

---

**Unified Service Rules for International Indian Schools in Saudi  
Arabia**

---

## CONTENTS

<u>Section/Detail</u>	<u>Pages</u>
<b>I. INTRODUCTION</b>	<b>6 - 8</b>
1. Definitions	
a. School	
b. School Managing Committee	
c. The Charter	
d. Higher Board	
e. Appointing Authority	
f. Probation	
g. Regularization of Service	
h. Ad hoc Appointment	
i. Disciplinary Authority	
<b>II. ORGANIZATIONAL STRUCTURE</b>	<b>9-11</b>
1. Category A	
2. Category B	
3. Category C	
4. Category D	
5. Category E	
<b>III. <u>ADMINISTRATIVE STRUCTURE &amp; PROCEDURES</u></b>	<b>12-26</b>
1. Job Description /Duties and responsibilities of Officials	
a. Principal-HOI	
i. Academics	
ii. Administrative	
iii. Financial	
b. Principal In-charge (Girls Section)	
i. Academics and Administrative	
c. Vice Principal – Academics	
i. Academics and Administrative	
ii. Position Description	
iii. Reporting Authority	

- d. Vice Principal – Administration/ Admin Officer
- e. Finance Officer
- f. Controller of Exams
- g. Headmaster/ Headmistress
- h. System Administrator
- 2. Desirable qualities for the post of Principal In-charge/VPs/HMs

#### **IV. SERVICE RULES**

**27 - 38**

- 1. Service Contract of Employees
- 2. Probation
- 3. Confirmation
- 4. Termination of Services
- 5. Resignation
- 6. Re-appointment
- 7. Redundancy and Abolition of Posts
- 8. Retirement
- 9. Termination of Contract
- 10. Working Days and Working Hours
- 11. Number of Teaching Periods
- 12. Maintenance of Records by the Teachers
- 13. Attendance of Employees
- 14. Representation
- 15. Permission to add Qualification
- 16. Application for another Post
- 17. Private Tutions
- 18. Code of Conduct for the School Employees
- 19. Following shall not be deemed as breach of the code of conduct
- 20. Service Book and Confidential Records
- 21. Procedure for Suspension as Disciplinary Action
- 22. Penalties

- a. Minor Penalty
- b. Major Penalty
- c. Disciplinary Committee for Imposing Major Penalty
- d. Procedure for Imposing Major Penalty

23. Payment of Salary and Allowances and Reinstatement

24. Family Status

**V. PRIVILEGES OF THE SCHOOL STAFF 39-48**

1. Pay

2. Allowances

3. Overtime Allowance

4. Medical Assistance

5. Reimbursement of Local Charges

6. Conveyance Charges, TA & DA

7. Air Tickets for Home Travel

8. Leave

9. Grant of Leave

10. Types of leave

11. Gratuity

12. Concession in Fee to School Staff Children

**VI. RECRUITMENT PROCEDURE 49-57**

1. 3-tier recruitment procedure

2. Appointment Procedure

3. Local Recruitment

4. Recruitment from India

5. Interview Panel

6. Appointment on ad hoc basis

7. Procedure

8. Period of ad hoc service

9. Promotion of Teachers

10. Selection of Non-teaching Staff

11.	Selection Committee	
<b>VII.</b>	<b>FINANCIAL PROCEDURES</b>	<b>58-62</b>
1.	General	
2.	Financial functions and responsibility of managing committees	
3.	Annual Budget	
4.	Transfer of part of establishment levy of revenue account	
5.	Audit	
6.	Operation of Bank Accounts	
7.	Payment Procedures	
8.	Custody of Cash and Cheque book and Petty Cash imprest chest	
9.	Receipt of Procedures	
10.	Supervision of Accounts/Accounts Personnel	
11.	Amendment/Relaxation of Rules	
12.	Insurance	
<b>VIII.</b>	<b>ADMISSION</b>	<b>63-64</b>
	<b>APPENDIX-A</b>	<b>65-73</b>
	MINIMUM QUALIFICATIONS FOR HEADS AND TEACHERS	
	<b>APPENDIX- B</b>	<b>74-77</b>
	CONTRACT FOR EMPLOYEES RECRUITED FROM INDIA	
	<b>APPENDIX-C</b>	<b>78-81</b>
	CONTRACT FOR EMPLOYEES LOCALLY RECRUITED	
	<b>APPENDIX-D</b>	<b>82-99</b>
	ANNUAL PERFORMANCE APPRAISAL REPORT FOR TEACHING STAFF (APAR)	
	<b>APPENDIX-E</b>	<b>100-109</b>
	ANNUAL PERFORMANCE APPRAISAL REPORT FOR NON-TEACHING STAFF (APAR)	

## **I. INTRODUCTION**

These rules shall be called “UNIFIED SERVICE RULES FOR THE INTERNATIONAL INDIAN SCHOOLS IN THE KINGDOM OF SAUDI ARABIA” and will be applicable to and binding on all International Indian Schools in the Kingdom of Saudi Arabia under the patronage of Ambassador of India to Kingdom of Saudi Arabia.

