

Aakanksha International School The Gurukul, Nagaur**LEAVE RULES****1. Authority competent to grant leave:**

Any application for leave or extension of leave shall be made in prescribed application form to the authority competent to grant leave.

<u>Applicable to</u>	<u>Sanctioning Authority</u>
Leave of any kind for principal	Secretary
CL, CCL, EL, SCL, (to all other staff)	Principal
Maternity, Paternity, Extra-ordinary leave, Study Leave	Secretary

2. Right to Leave:

- a. Leave cannot be claimed as a matter of right.
- b. When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the employee.
- c. The leave sanctioning authority may, therefore, encourage employee to take leave regularly, preferably annually. In case where all applications for leave cannot, in the interest of institution, be granted at the same time, the leave sanctioning authority should draw up a phased programme for the grant of leave to the applications by turns with due regard to the principles enunciated.
- d. Only CL and CCL is admissible to Adhoc/temporary employees and during the first year probation.
- e. All kinds of leave are admissible to employees from 2nd year probation and onward.
- f. The annual leave period is from 1st April to 31st March of any year.

3. Vacational/non-vacational Staff:**Vacational Staff:**

- a) Incharge/Academic Supervisors
- b) All categories of teaching staff
- c) Lab. Asst. and Music Asst.
- d) PET, PTI & Coaches
- e) Librarian, Asst. Librarian, Receptionist
- f) Lab. Attendant Lib. Attendant


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Non-Vacational staff:

- a) Principal
- b) Vice Principal
- c) All Administrative staff
- d) Peons and drivers.
- e) Any other staff as specified by the Secretary

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4. Return from leave:

An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority that granted him leave.

5. Absence after expiry of leave:

- a) Unless the authority competent to grant leave extends the leave, an employee who remain absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were Half Pay leave to the extent such leave is due. The period in excess of such leave due, being treated as Extra-ordinary Leave.
- b) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

6. Casual Leave (CL)

Casual leave is not a recognized form of leave and is not subject to any rules made by the Government. An employee on CL is not treated as absent from duty and his pay is not intermitted.

- a) CL cannot be combined with any other kind of leave.
- b) It cannot be combined with joining time.
- c) Sunday & Holidays falling during a period of CL are NOT counted as part of CL.
- d) Sunday & Holidays can be prefixed or suffixed to CL.
- e) CL can be taken while on tour but no DA is admissible for that period.
- f) CL can be taken for half day also.
- g) CL should not normally be granted for more than five days at any one time.
- h) LTC may be availed during CL.
- i) **CL of 8 days per year is allowed to vocation & non vocational staff.**

7. Grant of leave on Medical Ground:

- a) For availing ML, an employee is required to submit a medical certificate given by an authorized medical attendant or a registered medical practioner.
- b) An employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness.
- c) **Medical leave of 10 days per year are allowed to vacation & non vocational staff.**
- d) **ML may be accumulated up to 60 days.**
- e) Sunday & Holidays falling during a period of ML are counted s part of ML.
- f) Where authority competent to sanction leave is not satisfied with the genuineness of a particular case, it shall be open to such authority to secure a second medical opinion by requested for examination by a medical board on the earliest possible date.
- g) Un-availed ML will be enchased (calculated on the (Basic pay+ DA of d.e last pay drawn per day) *(Maximum 60 days)* at the time of resignation or superannuation or death.

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8. Earned Leave (EL):

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- a) *There will be 30 days EL for non vacation staff and 5 days EL for vacation staff in a calendar year.*
- b) The leave account of every non-vacation staff shall be credited with EL in advance in two installments of 15 days each on the first day of April and October every year.
- c) EL shall be credited to the leave account of every non vacatier staff @2.5 days for each completed calendar month of service that he/she is likely to render in half year of the academic year in which he/she is appointed. Fractions, if any, to be rounded off to the nearest day.
- d) EL shall be credited to the leave account of every vacation staff @ 5 day for each completed year of service.
- e) The leave at the credit of an employee at the close of the previous year shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit for the year do not exceed the maximum limit of 90 days.
- f) EL can be accumulated up to 90 days and taken up to 60 days at a time.
- g) *90 days of EL may be enchased (calculated on the (Basic Pay+ DA of the last pay drawn per day) at the time of resignation or superannuation or death.*
- h) Sunday & Holiday falling during a period of EL are counted as part of EL.

