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AL-AMEEN COLLEGE OF LAW

Affiliated to Karnataka State Law University and Recognised by Bar Council of India

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Leave Rules

1. Leave : General Principles

The following general principles shall govern the grant of leave to the employees:

- 1.1 Leave cannot be claimed as a right.
- 1.2 Except in an emergency, leave must be applied for in advance through proper channel in the prescribed form.
- 1.3 Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- 1.4 Depending upon exigencies of service, the leave sanctioning authority may:
 - (a) Refuse, postpone, revoke or reduce leave of any type,
 - (b) Recall any member of staff from leave before it is wholly availed,
 - (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- 1.5 An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.



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- 1.6 Competent Authority may sanction or refuse the leave applied for, but shall not change the type of leave applied for by an employee.
- 1.7 Except in the case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
- 1.8 If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before expiry of the leave sanctioned earlier.
- 1.9 No leave or extension of leave shall be deemed to have been granted unless it is sanctioned. The sanction shall be communicated by the office.
- 1.10 Absence in excess of the sanctioned leave shall be treated as leave without pay. However, before taking this action, the competent authority shall satisfy itself that there were no sufficient reasons that prevented the employee from obtaining prior sanction.

2. **Casual Leave**

- 2.1.1 An employee shall be entitled to eight 15 days of casual leave during the calendar year. An employee, appointed in the midterm, shall avail proportionate casual leave.


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2.1.2 The application for casual leave shall ordinarily be sent before the date from which casual leave is required.

2.1.3 Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.

2.1.4 Holidays and Sundays falling between two periods of casual leave as well as Holidays and Sundays, immediately preceding or following the day/days of casual leave shall not be counted as casual leave.

2.1.5 An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays/Holidays.


2.1.6 Casual leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.

2.1.7 Half day casual leave may also be granted for absence of half or less than half working day.

2.1.8 The employee will not get the Restricted Holidays as the management is giving some extra holidays which are not declared as government holidays. Ex: Shab -e- Barath there is no Government Holiday

2.3 Special Leave (Absence treated as on Duty/Duty Leave)

2.3.1 An employee's absence at his/her usual workplace, shall be treated as absence on duty if, at that time, he/she is attending meeting/conference/seminar/any other non-remunerative official business of the University/constituent colleges/institutes, provided prior sanction is obtained therefore.


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2.3.2 The employees of the colleges/institutes attending any business of other university/central or state government bodies/other statutory bodies in India/ constituent colleges/institutes, with prior sanction, shall be treated as on duty leave, which shall not exceed 15 days in a calendar year.


2.3.3 The teachers of the constituent colleges/institutes, attending the examination work of the University, with prior sanction of the head of the college / institute, shall be treated to be on duty leave.

2.3.4 The employee of the constituent college/institute, who is deputed/sponsored by the University/constituent college/institute for any special training/ teaching/academic visit to other place in the country/ any foreign country, shall be treated to be on duty leave for the period of his/her absence from duty.

2.4 Earned Leave

2.4.1 Every non-vacational employee shall be eligible for earned leave after completing one year's service.

2.4.2 Every non-vacational employee, including Dean, Director or Principal, is entitled to thirty days of earned leave for every completed year of service from the date of joining. Leave becomes due only at the end of six months of physical service. Subsequent entitlement of earned leave will be in proportion to the length of service calculated on monthly basis.



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2.4.4 An employee, wishing to avail earned leave, must apply for the same for a minimum period of five days at a time. Application shall be made to the appropriate authority, through proper channel, at least seven days in advance in the prescribed form.

2.6 Maternity Leave

- 2.6.1 A female employee shall be eligible for maternity leave once the probationary ends and the employee puts on the permanent roll by the management.
- 2.6.2 Maternity leave is granted up to 1 living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee giving birth to twins in the first delivery is not entitled for the maternity leave for a second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave, even if she gives birth to twins in the second delivery.
- 2.6.3 The maximum period of entitlement for maternity leave shall be 60 days with full pay, based on the approval by the management.


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DUTIES AND RESPONSIBILITIES OF A LECTURER

The duties and responsibilities of a lecturer, as outlined in the provided information, are crucial for the effective functioning of an educational institution.

Here's a summary of these responsibilities:

1. **Dissemination of Knowledge:** The primary duty of a lecturer is to impart knowledge in their subject area to all students.
2. **Syllabus Distribution:** At the start of the academic year, the lecturer in charge of the academic committee in consultation of the principal distribute the syllabus to department members and convene department meetings.
3. **Annual Planning:** Lecturers are responsible for creating an annual plan based on the syllabus, considering working days and available periods. Provisions for syllabus revision should be made.
4. **Syllabus Completion:** Lecturers must follow the annual plan and ensure they cover the allotted syllabus. In cases of disruptions or their own absence, extra classes should be conducted to complete the syllabus.
5. **Communication with Students:** Lecturers should inform students about the syllabus coverage schedule.
6. **Progress Review:** The Academic Co-Ordinator/ Vice Principal should review syllabus coverage progress at the end of every month and inform the principal. If the schedule is not met, plans to complete the backlog should be made.
7. **Academic Activities:** Lecturers are responsible for planning seminars,




- tutorials, assignments, and other academic activities.
8. **Interactive Teaching:** Lecturers should employ student-centered teaching methods such as group discussions, question-answer sessions, and other interactive techniques to enhance learning.
 9. **Assignments:** Regular assignments should be given to students to facilitate their learning.
 10. **Audio-Visual Aids:** Lecturers should use audio-visual teaching aids like projectors and charts to enhance teaching.
 11. **Educational Films:** Whenever possible, lecturers should organize screenings of educational films.
 12. **Teaching Diary:** Maintaining a teaching diary and submitting it to the principal every Saturday is a requirement.
 13. **Lesson Synopsis:** Lecturers should maintain a synopsis of each lesson, and ideally, provide a copy to students. The principal will review this record monthly.
 14. **Periodic Tests:** Conducting periodic tests and motivating slow learners to improve is essential. Maintaining records of student marks is also necessary.
 15. **Remedial Coaching:** Arranging remedial coaching for academically struggling students outside regular college hours.
 16. **Co-Curricular and Extra-Curricular Activities:** Participating in college co-curricular and extra-curricular activities is encouraged.
 17. **Committee Membership:** Lecturers should accept committee memberships assigned by the principal and fulfil their duties.
 18. **Examination Duties:** Attending to all examination duties is mandatory.
 19. **Discipline Maintenance:** Lecturers should assist the principal in maintaining discipline within the college.
 20. **College Presence:** Lecturers should remain on the college premises during



working hours, and beyond if necessary.

21. **Community Service:** Conducting community service programs such as seminars and discussions involving local experts and the community.
22. **Assigned Duties:** Fulfilling any duties assigned by the principal or higher authorities.
23. **Workload Adherence:** Complying with the workload prescribed by the the University.
24. **Accountability:** Lecturers are accountable to the Principal of the College.

The responsibilities of a lecturer encompass teaching, curriculum management, student support, academic activities, and active participation in the college community. These duties contribute to the smooth functioning and educational excellence of the institution.



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