### **1. Definitions**

The terms of expression used in these rules will have the following definitions and / or meanings.

#### **a. The School**

International Indian Schools in the Kingdom of Saudi Arabia under the Patronage of Ambassador of India.

#### **b. School Managing Committee**

Each school shall have a Managing Committee formed according to the procedures outlined in the Charter of International Indian Schools in the Kingdom of Saudi Arabia.

#### **c. The Charter**

It is the document which has been approved by the local Ministry of Education and the Ambassador / Patron as amended by the Higher Board under the supervision of the Ambassador from time to time and which shall govern the functioning of all International Indian Schools licensed by the Ministry of Education, Kingdom of Saudi Arabia and affiliated to or in the process of obtaining affiliation to the Central Board of Secondary Education (CBSE), New Delhi, India.

#### **d. Higher Board**

There shall be a Higher Board to monitor the functioning of all the International Indian Schools in the Kingdom. The Board will be comprised of the following members:

- i. All Chairmen of the Managing Committees of the International Indian Schools, as Members.
- ii. All Principals of International Indian Schools, as Members.
- iii. An expert (Indian national) in the field of academics, as Member.
- iv. An expert (Indian national) in the field of finance, as Member.
- v. An expert (Indian national) in the field of administration, as Member

The above-mentioned three Indian experts will be nominated by the Ambassador/ Patron as the Members of the Higher Board in consultation with the Ministry of Education.

The President of the Higher Board will be selected from amongst the nominated Members.

Besides the above members, the Higher Board shall include

1. A representative of the Ministry of Education, Kingdom of Saudi Arabia.
2. A representative of the Embassy of India, not below the rank of Second Secretary, as Observer.

The Board shall meet routinely once in three (3) months or any time in case of emergency and shall submit its reports, decisions and recommendations in respect of each International Indian School in the Kingdom to the Department of Education under whose jurisdiction the School is located, Directorate General of Education (Foreign Education), Riyadh, and the Embassy of India for their consideration.

(Further details relating to the Higher Board are available in the HB Rules and in the Charter for Indian Schools - 2003)

**e. Appointing Authority**

The Managing Committee is the appointing authority in accordance with the procedure prescribed within the Charter and the CBSE Rules. This applies for all HMs, Controller of Exam. teachers and other administrative staff.

Appointment / termination of all School staff of the rank of the Head of the Institution/ Principal/ Principal In-charge/ Vice-Principal, Administration/ Finance Officer, shall be conducted in accordance with the provisions of the approved Recruitment Procedure and Unified Service Rules. Written consent has to besought from the Department of Education under whose jurisdiction the School is located, with a copy to the Embassy Observer and after receiving the consent, the decision of the HB on appointment/termination will be final and binding.

**f. Probation**

A probation period of six months commencing from the date of joining the regular post. However, the period can be extended for further six months if so required based on the performance report from the HM/VP concerned and recommended by the Principal-HOI.

**g. Regularization of Service**

Approval of appointment by the Managing Committee based on the satisfactory completion of Probation on the recommendation of Principal-HOI

**h. Ad hoc Appointment**

Appointment for a short period, not exceeding six months, on a monthly pay

rate on purely temporary basis.

**i. Disciplinary Authority**

The authority competent to take disciplinary action - Higher Board in case of Principal-HOI/ Principal In-charge and the Principal in case of others under intimation to the Chairman, Managing Committee.

The authority competent to evaluate the functioning of the Principal-HOI/ Principal In-charge/ Vice Principal, AO/ FO, would be the Higher Board. In the case of others, the right to evaluate shall rest with the Principal-HOI after due consultations with the Managing Committee.



