help the students in academics to**

- Choose his/ her goal,
- Select the right courses as subsidiaries, skill-based, certificate courses, diplomas and advanced diplomas to achieve his / her goal,
- Identify his/ her academic problems and to find solutions.
- Choose other courses outside the class hours.

##### **To make the students aware of facilities like**

- The library facilities.
- The internet facilities.
- Scholarship available for tuition and examination fees,
- The remedial programmes,
- The credit system
- The motto of the college,

##### **Officials and their roles :**

- Fr. Principal
- 2. Vice Principals
- Registrar
- Deans

### **To be a link**

- Between the departments and the students
- Between the course teacher and the students,
- Between the parents and the students,
- Between students themselves.

### **Methodology of mentoring**

- Having a bio-data of the student in a fixed format
- Getting the academic performance of the students up-to-date from the controller's office.
- Keeping track of the regularity of the students and taking necessary corrective measures.
- Meeting the students under his care individually and as a group,
- If need be parents may be called.
- Having detailed information about the following :
  - the facilities available in the campus,
  - subsidiary subjects
  - additional courses
  - Add -on Courses
  - The skill-based and advanced courses.
  - NSS, NCC, AICUF, Different Clubs, Grievance Committee.
  - Student welfare centre, placement.
  - Canteen , common room.
  - The vocational, certificate courses.
  - Hostel facilities, sports activities.

- Encouraging the students to meet him/ her. When needed make himself available in a fixed place and time.
- Respecting students views and carrying a dialogue when necessary.

### **03 TEACHING TECHNOLOGIES**

Course requirements should be clearly specified by the teachers, including the allocation of marks for each requirement. Depending upon the nature of the course, requirement may include :

#### **03.1 : Quizzes**

The College emphasizes the continuous development of its students. Regular quizzes help achieve this objective. Quizzes also ensure regular attendance, more attention and more participation in class.

#### **03.2 : Assignments**

Asking students to write assignments is one way of acquainting them with research and research methods. An assignments deals with a problem and its probable solutions. To do it well, students must be able to define the problem, find its probable causes and suggest ways and means for its solution. This involves research : reading books, gathering and sorting out data and supporting evidence. An assignments then is an exercise in thinking and judging. It sharpens the mind.

#### **03.3 : Oral Reports/ Recitations :**

These help the student to get rid of their shyness and to gain self-confidence. Oral reports take time. They must be prepared. The students have to read the books, articles assigned and then give a clear and concise summary of the contents and finally entertain questions from the class. This cannot be achieved without mastery of the topic in question.

#### **03.4 : Case Study**

When case analysis is involved and students are required to thoroughly study a case ( or cases) and bring our worthwhile points in a class

discussion. It is natural that it motivates students to do some homework.

### **03.5 : Book Reports**

Teachers are advised to give reading assignments to their students to widen their knowledge. Textbooks go out-of-date quickly; more recent knowledge or viewpoints may be found in other more recent books, journals, newspapers and magazines.

### **03.6: Field Trips**

To give the students first hand information about current practices and methods and to acquaint them with modern business and other organizations. Teachers, depending on the nature of the course they handle are encouraged to arrange field trips which will benefit their students and make their understanding of the course more thorough and complete. Teachers can and should solicit the help and advice of their HOD's in the arrangement and carrying out of such projects,

### **03.7 : Other assignments**

A teacher can use his/ her own discretion in stipulating other requirements. He/she can have dictations, guest speeches, and role-playing to mention a few other teaching methods.

### **03.8 : Continuous Assessment**

The academic calendar will specify the dates for continuous assessment tests/ exams. No regular classes are held during this period. And the teachers are expected to supervise the tests.

### **03.8 End-Semester Examination**

At least 70% of the total marks should be assigned to the end-semester examination. The end-semester examination questions should adequately cover the entire course and therefore should be comprehensive in nature. The questions should be such that they test whether the students have sufficient grasp of the whole course.

## **04. PAY AND BENEFITS**

St. Xavier's teachers belong to four categories. Teachers recruited by Governing Body against sanctioned post, approved by JPSC and confirmed by RU syndicates and HRD are paid UGC pay scale. The salary comes from the government as grant-in-aid to the college. The above teachers are also eligible for benefits and facilities associated with such pay scales and positions. The College follows the Government rules and UGC guidelines regarding the service conditions and other benefits for teachers appointed against sanctioned posts.

