

HR MANUAL



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PRINCIPAL

Rajasthan Shikshak Prashikshan Vidyapeeth
Shahpura Bag, Amer Road, JAIPUR

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Rajasthan Shikshak Prashikshan Vidyapeeth
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SECTION 1: INTRODUCTION

1.1. About the Organisation

Rajasthan Shikshak Prashikshan Vidyapeeth is a very important adjunct, in the field of education. In the professional world, the first step is strengthened by the teacher's trainees of **B.Ed., B.A.B.Ed.& Shiksha Shastri** Programmes. We have three-pronged mission, firstly, we have to empower teacher's trainees for transmitting Indian Heritage and Culture through the special studies of Sanskrit Education and pedagogy. Secondly, we strengthen young minds for nation building through teaching and learning, which is a highly noble profession. Thirdly, we orient the prospective teachers for nurturing the Indian values and culture, through the increased proficiency to shape the personality of younger generation learners.

Rajasthan Shikshak Prashikshan Vidhyapeeth came into existence in the year **1967** by starting with **Shiksha Shastri** a pioneering course for the teachers working for Sanskrit education affiliated to **Jagadguru Ramanandacharya Rajasthan Sanskrit University**. Subsequently in year **1970**, Rajasthan Shikshak Prashikshan Vidyapeeth started its **B.Ed. programme** and in year **2018-19**, **B.A.B.Ed.** Programme was started. Both the programmes are affiliated with the **University of Rajasthan**.

Presently **Rajasthan Shikshak Prashikshan Vidhyapeeth** is running the following courses:

01. Shiksha Shastri (Bachelor of Sanskrit Education) with two units, 50 seats each, 100 in all, affiliated to Jagadguru Ramanandacharya Sanskrit University, Govt. of Rajasthan of Education.

Recognized by NCTE, Department of Sanskrit Education and Govt. of Rajasthan.

02. B.Ed. (Bachelor of Education with two units, 50 seats each, 100 in all) affiliated to University of Rajasthan.

Recognized by NCTE, Department of Higher Education, Govt. of Rajasthan.

03. B.A. B.Ed. (Bachelor of Education with One unit, 50 seats. Integrated course) affiliated to University of Rajasthan.

Recognized by NCTE, Department of Higher Education, Govt. of Rajasthan.

The College with its motto "**Nurture the Indian values through Sanskrit Education**" is moving ahead. The present education system focuses mainly on the theoretical knowledge-facts and figures. There is a wide gap. The college has introduced a special module called "**Personality Enhancement Programme**" (PEP) along with the academic curriculum with the purpose of equipping the

young aspirants with the tools of the trade or professionalism. Under the PEP, a wide range of activities/lecturers are organized in which specialists from different fields are invited to interact with the students. The subjects include communication skills, inter personal behavior, confidence building, stress management, Yoga, meditation etc. These programmes are conducted under the overall control and supervision of a HOD, PEP and a counselor. Guest speakers, experts are invited from time to time to give in depth practical knowledge to the students and widen their horizon of conceptual learning.

1.2. Vision, Mission and Core Values

1.2.1. Vision

To produce quality teacher for playing their significant role in the society for educational reconstruction tending to result in total reconstruction of the nation by adhering to the statement- "TEACHERS ARE NATION BUILDERS"

1.2.2. Mission

To prepare future teachers for General and Sanskrit education as per the laid down norms of regulatory bodies like NCTE, UGC, State Government and Affiliating Universities.

Nurturing future teachers for the all-round development, especially Physical, Mental, Emotional and Spiritual dimensions of their Personality.

Promoting logical and critical thinking, art of questioning and communication skills for transecting the acquired and created knowledge to new generation learners.

Developing pedagogical skills of handling and developing the curriculum, use of innovative methodology of teaching and learning, recognizing individual difference of learners.

Nurturing a climate of comity and collaboration with the values enshrined in Indian constitution and our rich cultural heritage.

Provide efficient teachers for upcoming modern schools with scientific and technological acumen who are compatible for the fulfillment of aspiration of modern Indian society, parents and stakeholders.

Inspired self-learners for innovating, capable of handling the problems, aware of rights with the consciousness of performing the duties as a student teacher as well as committed Indian citizen.