## II. ORGANIZATIONAL STRUCTURE

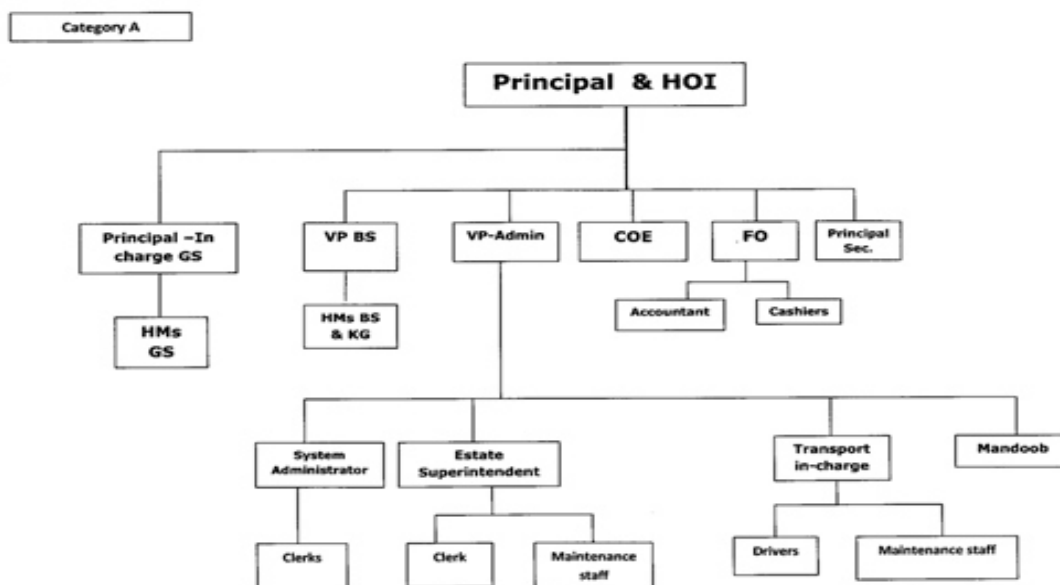
For the purpose of Administrative structure, International Indian Schools in the Kingdom will be classified in the following categories based on the number of students.

1. Category --A-- With strength of 8000 plus students.
2. Category --B-- More than 4000 up to 8000 students.
3. Category --C-- More than 2000 up to 4000 students.
4. Category --D-- Less than 2000 up to 1000 students.
5. Category --E-- Less than 1000 students.

Type / Nomenclature of designation and number of posts as specified in the Organizational Chart is to be strictly followed by all schools.

In case, an extra designation / post is considered necessary, the school concerned may seek the approval of the Higher Board for the same.