9. Maternity Leave:

- a) It may be granted to female employees with less than two surviving children as under:
 - i. Pregnancy: 90 days, Limited to two times in the entire service period.
 - ii. Miscarriage/Abortion (induced or otherwise): Total of 30 days in the entire service. Admissible irrespective of number of surviving children.
 - iii. May be clubbed with medical leave, if supported by a medical certificate from an authorized medical attendant or a registered medical practioner.
 - iv. Leave salary paid during such periods shall be equal to the pay drawn immediately before proceeding on leave.
 - v. Maternity leave may be combined with leave of any other kind.
 - vi. ML is admissible to confirmed staff only.

10. Paternity Leave:

Paternity Leave may be allowed to a male employee with less than two surviving children during the period of confinement of his wife, i.e. up to 10 days before or up to six months from the date of delivery of the child and if such leave is not availed of within this period, it shall be treated as lapsed. Paternity leave may be combined with leave of any other kind. Leave salary paid during such periods shall be equal to the pay drawn immediately before proceeding on leave.



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11. Study Leave:

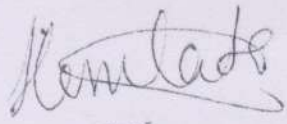
- a) May be granted to an employee if the course of study would be of benefit to the institution or closely related to the work performed by the employee.
- b) May be granted up to 12 months at a time.
- c) It should not exceed 24 months in the entire service period.
- d) May be combined with any other kind of leave.
- e) It will be without pay.

12. Special Casual Leave (SCL):

- a) SCL for all purposes is admissible for an aggregate maximum period of 10 days per year.
- b) It may be granted to employees to take part in Sports, Mountaineering or Cultural activities organized by Sports/Cultural bodies of repute.
- c) It may be granted for a maximum of 10 days to take part in Inter-Departmental Sports/Cultural Activities.
- d) May be granted for the actual period of hospitalization if an employee met with an accident on official duty.

13. Extra-ordinary Leave:

- a) May be admitted up to a maximum of 30 days in a year.
- b) May be admitted when there is no other leave of any kind due to the employee or when an employee makes a written request for such a leave.
- c) It will be admitted in cases of extreme medical emergencies.


PRINCIPAL
A.I.S. THE GURUKUL
NAGPUR (RAJ.)



AAKANKSHA INTERNATIONAL SCHOOL THE GURUKUL, NAGOUR

Service Rules & Regulations for Teachers

1. To report for duty in time and to record the exact time of arrival and departure in Staff Attendance Sheet Register on every working day.
2. To get the due sanction of the leave from the principal before availing also to observe the Leave Rules.
3. To observe, instruct and help the students to maintain proper discipline and to participate actively in the morning assembly.
4. To check the uniform of the students of the class.
5. To take the roll call of the students of the class and ensure that the same has been recorded in the attendance on Daily Attendance Register.
6. To maintain the Student's Attendance Register properly. To submit them complete in all respect to the respective Incharge's on 2nd of every month.
7. To utilize first few minutes of the first period to instruct the students regarding uniform, performance in morning assembly, class discipline, Cleanliness of class rooms, general manners, etiquettes, moral values and good habits.
8. To intimate properly the detailed weekly timetable and lesson plan to the students.
9. To make a proper division of books/note books/work books and ask the students to bring them to the school as per instructions.
10. To make a proper and regular use of the Student's Diary to assign home work and to communicate with the parents. To fill regularly the columns like – Home Work Not Done, Note Book Not Brought, Uniform Defaulters, Absentee Note etc.
11. To assign the home work regularly. To check and evaluate carefully and thoroughly. To put signatures with date after checking.
12. To instruct the students, especially the monitors to maintain proper discipline in the class-rooms as well as in the school.
13. To observe the conduct of every student and report to the Principal about naughty/mischievous/problems students.
14. Not to leave the classes unattended in any case.
15. To plan the teaching work in advance, consulting the syllabus and courses of studies meant for the class and teach the students as per guidelines and instructions issued there in and notified time to time.
16. To give due importance to Handwriting, Reading, pronunciation, etc.
17. To submit the Teacher's Diary with weekly teaching plan to the principal for checking on Saturday of every week.
18. To submit all the documents (lists, papers, reports, results, etc.) after thorough checking by the stipulated date & time.
19. To report if a student is not feeling well or suffering from any ailment or infection.
20. To collect the student's possession's left by them in the class rooms, in the last period daily and return the same to the student's concerned on the next day.
21. To avoid physical punishment to the student.