1.2.3. Core Values

- ✓ Integrity
- ✓ Commitment
- ✓ Discipline
- ✓ Research & Innovations
- ✓ Progressive Learning values

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1.3. Human Resources Management Policy

Human Resource is the heart of an organization and forms the life line and determines its destiny. The realization of the mission of the organization rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well trained human resource is necessary to fulfill the goals and objectives of the organisation. RSPV is committed to set high standards of personnel management with due place for efficiency and transparency. The management of the team of people who are called upon to assist in the implementation of the programs and projects demands a comprehensive Human Resource Management Manual covering policies and procedures that will provide a healthy atmosphere for work.

1.3.1. Objective

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels for the furtherance of the objectives of RSPV. These policies and procedures extend from the recruitment of the different categories of staff, defining their roles and responsibilities, providing training and positioning them to execute the job they have been recruited for, in compliance with the values of the organisation. This Manual also defines the term so f employment and conditions of service of employees engaged by RSPV. The Manual covers provisions for improving the performance and effectiveness of the organization by maximising the efficiency of the staff through enhancing their knowledge, skills and attitudes with provisions for appropriate compensation & incentives and comfortable working conditions.

It is also the envisioned objective of this Manual to clearly outline the process of Human Resource Management and make the entire process a transparent one and minimize subjectivity in the process of handling any aspect of Human Resource Management.

The Manual is meant to institutionalise an organisational culture which respects basic human values and practices that promote team spirit, shared responsibility and participatory functioning.

This Manual though cannot be considered to be exhaustive in covering every detail pertinent to Human Resource Management ,should be able to create a congenial atmosphere for the staff to journey with the organisation to respond to emerging needs of humanity.

RSPV reserves the right to interpret the meaning of the Rules pertaining to the service conditions of its employees and the Supplementary Rules that may be issued here in after at any point of time by the legitimate authority.

1.4. Definitions of Terms used in this Policy

In this policy manual, unless the context otherwise requires:

- a. 'Basic Pay' means all emoluments which are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include
- b. The cash value of any food concession
 - i. Any dearness allowance that is to say, all cash payments by what ever name

called paid to an employee on account of a rise in the cost of living, house rent allowance, overtime allowance, bonus, commission or any other similar allowance payable to the employee in respect of his employment or of work done in such employment

- ii. Any presents or gifts made by the employer
- c. 'Academic Year' means the normal period stipulated in the Academic calendar for annual activities. In the present system it is stipulated from July to June.
- d. 'Competent Authority' means the authority appointed by the Trust for the purposes of these rules.
- e. 'Date of Appointment' means the first day of joining the duty by the employee as mentioned in the appointment order.
- f. 'RSPV' is the abbreviation for 'Rajasthan Shikshak Prashikshan Vidyapeeth'
- g. 'HOD' means Head of the Department
- h. "Employee" means any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of RSPV and who gets his salary directly from RSPV
- i. 'Financial Year' means a period commencing from the 1st day of April of the current year ending with the 31st day of March of the succeeding year.
- j. 'The Rules' means rules stipulated in the Human Resources Manual of RSPV and include all schedules and annexure appended to these manual and any amendments made from time to time there to.

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SECTION 2: RECRUITMENT, APPOINTMENT, INDUCTION AND TRANSFER

2.1. Planning for Human Resources

RSPV believes in professional excellence. To this extent RSPV believes in employing competent persons for its programmatic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organisation to respond to emerging human needs with estimation of resource requirements. The human resource estimation and the profile of personnel required will be important for estimation of the types of human resources required and the skill requirement. The assessment of the existing resources against the resources required will provide the net addition that needs to be made in the next years.

Retirement of personnel after reaching the age of superannuation is an inevitable process and the attrition arising out of this also needs to be planned for and integrated with the plan.

2.2. Classification of Human Resource in RSPV

RSPV recognizes the following classification of its staff:-

Regular Employee: One who holds permanent post in the organisation and whose appointment has been confirmed in writing by the appointing authority. Categories of Employees at RSPV are divided into:

Teaching Staff: Lecturers.

Administrative Staff: Administrator, Secretary, Principal, Office Assistant, Accounts Manager, Office and Accounts staff, Library staff.

Special Category Staff: Office boys, peons, sweepers and other IV Class.

2.3. Levels of Hierarchy

With respect to its core value of decentralization and principle of subsidiary RSPV puts in place a hierarchy for staff which shall determine the levels of authority within the organisation with earmarked command/supervision and enable easy tracking/monitoring.