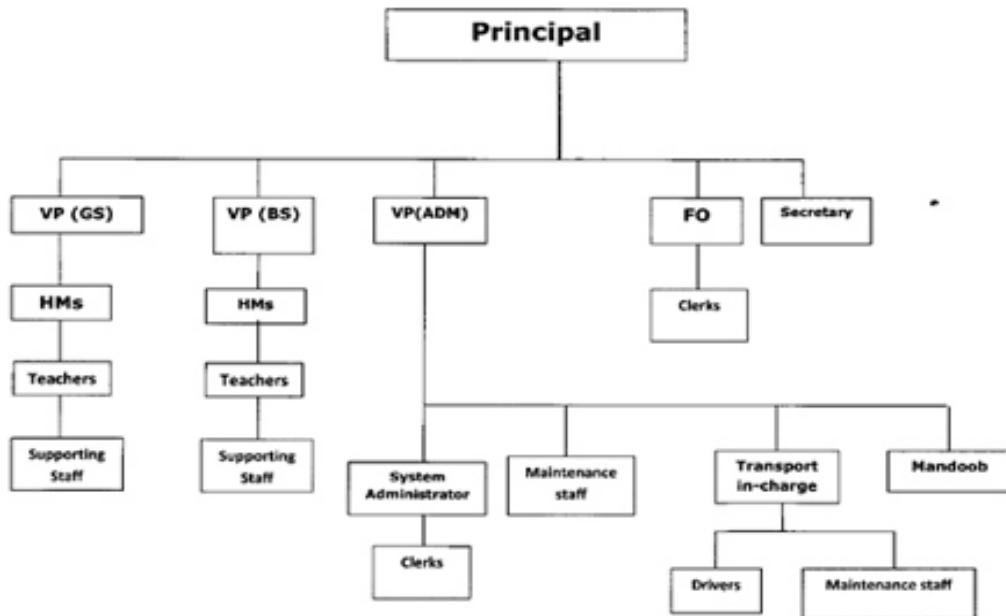
### 1. Category A



N.B The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

2. Category B

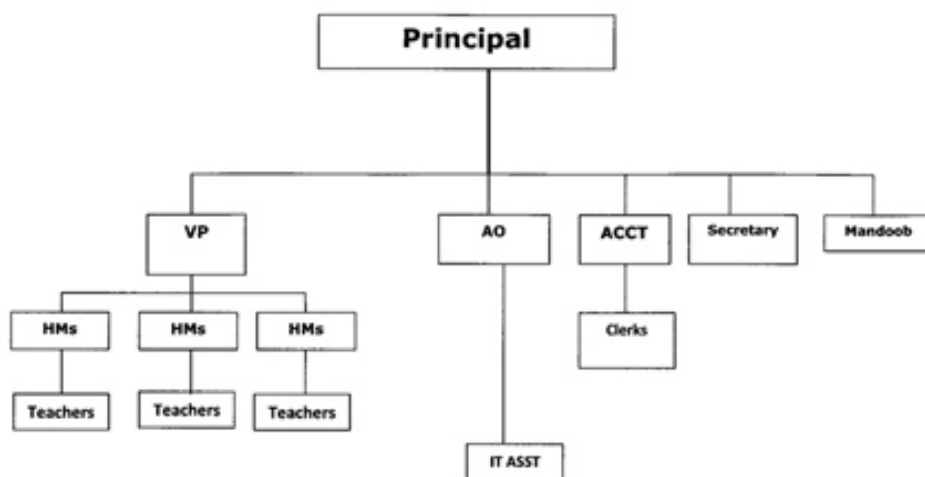
Category B



N.B. The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

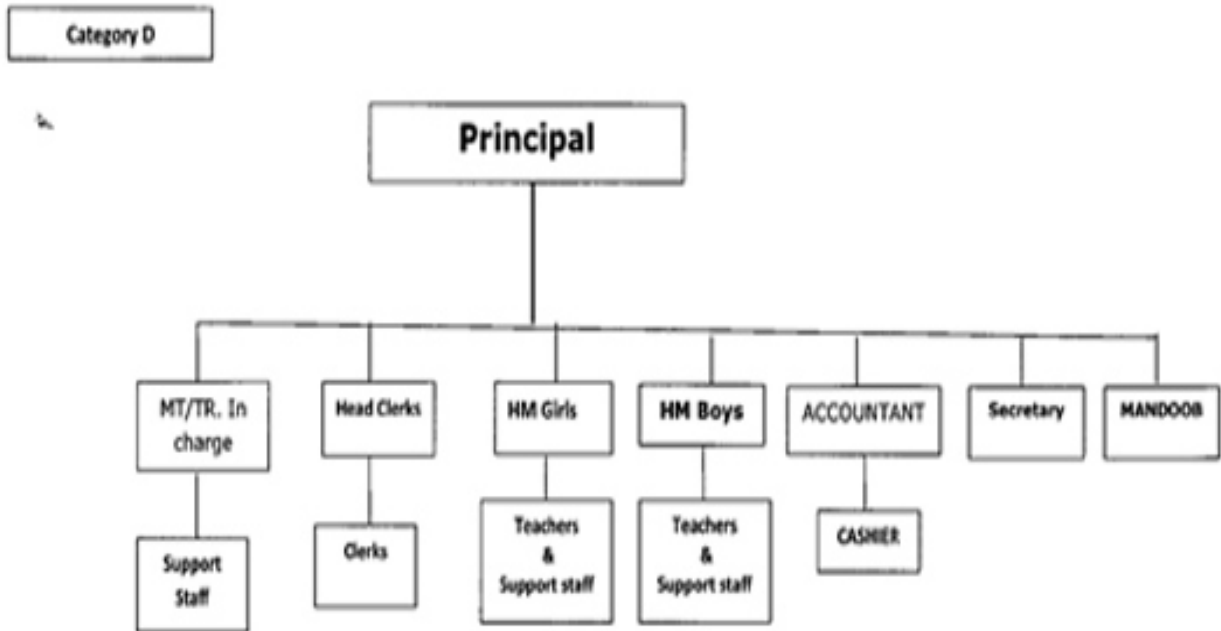
3. Category C

Category C



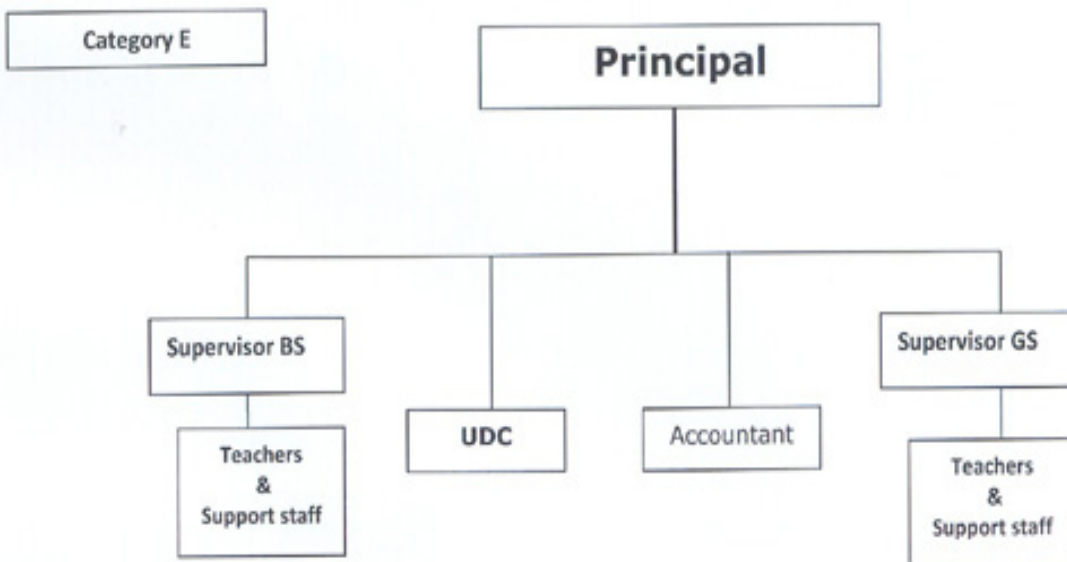
N.B. The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

4. Category D



N.B. The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

5. Category E



N.B. The ratio of teachers to students should be 1:30 and/ or 1.5 teachers per section.

### **III. ADMINISTRATIVE STRUCTURE & PROCEDURES**

#### **1. Job Description/ Duties and responsibilities of Officials**

- a. Principal-HOI
- b. Principal In-charge (Girls Section)
- c. Vice Principal (Academics)
- d. Vice Principal (Administration)
- e. Finance Officer
- f. Controller of Exams
- g. Headmaster / Headmistress
- h. System Administrator

##### **a. Principal-HOI**

Educational qualifications and experience - Ref. Appendix A

The Principal will be the Chief Executive Academic and Administrative, Head of the School. He will provide academic and administrative leadership of the highest order and always keep in view that the reputation of the school depends on his actions, which are inspiring to the school employees, students and parents. He/ she shall have the authority and responsibility for all matters connected with teaching and management of the School. He/ she will handle official correspondence relating to the school and submit within the specific dates, the information required by the local government and CBSE. He will keep the Chairman informed on all important matters who in turn will inform the MC. He will be the Member Secretary of the MC.

##### **i. Academic**

1. The Principal-HOI will function as the head of the School and carry out all responsibilities as required.
2. Supervise, guide and control the teaching and non-teaching staff of the school for whom he will also be the disciplinary authority.
3. Plan the year's academic work in advance in consultation with Principal In-charge, Vice Principals, COE, HMs and other concerned. Review the timetable prepared by the respective Section Heads, ensuring that responsibilities are judiciously distributed.
4. Supervise classroom teaching and also ensure regular supervision through Principal In-charge, VP, COE and HMs (written work, home assignment etc., and ensure that the assessment and corrections are carried out timely and effectively).
5. Arrange for remedial coaching classes for weak students and enrichment programmes for bright students.
