



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2. Strategy Development and Deployment

6.2.1 Service Rules

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

SERVICE RULES

AMALA COLLEGE OF NURSING
(An undertaking of Amala Cancer Hospital Society)
Amala Nagar, Thrissur-680 555, Kerala

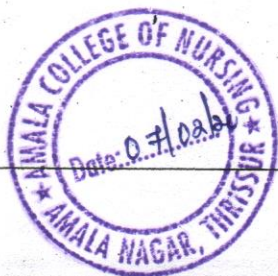
07-02-2020

PROCEEDINGS OF THE DIRECTOR

Sub:- ACONTSR - Amendment of Leave Rules applicable to Teaching Staff of Amala Nursing College w.e.f. 01-01-2020 – Orders issued.

It is hereby notified that the leave rules applicable to the **Teaching Staff of Amala Nursing College**, not working on Second Saturdays, are amended as in the following manner, with effect from 01-01-2020.

Leave during 1 st year of service.	a) 12 Casual Leave (CL) - 1 CL for every completed month.
Leave during 2 nd year of service.	a) 12 Casual Leave (CL) - 1 CL for every completed month. b) 6 Annual Leave (AL) - 1 AL for every completed 2 months. - AL during 2 nd year of service cannot be carried forward to the succeeding year. c) 12 Second Saturdays - In case 2 nd Saturdays are declared by the Director as working days, the teaching staff will be eligible for Compensatory off.
From 3 rd year of service onwards.	a) 12 Casual Leave (CL) - 1 CL for every completed month. b) 12 Annual Leave (AL) - 1 AL for every completed month. - Maximum 6 days of AL may be carried forward to the succeeding year. Maximum number of AL that can thus be accumulated is limited to 35 days w.e.f. 01-01-2021. c) 12 Second Saturdays - In case 2 nd Saturdays are declared by the Director as working days, the teaching staff will be eligible for Compensatory off. d) 8 Additional Holidays - Additional <u>two days each</u> in connection with Onam and Christmas. - Additional <u>four days</u> , namely, on Holy Saturday, Vijayadasami, Deepavali and Muharram. OCT 26 NOV 14 AUG 29



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Conference Leave:-

Those who have completed at least one year of continuous service in Amala Nursing College will be eligible for 3 days Conference leave in a Calendar year, provided that it is a regional or national conference, and provided that the teaching staff presents a paper or poster in the conference, and further provided that application for such leave has to be tendered to the Director at least one month in advance through proper channel.

Duty Leave:-

A maximum of 15 days Duty leave for attending Exam related duties (B. Sc. Nsg, M. Sc. Nsg and Ph. D.) of KUHS. Duty leave will not generally be granted for any other purpose.

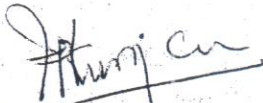
National & Festival Holidays:-

All Teaching staff are eligible for 4 National Holidays and 9 Festival Holidays in a year, declared by the Institution. Those who are permitted to work on those holidays will be eligible for Compensatory off.

Request for availing any kind of leave may be put up to the Director well in advance, through proper channel, the Director being the sanctioning authority.

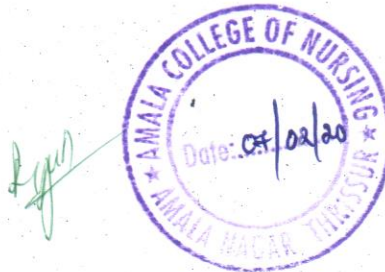
The previous orders stand modified to this extent.




Fr. Francis Kurissery CMI
Director

Copy to.

- Joint Director
- Principal (ACON)
- ✓ HR (ACON) / CFO / COO
- Accounts Section (MC)
- Notice board (ACON)





AMALA INSTITUTE OF MEDICAL SCIENCES
(An undertaking of Amala Cancer Hospital Society)
Amala Nagar, Thrissur-680 555

8.2.1

Ref. AIMSTSR/DIR/HR/30/2020

07-02-2020

PROCEEDINGS OF THE DIRECTOR

Sub:- AIMSTSR - Leave Policy w.e.f. 01-01-2020 - Regular Non-Teaching Staff - Orders issued.

STAFF NOT WORKING ON SECOND SATURDAYS*							
STAFF WITH ESI				STAFF WITHOUT ESI			
Casual Leave	Annual Leave**	Additional Holidays	Sick Leave	Casual Leave	Annual Leave**	Additional Holidays	Sick Leave***
6	6	12 second Saturdays	As per ESI regulations	12	6	12 second Saturdays	6

STAFF WORKING ON SECOND SATURDAYS					
STAFF WITH ESI			STAFF WITHOUT ESI		
Casual Leave	Annual Leave	Sick Leave	Casual Leave	Annual Leave	Sick Leave***
12	12	As per ESI regulations	12	12	12

* In case second Saturday is declared a working day, the staff will be required to attend duty on those days and they will be eligible for Compensatory off.

** 100 % of unavailed Annual Leave may be carried forward to the succeeding year.

*** No Sick Leave for Contract Staff and trainees. Sick Leave application should be supported with a Medical Certificate issued by the Physician In-Charge of Staff Clinic, AIMS.

P.S. Maximum number of Annual Leave that can be accumulated is limited to 24 days w.e.f. 01-01-2021.



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Fr. Francis Kurissery CMI
Director

Copy to:

The Principal (Amala Medical College & Amala Nursing College), Chief Superintendent, HR (H/MC/Nsg. College), Accounts (H/MC/Nsg. College), Notice Board (NTS - MC / Nsg. College)