2.4. Appointing Authority

The Secretary of the institute shall be the appointing authority for all the staff.

2.5. HR In-Charge (HRIC)

The Administrator shall be in charge of HR Management unless it is expedient to designate another person for the position of HRIC.

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2.6. Recruitment Policy & Process

2.6.1 Objective

To have in place a competent staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organization and with no discrimination on the basis of caste, creed, sex, race, or disability. All recruitment will be based on predetermined specific positions and competency.

2.6.2 Scope of the Policy

This policy covers all appointments of the organisation ensuring the basic values of the organisation.

2.6.3 Job Analysis, Job description and Terms of Reference

Staff Requirement: All positions in the organisation shall be based on a need assessment and work analysis.

Each job and position needs to be analyzed in terms of job content and broken down to knowledge and skill requirements. The number of persons required for each position will be assessed

2.6.4 General Criteria governing recruitment

- The minimum age for recruitment is 18 years. RSPV does not permit child labour in any of its establishments
- RSPV reserves the right to do a background check on any person selected for employment
- Persons selected for appointment should possess sound mental and physical health.

2.6.5 Advertisement

The HRIC will be responsible for initiating action such as advertising for the vacancy. There should be a minimum of 10 days gap between the date of publication of the advertisement and interview.

Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions.

2.6.6 Short listing

All applications are scrutinized to ensure that they conform to the minimum requirements of the position.

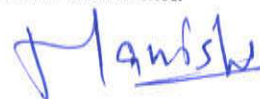
For a single post, from the suitable applications received, an appropriate number will be called for the interview process.

Intimation for interview is sent there after.

2.6.7 Assessment process

The Interview shall be the assessment process for the recruitment of the staff.

Non-teaching staff shall be recruited based on the assessment of their skills and references.



2.6.8 The Assessment and Interview Panel

The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to candidates and to ensure that similar questions and the same range of topics will be covered for each candidate for the same position.

For the interview – the appropriate panel must be constituted of the principal and the subject specialists.

2.6.9 Proceedings of Interview

Detailed proceedings of the interview will be recorded by the Secretary of the institution.

2.6.10 Letter of Appointment

An appointment letter duly signed by the Appointing Authority is issued to the candidate.

The Appointment letter should contain the designation/title of the job and responsibilities specific to the job

The letter of Appointment should be signed by the employee as a sign of acceptance.

2.7. Probation and Confirmation

1. All new staff will initially be on a probation period. It shall be 12 months.
2. In exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the staff member. If however after this period the staff member's performance is still not considered satisfactory, then his/her employment will stand terminated. A notice given to the staff member shall outline reason for non-confirmation, and/or extension of probation period.
3. The right to waive Probation period in the case of experienced staff chartered by the organisation.
4. Notwithstanding the above the management reserves the right to terminate an employee at any time during the probation period with due discretion.

2.8. Personal File

A personal file shall be opened for all employees. The personal file shall contain the following:

1. Application of the candidate
2. Resume
3. Qualification Certificates
4. Appointment letter
5. Personal details of employees like permanent/current address/blood group
6. Relieving letter or experience certificate from the previous employer or last employer
7. Letters of annual salary revisions & copies of performance

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- appraisal
- 8. Two colour passport size photograph
- 9. Resignation/Contract termination letter
- 10. NOC
- 11. Any other information deemed appropriate by RSPV

2.9. Identity Card

All RSPV employees are required to have photo ID cards which they should carry with them to their respective workplace and in the course of travel. HRIC will issue these cards to new staff within 15 days of their joining the organisation. At the time of cessation of service, employees are required to return their Identity Card to the organisation which should be destroyed by HRIC immediately.

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Principal
Rajasthan Shikshak Prashikshan Vidvaneeth
Bikaner, Rajasthan, India

SECTION 3: SALARY / WELFARE MEASURES/ALLOWANCES RECOGNITION/TERMINAL BENEFITS

3.1. Salary

3.1.1. Basic Pay

- a. RSPV shall pay adequate wages to its employees. All things being equal the salary promised in the appointment letter shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis.
- b. Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 15th working day of the following month.
- c. Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, as required by law from time to time and deductions for loan repayment or other dues.