6. Develop and organize the library resources and reading facilities in the School and ensure that the staff and students have access to books and journals of established value and usefulness.

7. Develop and organize proper teaching aids, Audio Visual aids, Computer networks, Computer literacy etc.
8. Arrange to meet parents at regular intervals particularly those parents whose children need special attention. The Principal should take steps to have at least one Parent Teacher Meeting (PTM) convened in each term. There should be a proper arrangement for the parents to interact with the class teachers and subject teachers regarding the performance and progress of their wards on the PTM days.
9. Engage eight teaching periods a week to keep him/her in touch with the students and curriculum.
10. Be in charge of admission in the school in accordance with the CBSE guidelines/ Higher Board rules, guidelines and recommendations.
11. Supervise and coordinate various co-curricular activities through the house system or in such other effective ways as he deems fit.
12. Ensure effective implementation of all CBSE policies.
13. Arrange and conduct workshops, in service training/ teacher training programmes for the development of the teaching faculty.

**ii. Administrative**

1. Ensure all appointments are made following the due process purely on merit keeping in view the larger interests of the institution and in accordance with CBSE rules and the provisions of USR.
2. Work as spokesperson for the cause of the staff and their welfare in the Managing Committee meetings, send regular progress reports of the students to their parents or guardians, promote the initiative of the teachers for self-improvement and to improve the academic standard and value education to the students through them, guide the teachers to promote their professional growth and actively encourage their participation in course design and for in-service education and ensure co-ordination amongst teachers of the same subject as well as inter subject coordination.
3. To keep the Chairman of the Managing Committee and Patron, through the Observer, informed of major events including cases of indiscipline, theft, loss of school property, mishap of any kind.
4. Ensure purchases of stores and other materials required for the school in accordance with the rules governing such purchases and make sure that all such purchases and consumptions are controlled through stock register. He shall ensure with the help of competent authority the scrutiny of all bills before payment.
5. Constitute Committees for conduct of physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers accurately. Initiate actions on discrepancy if any, in time of verification.