- There are teachers appointed by the Management on posts created by the Governing Body in those courses that are either self-financing or posts without financial liability by the Government. They are paid by the Management. If their appointment has been regularized by the Governing Body, they will be eligible for the same benefits provided that those courses are running smoothly and financially viable.
- There are teachers who are paid a consolidated amount every month for the service rendered. They are not entitled to the privileges of the first category.
- There are also teachers who are guest faculty. They come to the institution for classes and they receive remuneration per lecture delivered.
- All full time teachers must come to work each and every working day of the week regardless of whether he/she has any class hours that day or not. The lecture hours of a professor, an associate professor and an assistance professor shall be as per **UGC** norms.
- The workload of the teachers in full employment will not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. The teacher is expected to be available for at least 5 hours daily in the college.



- There will be self-appraisal of the teachers by the management as well as the students.

**05. STAFF LEAVE :**

- (i) Teachers recruited by Governing Body against sanctioned post, approved by JPSC and confirmed by RU syndicates and HRD shall be governed by the rules specified in the university statutes
- (ii) Study leave may be granted for the management appointees as Assistant Professor/ Assistant Librarian/ Assistant Director of Physical Education and Sports/ College after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/ her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (iii) Subject to the terms contained in this Clause above (5.i ), in respect of granting study leave with pay for acquiring PhD in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. *Provided* that the Executive Council/

Syndicate may, in the special circumstances of a case waive the condition of two years service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on the date of the application;
- (b) there is no break in service; and
- (c) the leave is requested for undertaking the Ph. D research work.
- (iv) Study' leave shall be granted on the recommendation of the Principal subject to approval of the Syndicate. The leave shall not be granted for than three years in one spell, save very exceptional cases in which the Executive Council / Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- (vii) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council/ Syndicate. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/ Syndicated to treat the period of shortfall as ordinary leave has been obtained.

- (viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/ fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (xi) A teacher granted study leave shall on his/ her return and re-joining the service of the university may be eligible to the benefit of the annual increments(S) which he/she would have earned in the course of time if he/ she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xii) Study leave shall count as service for pension/ contributory provident fund, provided the teacher joins the university on the expiry of his/ her study leave.

- (xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- Provided* that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xiv) A teacher availing himself/ herself of study leave shall undertake that he/ she shall serve the university for a continuous period of at least three years to be calculated from the date of his/ her resuming duty or expiry of the study leave.
- (xv) After the leave has been sanctioned, the teacher shall, before availing himself/ herself of the leave, execute a bond in favour of the university, binding himself/ herself for the due fulfilment of the conditions laid down in sub clause above and give security of immovable property to the satisfaction of the Finance Officer/ Treasures or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/ her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

**Sabbatical Leave :**

- (i) Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/ Associated Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit

solely for the object of increasing their proficiency and usefulness to the university and higher education system.

- (ii) The duration of leave shall not exceed ONE year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/ herself of study leave, would not be entitled to the sabbatical leave.

*Provided*, further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/ She may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/ Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/ her leave.

#### **Other kinds of leave rules for permanent teachers of the Universities/ Colleges**

- (a) The following kinds of leave would be admissible to permanent teachers :
- (i) Leave treated as duty, *viz.* Casual leave, Special casual leave, and Duty leave;
  - (ii) Leave earned by duty. *viz.* Lamed leave. Half Pay Leave, and Commuted leave;
  - (iii) Leave not earned by duty, *viz.* Extraordinary leave; and leave not due
  - (iv) Leave not debited to leave account -
  - (v) Leave for academic pursuits, *viz.* Study leave and Sabbatical leave/ Academic leave;
  - (vi) Leave on grounds of health, *viz.* Maternity leave and Quarantine leave.
- (b) The Executive Council/ Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

#### **Casual Leave**

- (i) Total casual leave granted to a teacher shall not exceed 16 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### **Special Casual Leave**

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher.
- (a) To conduct examination of a university/ public Service Commission/ board of examination or other similar bodies/ institutions; and

- (b) To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days leave admissible, the days of actual journey, if any, to and from the place where activities specified above, take place, will be excluded.
- (iii) On addition, special casual leave to the extent mentioned below, may also be granted;
  - (a) To undergo sterilization operation ( vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

### **Earned Leave**

- (i) Earned leave admissible to a teacher shall be :
  - (a) 1/30 of actual service including vacation; *plus*
  - (b) 1/3 of the period, if any, during which he/ she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave or a portion thereof, is spent outside India

For avoidance of doubt, it may be noted :

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave..
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/ State Governments.