3.1.2. Wage Fixation

Faculty: The management shall respect the practice of Grades and varying Scales for regular staff on service except for those who are employed after retirement. As a matter of principle, the faculties with prescribed qualification are governed by the norms NCTE

Non-Teaching Staff: Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade.

Re-employment of Retired Hands: Retired hands are appointed on consolidated salary based on their Qualification, Experience and Grade on which they are appointed.

Management Personnel: The Salary of the Management Personnel appointed for the administration of the college shall be fixed by the Secretary.

3.2. Salary Advance

RSPV discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval.

3.3. Loan

An employee may avail a loan as and when the management deems it fit to grant the same. It is a facility extended to the permanent employee. It is not a right vested in the employee to demand it. Loans can be availed against the Employee Provident Fund Account. Normally an employee is eligible to get only one loan at a time. Under no circumstances organisation will be party to any loan taken by employees from financial institutions/individuals.

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3.4. Provident Fund

RSPV is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act.

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SECTION 4: LEAVE ELIGIBILITIES

RSPV provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.

The following types of leaves are available for staff:

4.1. Casual Leave

Casual leave is granted @ 15 days per annum for both teaching & non-teaching staff.

- Casual leave is granted on the basis of academic year that is from 1st July to 30th June of every year.
- Casual leave can be availed prefixing, sandwiching or suffixing Sunday and other sanctioned/declared holidays.
- Casual leave may be availed at a minimum of up to half day; however it cannot be combined with any other type of leave.
- Casual leave is to be ordinarily applied at least 2 days in advance with classes and other duties, if any, are adjusted with other staff. However if casual leave is taken on any emergency, the same has to be informed to the Principal or HOD at the earliest possible and the casual leave application has to be submitted on the day of resuming duties after the leave.

4.2. Maternity Leave

1. All women employees are entitled to maternity leave for a period of 45 days.
2. In case of miscarriage/other related medical conditions, all employees eligible for Maternity leave shall be entitled to leave for a period of 45 calendar days immediately following the day of her miscarriage. The request for such leave must be supported by Medical Certificate from a qualified medical practitioner.
3. Complete monthly salary and benefits, shall be paid during the period of maternity leave.
4. Application for Maternity leave should be supported by a certificate from the Registered attending Gynaecologist starting the date of confinement/the birth certificate of the baby.

4.3. Compensatory Leave

1. All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.
2. Prior approval is to be obtained in writing from the Principal for work on holidays.
3. Compensatory leave may be availed within a month of the work on holidays or overtime and cannot be accumulated.



4. One day compensatory leave cannot be split into half days.
5. Compensatory leave cannot be claimed for work on holidays or outside office hours to complete work left un done due to the negligence of staff.

4.4. Study Leave (SL)

Study leave for 15 days shall be granted to the r e g u l a r faculty. Request for S.L will be considered on the merit of the individual case. Prior sanction is required to avail this leave.

4.5. Academic Leave (AL)

Staff members are permitted to go on Other Duty (work not directly related to the functioning of the college) for a period of 3 days in an academic year in connection with academic work related to University/and other bodies for (1) Practical Examinations (2) Invigilation (3) Central Valuation including the meetings of Board of Studies (4) Valuation of answer scripts etc. Prior written permission from the Principal has to be obtained before proceeding.

4.6. Duty Leave (DL)

Regulation of O.D. (On Duty) work directly related to the in statute functioning will be permitted after obtaining prior written permission from Principal through HOD.

4.7. Vacation

In addition to the above, the teaching staff is eligible for vacation as follows:

Faculty members are eligible for four to five weeks' vacation per year of which one week will be in the form of Winter Vacations. Four weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be reduced as per needs.

The College has the right to prevent any staff member from availing a portion or whole of the vacation if his/her services are considered essential during that period.

4.8. Declared Holidays

The office of RSPV including its all offices will remain closed on Government declared holidays. Such days should be identified and informed at least two weeks in advance. The day of election to Parliament, State Legislative Assembly, and Local Bodies will be holidays for concerned staff.

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SECTION 5: Self-Appraisal System

5.1. General

RSPV considers it very important to assess the performance of each employee against planned results so that it can recognise/appreciate/reward deserving employees, make efforts to bring under-performers to satisfactory levels of result achievements and replace non-performers. It is the policy of RSPV to encourage its staff to develop their skills and potential.