6. He/ she should be responsible for allocation of duties and uniform teaching load; provide necessary facilities to the teachers in discharge of their duties. Ensure that staff are properly guided in the use of latest techniques and are provided in-service training and other guidance for their professional growth. Be responsible for conduct of all examinations, internal and external in accordance with the rules laid down by CBSE.
7. Ensure the upkeep and maintenance of buildings, equipments, smooth transport operations etc.
8. Maintain the service book and Annual Performance Assessment Report of teaching/ non-teaching staff.
9. Approve leave of all staff as per rules, initiate disciplinary action against erring employees, sanction TA/DA claims of all the school staff placed under him/her.
10. Initiate Annual Performance Appraisal reports of Principal In-charge, Vice Principals, Controller of Examinations, AO, FO, HMs and review the APRs of the other staff. Review the students' evaluation reports of Classes IX onwards about teachers, and take necessary steps. The following will report to the Principal-HOI.
  - i. Principal In-charge
  - ii. Vice Principals
  - iii. Finance Officer
  - iv. Controller of Examinations
  - v. Headmistresses / Headmasters (In case of Category B-E Schools only)
11. It shall be the responsibility of the Principal-HOI, as Member-Secretary of the Managing Committee (MC), to ensure that the MC Meeting is held sufficiently ahead of the HB Meeting and all issues required to be raised to the HB are discussed and decisions are taken with majority approval as specified in the Charter.
12. It shall be the responsibility of the Principal-HOI as Member-Secretary to notify the MC Meetings, the agenda items and ensure the agenda is circulated at least one week in advance to the President Higher Board, with a copy to the Embassy of India, Riyadh; and the Department of Foreign Education under whose jurisdiction the school is located. Likewise, minutes of each MC meeting shall be sent to all concerned within one week of the meeting. If any agenda on which there is a difference of opinion and undecided in the MC, as the Member Secretary the Principal can bring this to the notice of the Higher Board for its final decision.

### **iii. Financial**

1. Monitor the proper maintenance of School accounts and all financial data prepared by the FO / Accountant. It shall be the responsibility of the Principal-

HOI to ensure that all provisions relating to bank signatories as mentioned in the Charter are meticulously adhered to and followed.

2. Ensure timely payment by the concerned authority/ the Finance Sub-Committee Convener of the Managing Committee, including payment of all bulk purchases (strictly made in accordance with the laid down purchase procedures), disbursement of salaries and allowances of teachers and other non-teaching staff in time and in accordance with the provisions governing such payments.
3. Ensure timely collection of tuition fee, transport fee and other charges that are levied and ensure that all funds are appropriately accounted for. Maintain effective financial control and sanction all expenditures in accordance with the rules and budgetary allocations made by the Managing Committee.
4. Carry out random check of the following as and when required:
  - a) Cash held against the cash balances shown in the cash books maintained in respect of different accounts.
  - b) Safe custody of cash, draft, cheques etc.
  - c) Progress of action taken on observations made by stock taking committees and the audit authorities.
5. Get the School accounts audited annually by reputed auditors by June 30, every year and maintain the audit reports.
6. Ensure that the budget for financial year April to March is prepared and approved by the MC by February 28, i.e., a month prior to commencement of the financial year.

**b. Principal In-charge - Girls Section (Girls Section)**

Educational qualifications and experience - Ref. Appendix A

In order to ensure smooth functioning and effective academic and administrative control in the schools it is decided that those schools having 4000 or more students in the Girls Section shall have a Principal In-charge (GS) reporting to the Principal-HOI. The Principal In-charge shall be a female candidate preferably. There will be no position of VP in the Girls Section.

**i. Academics and Administrative**

1. Principal-In-Charge will be in charge of the day to day academic matters of Girls' school. She has to ensure that high standards and excellence are achieved by the students in academics as well as co-curricular and extracurricular activities.
2. She has also to ensure the total compliance to the rules and regulations, policies and procedures of the school by all staff members under his responsibility. She also can recommend disciplinary (corrective / punitive measures) against those who violate the regulations. On all policy matters he is required to carry out necessary actions / decisions in consultation and as per the guidance of the

Principal. She has to teach few periods a week in order to have closer interaction with the students for understanding their issues and problems.

