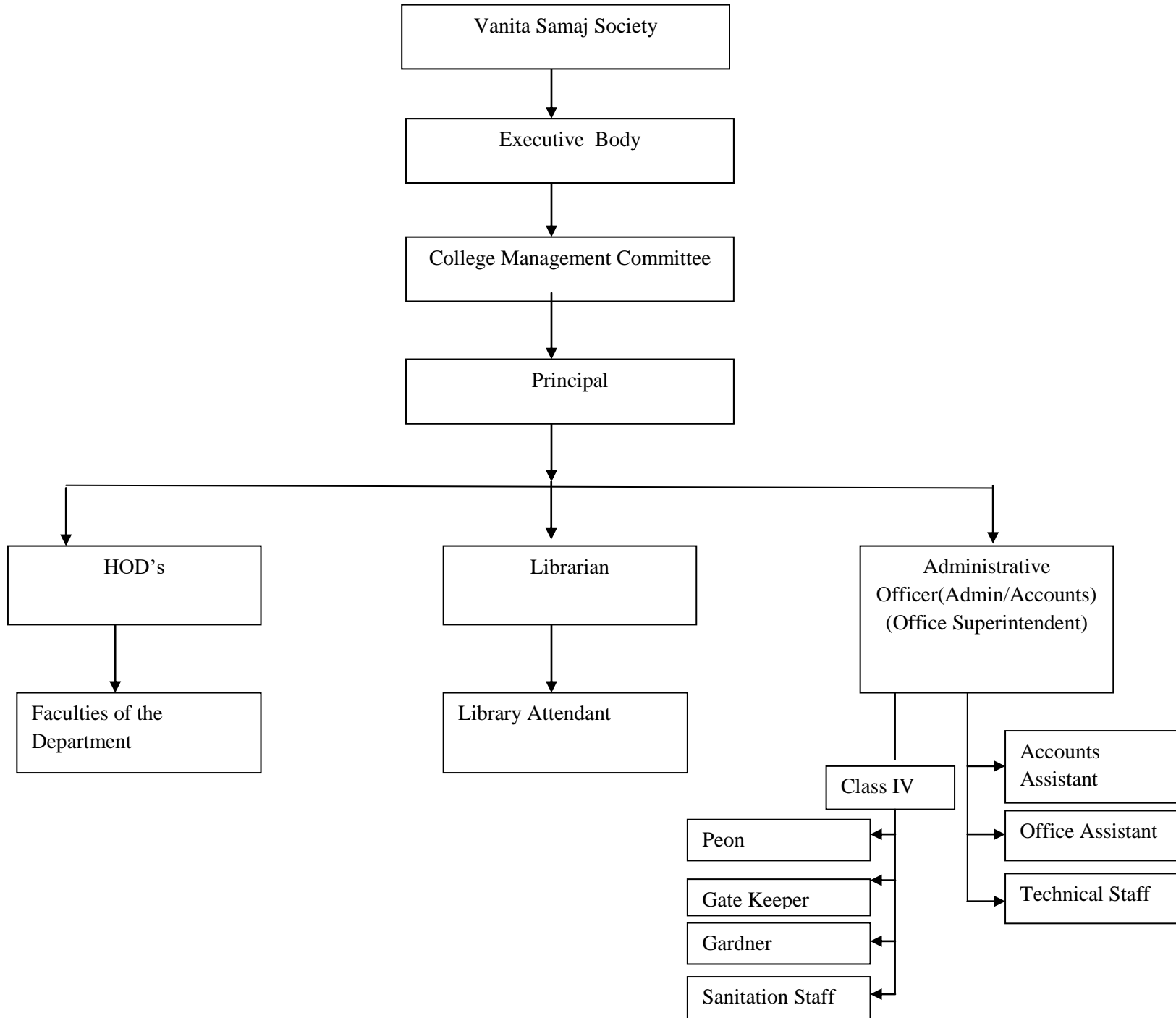
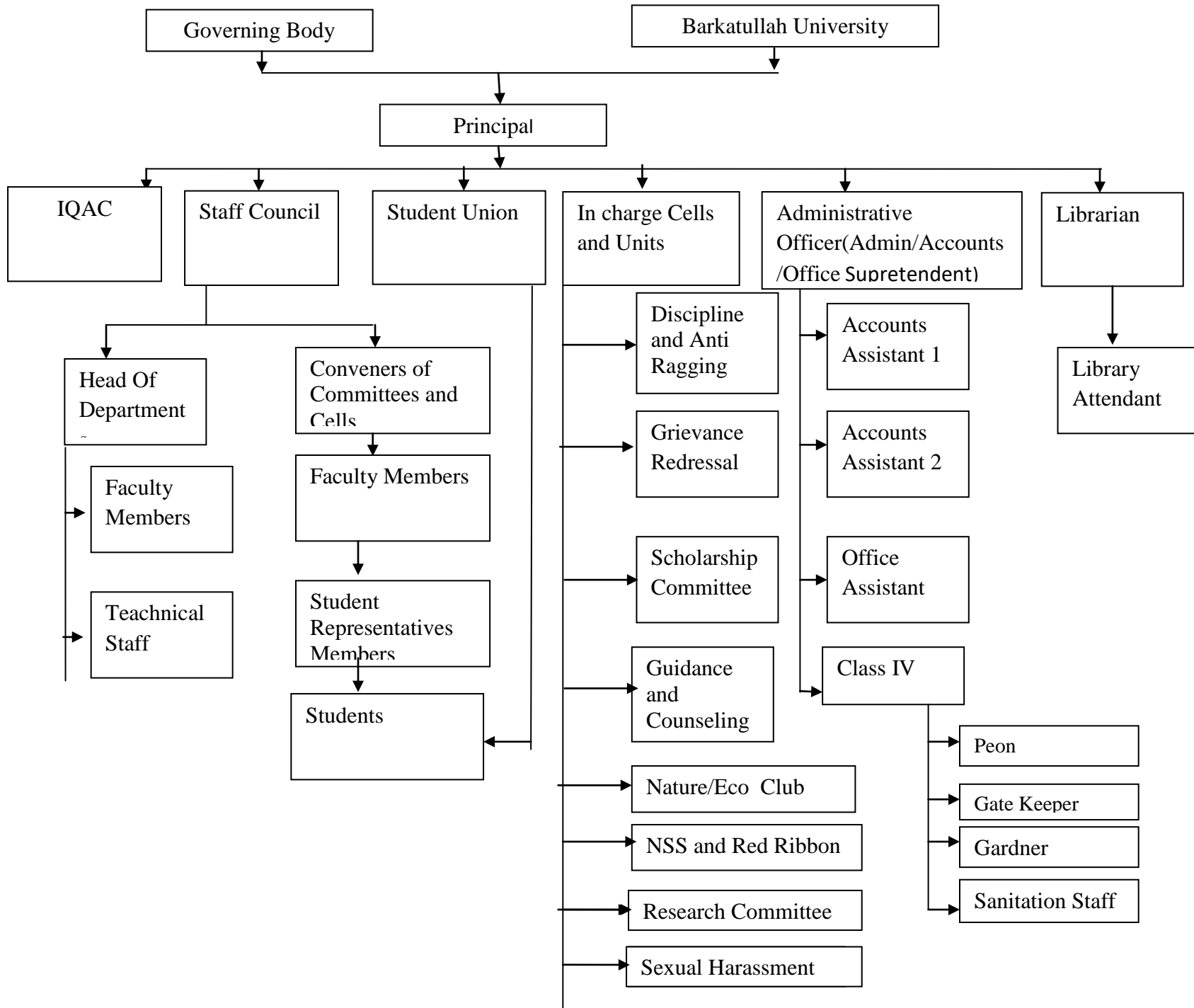