### **Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

### **Commutated Leave**

Commutated Leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) the total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

### **Extraordinary Leave**



- (i) A permanent teacher may be granted extraordinary leave when :
  - (a) No other leave is admissible; or
  - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice Chancellor/ Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

**Leave not Due**

- (i) Leave not due ma. at the discretion of the Vice-Chancellor/ Principal, be granted to a permanent teacher for a period not

exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/ her subsequently.

- (ii) Leave not due shall not be granted, unless the Vice-Chancellor/ Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom leave not due is granted shall not be permitted to tender his/ her resignation from service so long as the debit balance in his / her leave account is not wiped off by active service, or he/ she refunds the amount paid to him/ her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

### **Maternity Leave**

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in ease of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any "leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

### **Child Care Leave**

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/ College/ Institution may appoint a part time guest substitute teacher with intimation to the UGC.

#### **Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall granted only up to two children.

#### **Adoption Leave**

Adoption leave may be provided as per the rules of the central Government.

### **LIBRARY SERVICES**

#### **Information Service**

Lists of additions to the library are brought out once in a month. These lists are regularly supplied to the Principal and put on the notice board of library periodically. If any user wants a particular article from a Journal, which is not available in our library, but available with other colleges, and Research Libraries, the Librarian can acquire the book for him / her by making use of the Network facility for a period of 15 days. Our library is connected to Inflibnet Service.

#### **Services for Researchers**

For researchers, due weightage has been given in addition to aforesaid facilities. The following services are also available to them.

- Steps have been taken by the Library Administration to extend a copy of a thesis to the Library from all the Departments.
- Lists relating to bound volumes of periodicals are kept separately in the cabinet field alphabetically.

- Institutional membership has also been implemented with the American Library Kolkata.

### **Campus-wide Internet Facility**

One of the primary advantages of having a campus wide network is that all those in the campus can have their own individual e-mail addresses for communications. St. Xavier's College students can request their teachers for their departmental e-mail ID to keep in touch with their professor even after class hours. Assignments could be submitted via e-mail.

### **Facilitating Communications for the Teachers**

Teachers can share their knowledge and skills by networking with their peers worldwide via e-mail, discussion forums and on-line chat. Teachers can also undertake self-directed professional development by making use of resources available on the Internet as well as interacting with their seniors in India and abroad.

### **Paper-less Administration**

The staff of the college can use e-mail services for inter-departmental and administrative communications. Transmissions via e-mail save time and enable the institution to move towards a paper-less administration.

### **Bulletin Board**

It is possible to post college newsletters, departmental bulletins, examination schedule, semester results and other information on the internet site. Newsletters like campus news, attendance details, events summary, semester results, departmental bulletins, etc. can be flashed on the web server. The web has great potential to affect teacher and student publishing. The server enables students and educators to publish their projects and assignment. Students and teachers have the

opportunity to present their work to a potentially limitless audience throughout the world.

### **Department Mailing List**

As mentioned earlier departmental mailing list can be created on the server that allows Heads of Departments to send circulars to a group of students. The mid-semester marks, assignment of tasks, groupings, schedule of test etc. can be also slated thus.

### **Research Applications**

Students or Staff who are doing research or writing papers on their subject of interest can use the Internet access available on the campus network to easily locate relevant research papers or journal reprints on the Net. Many research articles are available on-line for free or for a small fee. They can also collaborate with experts in India and abroad via the network. On-line collaboration with research guides is possible via Internet-mail or online chat even if he guides are sitting at a PC some pace across the globe. Students will be able to communicate with scientists worldwide to learn more about the current discoveries or invention in their fields of study. The vast knowledge banks available on the Internet can be put to use by the students and teachers.

### **Audio-Visual Service**

Teachers, who need LCD projectors and other visual aid services , are to contact the HOD. If the public address system in the room is found, at any time, to malfunction, please inform the office. There is an audio-visual room in the Fr. Proost hall. Room no. 4, 24, 45 and 44. Teachers may use the facilities in the room with prior appointment with Principal / Vice- Principal.

### **Duplicating Services**

Duplicating services are available at the Examination office / Vice - Principal's office. Teachers, who need to duplicate class handouts, may submit materials at least one week in advance to the Controller, especially if typing services is also required. It is not the policy of the

college to charge the students for a one or two page handout. If handout is more than two pages, a nominal charge is levied.