5.2. Performance Appraisal

Faculty members of Higher Educational Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to instruction, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are expected to shoulder the administrative responsibilities and co-operation with other Faculty, Heads-of-Departments and the Head of Institute. An effective performance appraisal system for Faculty is vital for optimizing the contribution of individual Faculty to institutional performance.

5.2.1. Self-Appraisal

5.2.1.1. Teaching Staff:-The form consists of fifteen criteria to evaluate the performance of a faculty member.

- General Information
- Courses taught in the concluded year
- Leave taken during the year
- Teaching plan for the year
- Steps taken to enhance the library and book reading experience
- Students Centric methods used
- Details of Innovations/Contributions done
- How to handle average and weak students in the class
- Punctuity in the institute
- Enhancement of professional competence
- Research Contribution
- Details of Seminars, Conferences, Symposia
- Extension Activities
- Efforts taken to contribute to a positive learning environment in the campus
- Any other achievements/strengths or contributions.

5.2.1.2. Non-Teaching Staff:-Following are the parameters for the appraisal of the non-teaching staff

- Job Knowledge & Skills
- Quality/Quantity of Work
- Interpersonal Skills
- Planning & Organization
- Decision Making
- Initiative
- Safety Measure

Annexure I – Self Appraisal Form (Teaching Staff)
Annexure II – Self Appraisal Form (Non-Teaching Staff)



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5.3. Assessment, Recognition, Reward & Penalty

Annual performance appraisal will be conducted at a time fixed by the organisation. This is very important as it is during this exercise that the employee's achievements / shortfalls of their performance objectives and results for the year will be critically measured based on the set objectives and the findings of the reviews. Rewards, recognition and penalty will be based on the assessment of the Appraisal Forms.

Self-Appraisal is done to motivate the staff for any of their improvements in any field whether academic/non-academic.

The employee's job related behaviour in line with the value system of the organisation would also be considered for deciding on rewards including promotion as well as for any penalties.



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SECTION 6: OFFICE DISCIPLINE AND DECORUM

6.1. Office Hours

- a. The class timings are from 11.00 A.M. IST to 5.00 P.M. IST. The usual office timings are from 11.00A.M. IST to 5.00 P.M. IST with half an hour lunch break from 2.00 P.M. IST to 2.30 P.M. IST.
- b. Any change in the Class and Office timings shall be notified to the respective staff.
- c. All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- d. All staff shall sign the attendance register and swipe their finger prints at the biometric reader, both in the morning before 11.00 A.M. IST and afternoon after 5.00 P.M. IST respectively.
- e. In order to maintain discipline and promptness in attending the work, all the staff members are requested to co-operate with the institution by following the rules in full spirit and dedication.
- f. It is the responsibility of each employee to ensure that his/her attendance sheets are marked up to date/complete
- g. A staff member shall not leave the work place earlier than the prescribed working hours. If, for any unavoidable reason, one has to leave the work place earlier, then prior written permission should be obtained from the Principal

6.2. Staff Duties and Expectations

- h. Every staff of RSPV shall maintain decorum befitting the status of the institution.
- i. All employees shall study and imbibe the vision, mission and objectives of RSPV and be conversant with its avowed strategies and as such take all steps to protect the interests of the organisation.
- j. They shall discharge their duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of the staff of RSPV. They shall also conduct themselves with discipline, respect to lawful authorities and with courtesy and kindness to all.
- k. All employees must devote working hours solely for the service of RSPV.
- l. Premises shall be kept neat and clean.
- m. Any employee who needs to work in the office outside of normal office hours should get the permission of his/her HOD/Principal.
- n. All office equipment is to be used carefully and as per need. Movement of electronic equipment/sound system/ etc. must be done with due care.
- o. Staffs are required to set high standards in energy saving.
- p. Staff shall also co-operate in ensuring security to office premises. No employee is allowed to remove / take away any official material from the office without permission of the officer who is responsible for the Custody of the material.