3. All HMs in the Girls section will be directly reporting to her.
4. She has to carry out all her responsibilities in accordance with the broad guidelines laid down by the Management and the Higher Board and as per the Unified Service Rules.
5. She has to assist the Principal-HOI to establish the long term academic as well as the co curricular goals of this school. She can supervise, guide, monitor and control the work of HMs reporting to her. Through the HMs she has to ensure the quality output and the best level of performance.
6. Principal-In-Charge shall assist the Principal-HOI to ensure the effective utilization of school events especially in the area of academics and extracurricular activities.
7. She has to ensure the parents complaints, suggestions etc., are attended duly by the concerned officials.
8. Principal-In-Charge has to ensure that proper discipline is maintained by the entire school. He has the full authority to take appropriate disciplinary actions on any students of the school. However, any major disciplinary issues involving students the matter may be referred to the Principal-HOI/ disciplinary committee and for the information of the Management.
9. Principal In-charge has to engage eight teaching periods a week to keep him/ her in touch with the students and curriculum.
10. She has to periodically assess the requirements of teaching aides, fixation, furniture, lab requirements office requirements etc., with the help of HMs and other staff and recommend for procuring these items. Principal-In-Charge has to cooperate with all the VPs and HMs in order to ensure that common approaches are followed both in boys and girls section regarding the academics as well as extracurricular activities.
11. Arrangements should be made with the help of the HMs and the Principal-HOI in order to promote the professional growth of the teachers and to motivate them with their best performance. She has to check randomly the class room teaching from time to time. She also has to perform random checking of the evaluated answer scripts of the exams.
12. Principal-In-Charge has to ensure that proper management practices are followed in the school. She has to ensure the proper control and maintenance of the school property and all the important records.
13. She has to oversee and ensure with the support of VPs and HMs that the transport department is following the security and safety measures.
14. Principal-In-Charge can process all CL and medical leave applications not exceeding to five days received from teachers and non-teaching staff, routed through and recommended by HMs and approve and disapprove the same as per



the laid down procedures. For all other types of leave for teaching and non-teaching staff and for all types of leave request from HMs and VPs should be forwarded to the Principal-HOI along with appropriate recommendations as per the rules.

15. Principal-In-Charge should endeavour to obtain further educational avenues for students after class XII. She can plan for arranging career talks and career presentations with the support of HMs and teachers and with the approval from the Principal-HOI and the Management.
16. Principal In charge shall process casual leaves not exceeding 3 days and medical leave up to 5 days received from the teachers and non teaching staff routed through and recommended by the HMs and approve or disapprove the same.

**c. Vice Principal (Academics)**

**i. Academics and Administrative Responsibilities**

1. Vice Principals will report to the Principal-HOI in all matters pertaining to his/ her duties and responsibilities.
2. Vice Principal shall, for all practical purposes, function as the head of the section. He/she shall ensure that high standards of excellence are achieved by the school in academic and extra-curricular activities. On academic matters, he/she will have full freedom to take appropriate actions/decisions as per the broad policy guidelines set by the CBSE in consultation with the Principal-HOI.
3. Ensure total compliance to rules, regulations, policies and procedures by all the staff under his/her supervision control. He/She will recommend disciplinary measures against those who violate rules and regulations.
4. On all policy matters, he/she will be required to carry out necessary actions/decisions in consultation with and as per the guidance of the Principal-HOI. VP is required to take up a teaching load of a minimum of 10 periods a week. He/She shall exercise academic and administrative control over Headmasters/Headmistresses, teachers, and any non-teaching staff reporting to him/ her.

**ii. Position Description:**

1. VP should supervise, guide, monitor and control the work of the Headmasters and Headmistresses reporting to him/her. He/She should, through the HMs ensure that quality output and adequate levels of performance are delivered by the teaching and non-teaching staff.
2. VP should ensure that school timetable is prepared on time. He/she should ensure that proper teaching load is allocated to teachers. He/ she with the assistance of HMs should plan in advance the complete year's academic work and ensure its implementation. He/ she along with COE/ HMs should ensure that the answer sheets are evaluated properly, and marks/results are tabulated and announced as per plan.