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6.



6.2.2

Anand Vihar College For Women, Bhopal

Terms and Conditions of Service for Teaching Staff and Librarian

1. The appointment is made on probation for a period of one year, which may at the discretion of the Management Committee be extended up to two years.
2. During the period of probation the competent authority may terminate the services of any member of staff after giving one months notice in writing or one month pay in lieu of, without assigning any reason. Reciprocally any member of staff on probation may leave after giving one month notice of resignation or surrendering one month salary.
3. You shall confirm to all rules and regulation in force from time to time in the College and shall obey all other orders/instructions/directions of the Management Committee/ Principal as are given to you in connection with the day to day discharge of your duties.
4. The Management Committee may terminate the services of any confirmed member of the staff on ground of retrenchment of continued unsatisfactory performance of duties by giving three months notice in writing or 3 months pay in lieu of without assigning any reason. Reciprocally any confirmed member may leave after giving three months notice of resignation or surrendering three month's salary.
5. A compulsory provident fund is constituted for all employees of the college as per rules and regulation in vogue from time to time.

6. Leave is privilege and not a matter of right. An individual will proceed on leave after his/her leave application is approved by competent authority. Application for leave is to be given in advance of the leave date.
7. On probation an individual shall be entitled to 13 days casual leave in calendar year.
8. You shall devote your whole time to the duties assigned to you from time to time.
9. You shall maintain integrity, devotion to duty, dignity of manner and shall not be anything unbecoming of a staff member.
10. Constantly update professional knowledge by learning new techniques evolved for efficiently teaching your subject.
11. You are not to apply for any assignment or job outside the College or take any public examination without the prior approval of the management Committee/Principal.