- q. No employee shall disrupt the work of fellow employees. Every employee is required to notify any change in address or telephone number within 48 hours of such a change for personnel records updation.
- r. Every staff is obliged to live up to the confidence bestowed on him/her and shall not directly or indirectly divulge matters related to projects / programs of RSPV and such details that has come to his/her possession in the discharge of his/her duty to outside agency or institution. Staff shall not disclose or publish documents or information regarding the organization in his/her possession or such other matter which are the property of the organisation.
- a. In the event, when an employee is authorized by Management as a spokes person to represent the organization to the media, reasonable measures must be taken to ensure the accuracy of any information related to RSPV in all material respects before it is disclosed. Media inquiries must be treated with due care.
- b. No staff shall directly or indirectly participate in such activities which are against the sovereignty and integrity of the Nation or join in any anti-national organisations. Nor shall any staff associate with organisations that profess values contrary to those of RSPV.
- c. Any deliberate violation of office discipline and decorum will attract disciplinary action as per norms.



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6.3. Responsibilities and Duties of Teaching Staff

6.3.1. Academic Duties

- Class Room Presentation
- Laboratory Instructions
- Curriculum Development
- Development Learning Resource Material & Laboratory Development
- Student Assessment & Evaluation Including Examination work of University.
- Participation in the co-curricular & extra-curricular activities
- Students guidance, counselling & helping in their personal, ethical, moral and overall character development
- Keeping abreast of new knowledge and skills, help to generate new knowledge and help dissemination of such knowledge through books, publications, seminars, hand-outs etc.
- Continuing Education Activities Self-development through upgrading Qualification, experience & professional Activities.

6.3.2. Administrative Duties

- Academic and administrative management of the institution
- Policy planning, monitoring & evaluation and promotional activities; both at departmental level and institution level
- Design and development of a new programmes
- Administration both at departmental & institutional levels
- Development, administration and management at Institutional levels
- Monitoring and evaluation of academic and research activities
- Participation in policy planning at the Regional/National level for development of education
- Helping mobilization of resources for the Institution
- Develop, update and maintain MIS
- Plan and implement staff development activities, conduct Performance Appraisal
- Maintain Accountability

Note: Apart from the above duties, any other relevant work assigned by the Head of the Institution.

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6.3.3. Duties and Responsibilities of the Head of Department (HOD)

The duties and responsibilities of the HOD are as follows:

- Work load allocation for the faculty
- Monitoring of class work and laboratory work by the faculty
- Ensuring the alternative arrangements are made when faculty goes on leave
- Reviewing students' performance
- Modernizing labs/developing labs
- Motivating faculty and developing team spirit
- Augmenting library facilities
- Counselling of faculty
- Maintaining departmental facilities
- Helping the management in the running of the Institution through team work
- Chairing the Class Committee/Academic Committee and Departmental Advisory Council.
- Guiding the faculty in organizing guest lecturer / organizing field visits for students
- Deputing the staff in the proper conducts of examinations and evaluations.
- Interacting with the parents in the case of the students performing poorly.
- Getting feedback from the students.
- Organizing interaction meeting with the students.
- Creating and maintaining a departmental database of faculty, alumni and students.
- Motivating the staff to organize consultancy and continuing education programmes
- Planning the departmental activities like Time table, Schedule of laboratories etc.
- Identify training needs of faculty and supporting staff
- Recommendation and forwarding Leave and submission to administration
- Carry out performance assessment of faculty and improve faculty performance
- Conduct meeting of supporting staff of the department, in appropriate intervals.
- Help the management in maintaining discipline in the college and hostels

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6.4. Consumption of intoxicating drinks and drugs

RSPV workplaces must be totally drug free and all staff members shall strictly abide by any law relating to intoxicating drinks or drugs in force in all the workplaces of RSPV. It is also the duty of the staff to see that

- He/she takes due care that the performance of his/her duty is not affected in any way by the influence of any intoxicating drink or drug.
- He/she does not appear in public place in a state of intoxication.
- He/she does not habitually use any intoxicating drink or drug.
- Smoking is strictly prohibited in the Campus. All employees of RSPV adhere to the law prohibiting smoking in public places.

6.5. Disciplinary Action

RSPV reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

6.5.1. Competent authority to initiate disciplinary proceedings and impose penalties

Principal is the competent authority to take disciplinary proceedings and impose any of the penalties specified here under, according to the nature of the misconduct.