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22. To inspire, motivate and guide the students.
23. To talk in English with the students in the school.
24. To make a careful reading of the notices/circulars/office-orders and to work accordingly.
25. To behave with the students/colleagues/parents as expected from teacher.
26. To perform the house duties and other special and additional duties as assigned sincerely, carefully and utmost sense of responsibility, co-operation and co-ordination.
27. To make regular efforts to achieve the aims and objectives of the school.
28. To make suggestions and proposals for betterment of the students and school.
29. Not to entertain the parents in the classes without permission of the Principal.
30. To look in to difficulties/disputes/problems of the students and efforts are to be made to resolve/solve the same and if needed the matter can be brought into the notice of the Principal.
31. Class in-charge is to maintain proper record of leave application of the students of their respective class.
32. To report the name/s of the long absentees (continuous absence without any sanction of leave for more than 7 days) in written to the Principal.
33. To report in the class room as per the time table as soon as the period bell goes without any wastage of time.
34. To utilize the adjustment period/s in a very useful manner.
35. To guide, encourage, motivate, inspire. Help and facilitate the students in their pursuits of studies & activities.
36. To give special & personal attention to slow learners/naughty students and suggest remedial methods seeking co-operation of the parents for better performance and conduct.
37. To give general commands and instructions in English inside outside the class room to improve the communicative skill of the students.



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SERVICE CONDITIONS**Instructions / Guidelines / Directions to the Teachers :**


1. As per the order of Hon'ble Supreme Court you must not give any sort of punishment to the students.
2. As a class teacher, you will be accountable for attendance, preparation of results and communication with the concerned parents.
3. You are to behave politely while having interaction with students, parents and colleagues.
4. You will have to submit your question papers to the examination department as per the directions in readiness and typed form.
5. You are supposed to maintain English Communicative Environment in School Campus.
6. You are not supposed to consider Leave as your right; you will have to get your leave sanctioned from office the minimum advancement of 2 days.
7. Urgent Leave will be considered only in case of emergency. And for that you are to submit authentic evidence for the same.
8. Despite being on leave you will have to perform those duties which cannot be given any other substitute person.
9. In case you are teacher teaching to the students of LKG to 2nd, you are to take Lunch in your respective class rooms along with your children.
10. You are to deliver all the responsibilities related to House system, transportation and office assistance given to you.
11. You are to take care the protocol of the Institution.
12. You must take care of this point that your personnel activities must not affect the reputation of the Institution.
13. Every teacher will have to prepare the assignments to be given to the students as per the proper format.
14. Test Note Books or Test Scripts are to be checked well in time.
15. Note Books and Text Books must be checked once in a week.
16. Continuation of the services would be the subject to the satisfaction of students and the Management.
17. You are expected to complete the tenure of full academic session. However in case situation go beyond control, you are to notify the management to well in advance.


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18. You are to prepare the Annual syllabus transaction and submit one copy to the coordinator and one copy to be retained by you.
19. You are to be abiding by the instructions given by the In charges/ Coordinators.
20. You are not supposed to point out in the matters beyond your jurisdiction.
21. Any argument which is not justified will not be tolerated.
22. You are to give special attention to the low achievers of the class.
23. As you enter in the School Campus / Academic Block in the morning , straight way you are to go to your concerned class to manage the class till the bell rings. As the bell rings, you are to escort the students to the assembly venue in the proper queue.
24. You are not supposed to get your work done by the students that is only your responsibility.
25. Since you are to be the role model to the students, you should not get involved in any activity that puts question mark on your credibility as a teacher.
26. You are to avoid any negative remarks or comments about students or teachers.
27. As a teacher, make efforts to develop the feeling of healthy competition among the students.
28. We, as members of AIS family, should have single goal of all around development of our learners.
29. Staff wards education and accommodation including electricity and water is completely free for all staff members.
30. Salary releasing date is 10th of every month.
31. You can avail one CL in a month.
32. In case of any query / doubt please feel free to visit Principal Office.
33. Be loyal to the Institution and promote the quality of loyalty.

I welcome you from the core my heart to AIS Family.

I do hope you will remain a loyal partner in the next level of growth of the Institution.


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