Madhu Mishra
PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
BHOPAL

Chairperson / Secretary
Managing Committee
Anand Vihar College for Women,
Fulsi Nagar, Bhopal

6.3.1

ANAND VIHAR COLLEGE FOR WOMEN

(Affiliated to Barkatullah University)

TULSI NAGAR BHOPAL-462003, Ph. No. 2761133

LEAVE RULES

(Approved by the Management)

Principal, Office staff and Teaching faculty of the college shall be entitled to leave in accordance with leave rules mentioned here in after:

1. Leave can not be claimed as a matter of right and leave sanctioning authority is fully competent to refuse leave applied for. There fore, prior sanction of any type of leave is essential. A leave account of each employee shall be maintained by the office.
2. All staff members shall be divided into two categories -
 - (i) Vacational Staff:
All members of teaching staff, sport officer and Lab technician.
 - (ii) Non Vacation Staff:
Principal, Librarian and Office staff including peons, ayas and others.
3. Types of Leaves -
 - A. Casual Leave -
 - (i) A staff member (Teaching / Office) who has put in at least one year of service is entitled to avail 13 days casual leave in each academic session between 1st July to 30th June. (Subject to change as per Management orders).
 - (ii) Newly appointed / temporary staff members will not get any leave except leave without pay in the first month following the date of joining. After that they can avail casual leave @ 1 day for each completed month of service.
 - (iii) Confirmed employees can get 7 days casual leave at a time. The Chairperson / Secretary of the college can sanction 10 days casual leave at a stretch under unavoidable circumstances on the recommendation of the principal.
 - (iv) Unused casual leave can not be used in next academic session.

B. Optional Leave –

3 optional leave can be availed from the list of optional leave declared by the state Govt. in each calendar year (from January to December). 3 days Prior sanction is essential.

C. Medical Leave –

A staff member under permanent appointment earns 20 days leave on half pay after one complete year of service. This leave can be commuted into half the number of days on full pay on medical grounds. (Registered Medical Practitioner's certificate to be produced).

Medical leave will not accumulate for more than 80 days.

Leave can be refused if the Management is not satisfied with the authenticity of the medical certificate, or medical case. Application for medical leave must be given immediately (or within three days under special circumstances) before proceeding on leave.

D. Maternity leave –

- (i) Female employee under permanent appointment may be granted maternity leave for a period of three months. Maternity leave shall be treated as full pay leave. The facility of maternity leave will be provided only for the first two children cases.
- (ii) On production of medical certificate in case of abortion or miscarriage, maternity leave may be granted for a period of 20 days. This leave will not be given to those who are having two or more children alive.
- (iii) Newly appointed / employees on probation period, are not entitled for maternity leave benefits. Such employees may be sanctioned leave without pay for the period for which they have applied for not exceeding 60 days.
- (iv) Female employee who is on temporary service (on contract basis) would be entitled for maternity leave of three months - with full pay - after, minimum three years service up to two children only.

E. Extra ordinary leave without pay / study leave –

A staff member who has completed 5 years of service can be granted leave / study leave without pay for a maximum period of one year by the Chairperson / Secretary if they are satisfied with grounds of such leave. This leave can not be combined with any other type of leave. Teacher must give one month prior notice submitting his / her application for extraordinary leave without pay / study leave. If not followed the extraordinary leave will not be considered for onward transmission for sanction from the office itself.

F. Earned Leave –

(i) Non vacational permanent employees only will be entitled to 30 days earned leave in every calendar year besides 13 days casual leave. Earned leave shall be credited to the leave of a newly appointed employee @ of $2\frac{1}{2}$ days for each completed calendar month of service. Temporary employees are not entitled for EL. Earned leave will be sanctioned only when applied at least 15 days in advance. Earned leave will not accumulate for more than 60 days.

(ii) Vacation staff, if called on duty during the vacation period or on non- working days is entitled for earned leave as per rules. The Earned leave will be counted as follows:

$$E.L. = \frac{\text{No of days on duty} \times 30}{\text{Total Vacation period during the year}}$$

(This will include summer vacation + Diwali vacation)

F. Duty leave for academic purpose –

Duty leave may be sanctioned by the principal to the teaching staff for participation in seminars / Workshop / conferences / excursion's / camps and other academic activities. Such staff members will be treated on duty for that period on production of certificate. Normally the leave will be limited to 12 days in one academic year and will not be carried forward.

4. No leave can be taken on both sides of a vacation. The employee has to be on duty either before or after the vacation.

5. Leave not due may be sanctioned by the Principal as leave without pay.

6. Earned leave can be refused / curtailed by the principal if the situation so demands.

7. Vacation for Teaching staff:

Vacation period is normally governed by University calendar. But Management reserves the right to curtail the vacation if the need so demands.

8. Temporary Employees/ On contract basis :

Management may consider to sanction leave, on the recommendation of the Principal, medical grounds / under special circumstances. Normally they are not entitled for any sick leave.

Madhu Mishra
PRINCIPAL
ANAND VIHAR COLLEGE FOR WOMEN
BHOPAL

Anand Vihar College for Women
Bhopal.