6.5.2. Misconduct

Any violation of the Rules & Regulations of the Institution is a misconduct, which needs to be corrected through disciplinary action by the management. Some of the possible deeds of misconduct are listed below which of course is not exhaustive:

- All acts in contravention of expected discipline or commission of such acts
- Dereliction, non-performance or negligence of duty
- Irregular attendance, absence without leaves or overstay after sanctioned leave, habitual late attendance.
- Willful in subordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- Theft, fraud or dishonesty in connection with the Institution's work or property
- Willful damage to or loss of Institution's goods or property
- Giving or demanding or accepting bribe or illegal gratification to and from any constituent or stake holders
- Riotous or disorderly behavior during working hours at the Institution
- Doing personal work or work of another organisation during duty hours
- Acts of misconduct outside working hours that negatively affects day to day work of RSPV or its reputation, riotous, disorderly or indecent behavior in office premises or during official tours and engagements outside the office
- Threatening, abusing, assaulting, or harassing any other employee or partner
- Disclosure to external parties of any confidential information
- Refusal to accept any official communication in writing

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- Misrepresentation of qualifications or information of any kind at the time of employment there after
 - All forms of harassment including sexual harassment
 - Use of abusive/indecent language in office and indecent and unkind behavior to the beneficiaries and stakeholders of the organisation, especially the poor, vulnerable and differently abled.
 - Falsification of records, misappropriation
 - Breach of any rule, regulation, direction or instruction pursuing any course of study without proper sanction from the authorities.
 - Abetment or instigation of any of the acts/omissions aforesaid
 - Making false/ malicious complaints against any employee to higher authority
 - Refusal to perform any emergency duty during or beyond the usual working hours or on holidays, ignoring orders from supervisor
 - Misuse of mobile phones for taking photos without permission/using Bluetooth or any other mechanically available misuse.
 - Taking personal cash advances or loans from partners/partner staff without the prior knowledge and consent of the supervisor
 - Decisions taken by the staff in his capacity as a staff has put RSPV
 - to monetary loss even if no misconduct as such can be proved against him
 - Any association with organizations or institutions that are involved in activities which are recognized as anti-national or terrorist
 - Any other act, which constitutes an offence under any Government law or regulations
 - Conviction by a Court of law for any offence involving moral turpitude
- Any act subversive of discipline or good behavior either on the premises of the Institution or elsewhere, including at residential premises if provided by the management
- Habitual breach of any law applicable to the Institution
 - Any breach of provisions under the rules

6.5.3. Harassment

RSPV Management is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honor of employees will be permitted and tolerated. Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

6.5.4. Sexual Harassment

Sexual harassment in work place will be considered with all seriousness that it deserves and RSPV is committed to the Constitutional rights of women to honor and equity, provisions of the Indian Penal Code on the Trespass on the Modesty of Women, relevant Acts in force, and the directives of the Supreme Court regarding sexual harassment in workplace.

Sexual harassment includes such annoying sexually determined behavior whether directly or by implication like

- a) Physical contact and advances
- b) A demand or request for sexual favors
- c) Sexually coloured remarks
- d) Showing pornography
- e) Harassment through internet systems - email, chatting, forwarding obscene material, telephone messages/SMS and calls

All such acts will come under the purview of disciplinary action of the management in so far it affects the working environment or infringes the honour of the employee or disturbs the peace of mind of an employee.

It shall be the duty of the management to prevent or deter the acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution for acts of sexual harassment by taking all steps required.

If anyone is found guilty of the above act, the same will be taken into account and disciplinary action be initiated on the offender as per Rules. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the management shall initiate appropriate action in accordance with the law by making a complaint with the appropriate authority.



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6.6. Retirement

The age of retirement of an employee of RSPV shall be 60 Years (Sixty Years) which will be the age of superannuation. An employee may be re-hired by the Management after retirement on an annual basis with proper Memorandum of Understanding (MOU)/Re-appointment order.

6.6.1. Voluntary Retirement

An employee can resign from their post by giving required notice. The resignation becomes effective as soon as it is accepted in written by the Management. An employee may not be permitted to withdraw his/her resignation after it is accepted. All payment of dues will be made with the approval of Management. Such employees who opt to resign shall submit a 'No Dues Certificate'.

6.7. Notice Period

In the case of Resignation by the staff, the notice period will be of 3 months. In case of Termination of the staff, the notice period will be of 1 month.

