



**Amala**  
COLLEGE OF NURSING  
ACCREDITED BY NAAC WITH A GRADE

# AMALA COLLEGE OF NURSING

## AQAR (2023-2024)



### CRITERION 6– Governance, Leadership and Management

#### Key Indicator 6.2–Strategy Development and Deployment

**Metric No. 6.2.1** The Institutional has well defined organisational structure, Statutory Bodies/committees of the College with relevant rules, norms and guidelines along with Strategic Plan effectively deployed. Provide the write-up within 100 - 200 words

**SUBMITTED TO**



**National Assessment and Accreditation Council**

# **SERVICE RULES**

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**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.

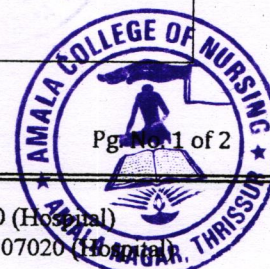
It is hereby notified that the leave rules applicable to the **Teaching Staff of Amala Nursing College**, not working on Second Saturdays, are amended as in the following manner, with effect from 01-01-2020.

<b>Leave during 1<sup>st</sup> year of service.</b>	a) 12 Casual Leave (CL) - 1 CL for every completed month.
<b>Leave during 2<sup>nd</sup> year of service.</b>	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 <sup>nd</sup> year of service cannot be carried forward to the succeeding year.  c) 12 Second Saturdays - In case 2 <sup>nd</sup> Saturdays are declared by the Director as working days, the teaching staff will be eligible for Compensatory off.
<b>From 3<sup>rd</sup> year of service onwards.</b>	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 <sup>nd</sup> 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.

Prof. Dr. RAJEE REGHUNATH  
PRINCIPAL

AMALA COLLEGE OF NURSING

AMALANAGAR, PO, THRISSUR-680 555





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

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:-

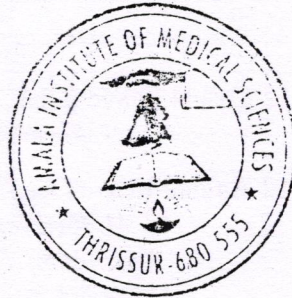
A maximum of 15 days Duty leave for attending Exam related duties (B. Sc. Nsg, M. Sc. Nsg and Ph. D.) of KUHS. Duty leave will not generally be granted for any other purpose.

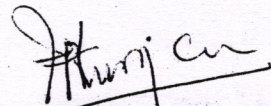
National & Festival Holidays:-

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.

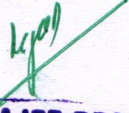


  
Fr. Francis Kurissery CMI  
Director

Copy to.

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



  
**Prof. Dr. RAJEE REGHUNATH**  
PRINCIPAL  
AMALA COLLEGE OF NURSING  
AMALA NAGAR P.O., THRISUR-680 555





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

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.

<b>STAFF NOT WORKING ON SECOND SATURDAYS*</b>							
<b>STAFF WITH ESI</b>				<b>STAFF WITHOUT ESI</b>			
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

<b>STAFF WORKING ON SECOND SATURDAYS</b>					
<b>STAFF WITH ESI</b>			<b>STAFF WITHOUT ESI</b>		
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.

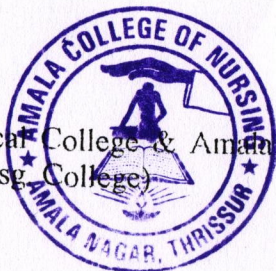
\*\*\* No Sick Leave for Contract Staff and trainees. Sick Leave application should be supported with a Medical Certificate issued by the Physician In-Charge of Staff Clinic, AIMS.

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

**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)



**Prof. Dr. RAJEE REGHUNATH**  
PRINCIPAL  
AMALA COLLEGE OF NURSING  
AMALA NAGAR P.O., THRISSUR-680 555