#### **07. ROLE OF HEADS OF DEPARTMENTS**

- To take responsibilities for the smooth functioning of the department.
- To strive to achieve academic goals and to develop research programmes in the department with the support of the staff.
- To distribute the work equitably preferably, avoiding sharing or splitting course works unless it is very desirable or necessary.
- To hold departmental meetings at least once a month and facilitate interaction and sharing among the staff.
- To monitor the attendance of students every month and to call the defaulters for counselling.
- To display the consolidated marks on time after mid- semester (internal assessment) and to hand over a copy of the marks to the CE.
- To call for the Board of Studies Meeting whenever necessary and to monitor updating the existing as well as introducing new courses.
- To ensure submission of question papers on time to the Examination Controller's Office and to assist in proper conduct of all examinations.
- To ensure the showing of the evaluated papers to the students especially the papers of mid-semester examination.
- To facilitate interaction between class representatives and teachers by arranging for a meeting at least once a semester.
- To plan and conduct seminars, workshops, endowment lectures etc. with the involvement of staff and students.
- To monitor effective handling of classes by faculty members.
- To facilitate feedback of staff members by students.

- To share responsibilities with the members of the department and to build up team spirit.
- To listen to grievances of students and redress them in consultation with the deans concerned.
- To ensure proper functioning of clubs, association activities.
- To assist the Principal during admission of students.
- To ensure proper conduct of practical's in terms of materials, substitution etc.
- To ensure stock verification by delegation.
- To share all communication with other members of the department.
- To prepare time table for each member of the department.
- To consult the members of staff of the department when any discussion to be taken up with the Principal.
- HOD shall be consulted in filling up vacancy.
- He will be a permanent member of the grievance committee of the department.

#### **09. The Deans**

- To coordinate academic programmes and promote inter departmental programmes,
- To co ordinate seminar, workshops, conferences, lectures in the departments,
- To organize workshops, seminars on curriculum, teaching methods, etc. semester examinations and evaluation with internal or external resource persons.
- To listen to the grievances of students regarding evaluation of the papers, assignments and to take necessary steps for redressal,
- To ensure that syllabi and new courses are properly presented in the proper format in the academic council.
- To be present if the Board of Studies Meeting as an ex-officio member of the respective departments.

- To ensure proper conduct of internal assessment tests and other programmes in the department,
- To coordinate research activities in different departments.
- To remind the students for repeating the session or about their arrears,
- To ensure updating of syllabi, introduction of new courses in various departments periodically.
- To arrange the orientation programme for the fresher's in consultation with Principal/ Dean of students,
- To play a key role in organizing and conducting academic function such as convocation, college annual day etc.

**Dean of Students Welfare :**

- To take care of the Canteen and look into all the matters related to canteen.
- To plan for students Council activities.
- To recommend attendance concession to students for their various activities -participating in NCC, NSS, College activities or National Games.
- To coordinate all co-curricular and extra -curricular activities.
- To be ex-officio members of the various decision-making bodies e.g. Grievance Redressal cell, and committees other than GB and Special ad-hoc Committees.
- To recommend and forward tour programmes of students to Principal/ Vice Principal
- To plan, consult and conduct student Council elections.
- To facilitate formation and conduct of Students' Council Meetings.
- To look into day-to-day problems/ needs of students ( other than purely academic)
- To interact with the teachers and authorities concerned for redressal of grievances of students,



- To guide students to various officials for fulfilling their needs.
- If need arises, to look into emergency health problems of students by referring to some hospitals.

### **The Controller of Examinations**

- Conduct the mid-semester, End Semester Examinations and declares the results,
- Gets a copy of the syllabus and question papers from the departments,
- Prepares a databank of eligible examiners,
- Calls for question papers, type sets, sends them for scrutiny and gets them printed.
- Plans the days of the examinations, the venue and the sessions and assigns supervision,
- Informs the University about the examination and requests for external supervisor,
- If required conducts central evaluation for both internal and external evaluations
- Prepares an overview of results for the passing from Examination Board, Moderation Board etc.
- Print out statement of marks for distribution
- Allows for rechecking/ re-totalling,
- Presents the final results tabulated to the University for issuing Degrees.
- Arrange meeting of Examination Committee regularly and look into the grievances of students.

### **Role of Officials**

#### **The Principal cum Secretary**

- The Principal is the Administrative Director of Works in the College and he represents the Management before the

Government, Director Higher Education on all matters relating to the general administration of the college. It is his duty to play a supportive role to the academic community of the institution; he should provide a climate necessary for the intellectual pursuit of the staff and the students. He has to play a vital role in motivating and inspiring the academic community towards excellence.