6.8. Death

In the event of an employee's death, the immediate next-of-kin shall intimate the death. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

6.9. Documents to be submitted on Separation from RSPV

In the event of separation from RSPV the following documents are required to be submitted by the staff:

- i. In case of resignation, letter of resignation
- ii. No Dues Certificate
- iii. ID Card issued from the RSPV
- iv. Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date
- v. Other Properties of RSPV in the possession of the individual

RSPV must provide Experience Certificate/Service Certificate to Staff on the event of his/her separation on his/her written request. However, RSPV retains the right for withholding certificates in situations including, but not limited to, failure on the part of staff to return to RSPV its property or reconcile all outstanding payments, failure of the staff to produce the Non-Liability Certificate etc.

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SECTION 7: GENERAL

7.1. Monitoring & Evaluation

It is essential for RSPV to reflect on and review its HR practices from time to time, to ensure systems remain robust, flexible, consistent and relevant to the organisations' needs related to the mission, values, principles and culture.

7.2. Amendments

These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice issued in this regard.

7.3. Jurisdiction

All disputes related to these rules may be deemed to come under the jurisdiction of the courts of law in Jaipur and hence the organisation may sue and be sued only within the jurisdiction of the above mentioned courts of law.



Signature सचिव Secretary
राजस्थान शिक्षण प्रशिक्षण संस्थान समिति
शाहपुरा बाग, आमेर रोड, जयपुर



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Shehpura Bag, Amer Road, JAIPUR



RAJASTHAN SHIKSHAK PRASHIKSHAN VIDHYAPEETH
SHAH PURA BAGH, AMER ROAD, JAIPUR-302002



Teaching Staff Self-Appraisal Form

1. General Information	
a.	Name :
b.	Mobile No. :
c.	Email Address :
d.	Designation :
e.	Date of Birth :
f.	Area of Specialization (If M.Phil. or PhD holder) :
g.	Date of appointment in this institution :
2. Courses taught in the year concluded:	
i.	
ii.	
iii.	
iv.	
3. Total leave taken during the calendar year :	
4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):	
5. Steps taken by you to enhance the "Library and book-reading" experience of your students :	
6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words)	
7. Details of Innovations in/Contribution to Teaching, during the year :	
8. How have you handled average and weak students of your class in the concluded academic year?	
9. Comment on your punctuality in the Institute.	

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10. Enhancement of Professional Competence: (Details of Workshops, Seminars, Symposiums attended etc.) :

11. Research Contribution : (Detail of books/research papers published, projects taken up/completed :

12. Details of seminars, conferences, symposia organized by you during the year :

13. Extension Activities: Your contributions to the institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc.)

14. What efforts can you take to contribute to a positive learning environment in campus?

15. Any other achievement/strength/contribution that you would like to highlight :

I hereby declare that the information given above is true to the best of my knowledge and belief.

Date:

Signature:



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**RAJASTHAN SHIKSHAK PRASHIKSHAN
VIDHYAPEETH**
SHAHPURA BAGH, AMER ROAD, JAIPUR-302002



Non-Teaching Staff Performance Appraisal Form

Employee Name :

Position :

Evaluation Period :

Rating Scale

1. Unsatisfactory - Performance doesn't meet expectations. Performance improvement plan required.
2. Needs Improvement - Performance sometimes meets expectations. Performance improvement plan required.
3. Good - Performance meets requirements and satisfies the expectations of the position.
4. Very Good - Performance consistently meets and often exceeds expectations.
5. Excellent - Performance consistently superior and exceeds expectations.

Particulars	Rating	Comments
Job knowledge & Skills		
Demonstrates an understanding of job duties and responsibilities.		
Possesses the knowledge required to perform the job effectively.		
Quality/Quantity of Work		
Completes work with minimal errors.		
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.		
Interpersonal Skills		
Has the ability to work effectively with people at all levels (show respect, sensitivity, courtesy and flexibility).		
Communicates with people at all levels.		
Planning & Organization		
Has the ability to organize the workload efficiently and effectively.		
He/She has the ability to meet short and quick unplanned requirements/needs or priorities effectively.		
Decision Making		
Recognizes when a higher authority should be consulted in respect to certain decisions.		
Initiative		
Demonstrates the ability to work with minimal supervision.		
Suggests new processes and tries new learning experiences.		
Shares and is receptive to new ideas		
Safety Measure		
Follow all rules, practices and procedures as required for the job.		

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Uses and maintains all equipment/appliances/machinery properly		
Team Work		
Offer assistance to others		

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