- He supervises all the academic programmes of the college and monitors all matters of general and financial administration. He represents the college in all academic institutions like the UGC, the University, the JEA, and Xavier Board.
- He should also take initiative to mobilize funds from different sources for the development of the college.
- He should supervise the maintenance of the college properties and provide facilities for a smooth functioning of the departments.
- The Principal has to look after also the day to day administration of the college, planning and executing all academic programmes; supervision of the teaching and non-teaching staff, allotment of work to the teaching and non-teaching staff in consultation with the administrator/ Vice Principal, drawing up the calendar and time table, curriculum and research, attendance of staff and students, facilitating co-curricular activities and extension services, admission of students, maintaining student and staff discipline, administering scholarships and helping poor students for freeships, officially in charge of the Vocational , Evening College, Intermediate section; UGC work, Autonomy, Examinations; and President of all Associations in the college. He is recommending authority for loan to the teaching and non-teaching staff.
- As the Correspondent to the college, the Principal has to keep in touch with the educational authorities and seek speedy solution

for administrative problems. He must be familiar with the Government notification issued from time to time.

- Other administrative functions include : appointment of the staff, both teaching and non-teaching, whether permanent or temporary, appointment of the management staff, approval of the probationary period of the staff and confirmation of their appointment, promotion of staff, disciplinary action against the staff, maintenance of their service registers, salary of the staff, sanction of increment, provident fund , loan, recovery of loan and closure, income tax, all kinds of leave, maintenance of properties directly connected with the college, requirement of the department offices and class rooms, telephones, electricity and water, stationary items, Xerox machines, computer center and legal matters. Some of the above matters need the approval of the Governing Body the college.

#### **Vice Principal**

- Monitors attendance/ class regularity of the faculty and reports to the Principal.
- Approves class tour/ field trip/ freshers' get-together/ farewell in collaboration with the Dean of Students,
- Visits examination halls during internal tests and Semester exams,
- Maintains the general discipline of the college.
- Monitors the attendance of students.
- Supervises general facilities for staff and students, e.g. drinking water, canteen,
- Takes care of overall supervision,
- Ensures organization of remedial classes for weak students.
- Helps in the preparation of the calendar,
- Suggests the names of the students for prizes and medals.
- Is responsible for Class routine, prayer service,

- Forwarding the leave of absence of the students to HOD,
- Approves students' application for Railway Concession before vacation.
- Signs the scholarship forms of the students.
- Takes care of vehicle passes and I- cards.
- In charge of college functions.

## **ACADEMIC BODIES :**

### **The Board of Studies**

- Prepares syllabi for various courses keeping in view the objective of the college and the national requirement for consideration and approval of the academic council,
- Suggest methodologies for innovative teaching and evaluation techniques,
- Suggest panel of names to the Controller of Examinations for appointment of examiners,
- To coordinate research, teaching, extension and other academic activities in the Department/ college.

### **The Academic Council**

- Scrutinize and approve the proposal with or without modification of the Board of Studies with regard to courses of study, the academic regulations, examination rules, curriculum, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have a right to return the matters for reconsideration to the Board of Studies concerned or reject it.
- Make regulations regarding the admission of students to different programmes of study in the college,
- Frame regulations for conduct of examinations and initiate measures for improving quality of teaching, students' evaluation and student other programmes in the college.

- Make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playground,
- Approve candidates for conferment of degrees, diplomas or certificates by the University/ college.
- Recommend to the Governing Body proposal for institution of new programmes of study,
- Recommend to the Governing Body institution of scholarships, studentship, fellowships, prizes and medals and to frame regulations, for the award of the same.
- Advise the Governing Body on suggestions pertaining to academic affairs made by it, and perform such other functions as may be assigned by the Governing Body.

**The College Discipline Committee/ Grievance Redressal Cell/ Anti-Ragging Cell**

- The Committee will take stock of the general campus atmosphere and discipline, public relations and other matters of interest and importance to the college
- It will also suggest possible ways for improvement.
- It will help in fixing important dates for celebration in the college.

**Conclusion :**

This faculty manual is not a rulebook. It is a mere compilation of both information gathered from several sources and the teaching practice already prevailing in St. Xavier's College for several years. Hence it is expected to serve as a reference manual for those who need relevant information. It is not complete in all respects. It needs to be updated from time to time.