3. VP should periodically submit reports to the Principal-HOI on important matters pertaining to Academic and extra-curricular activities, Administrative and Financial Matters. VP should periodically review the academic performance of the sections and report to the Principal-HOI, along with the suggestions for academic improvement.
4. VP should ensure that extra academic input is provided to both weak and bright students.
5. VP should ensure that proper discipline is maintained in the School. He / She have the full authority to take appropriate disciplinary action on any student of the school with the approval of the Principal.
6. VP/ VP Admin should periodically assess the requirement for teaching aids, fixtures, furniture, office equipment etc., and recommend appropriate actions.
7. VP should periodically evaluate the performance of HMs and counsel them to improve their performance. VP should review the periodic assessment of teaching and support staff under him / her.
8. VP along with HMs should help and guide the teachers to promote their professional skills, and motivate them to improve.
9. VP should do regular checking of class teaching, random checking of evaluated answer sheets of exams and also class room work of students and report the findings to the Principal-HOI.
10. VP should regularly attend the school assembly. He / She should address the assembly at least once a week.
11. VP/ VP Admin should ensure that assets under his/her control are properly used and maintained. VP/ VP Admin should ensure that proper records are maintained in such a way that data could be retrieved easily.
12. VP should ensure that parent' complaints / suggestions are attended to without fail.
13. VP (Admin) along with HMs in coordination with Transport Department should ensure that all safety measures are followed while students use the school buses.
14. VP Admin/ FO should assist the Principal to ensure proper utilization of School Funds and that petty cash is utilized properly. He / she should ensure that proper accounts are maintained for petty cash expenses. VP should ensure that annual stock checking of Library and other assets is properly done.
15. Principal In charge / VP should process all casual leave, and medical leave applications not exceeding three (3) days, received from teachers and non-teaching staff, but routed through and recommended by HMs, and approve/disapprove the same as per the laid down procedures. For all other types of leave for teaching and non-teaching staff, and for all types of leave requests from HMs, VP should forward the requests along with appropriate recommendations to the Principal-HOI for his action. VP should ensure that all leave records are properly maintained.

16. VP should endeavour to obtain information related to further educational avenues for students after Class XII and ensure that the same is circulated to students/parents.

**iii. Reporting Authority**

HMs of the section concerned will report to VP.

**d. Vice Principal (Administration)/ Admin Officer (AO)**

Educational qualifications and experience - Ref. Appendix A

**i. Job Description**

1. Supervise the functioning of the non-academic areas like Administrative Office, Personnel Department, Transport Dept., Estate Dept., IT Section, Purchases, Contracts, Safety and Security, Insurance, Lease Agreement etc.
2. He will be entirely responsible for complete supervision of the day-to-day affairs of the above-mentioned areas and will ensure smooth functioning in accordance with the rules and regulations of the Saudi Government, Charter of International Indian Schools and the USR.
3. He will manage the Estate Dept., the Admin Office and the Transport Dept. In charge and ensure that these departments function in a smooth and effective manner.
4. He will ensure that appropriate administrative records are maintained.
5. He will be responsible for inviting quotations through proper enquiry letters as per laid down procedures, getting comparative statements prepared, submitting results of the comparative study made, seeking proper sanctions from the MC and arranging procurements. He will also ensure proper entries of stock and issues.
6. He will be keeping a strict vigil on the job performance of each individual of the Ministerial and Non-Ministerial staff under him and will initiate disciplinary actions against these staff members as and when required.
7. VP (Admin) will report matters of serious nature to the Principal-HOI, who in return may take up the same if required to the Chairman/ Administrative Committee under intimation to the Principal.
8. Responsible for conducting enquiries, calling written explanations from subordinates for any sort of deviations or procedural lapse if noticed under intimation to the Principal-HOI.
9. Periodic reporting to the Principal on all Administrative matters relating to the functioning of the School.
10. VP (Admin) will be responsible for receiving and forwarding the APARs of all the Ministerial Staff coming under him.
11. Will approve prior request for overtime (OT) of the Administrative Staff as per requirement.

12. VP (Admin) whenever required with the permission of the Principal-HOI can meet government Officials, Company representatives, parents and staff for their requirements in the area of administration.
13. Deploy and manage staff working under him.
14. Ensure that all staff has job description with clearly defined duties and responsibilities. Objectives are set for all staff working under him. He/ she will evaluate the staff based on the set objectives.
15. Supervises the maintenance, safety and security of the School premises and equipment including buses.
16. VP Admin in coordination with Transport Department should ensure that all safety measures are followed while students use the school buses.
17. VP Admin in coordination with the HMs should ensure that all safety measures are taken in the block as per the guidelines of Civil Defense Department
18. Ensure high standard of cleanliness and hygiene, availability of drinking water, compliance of safety procedures such as fire drill and first aid.
19. Establish a proper system and procedure to protect the assets of the School.
20. Ensure payment of rent of buildings, bills such as Electricity, Water, Telephone etc., on time in coordination with the FO.
21. Ensure that all equipment and facilities including ACs, Fans, Computers, Photocopy machines etc., are in proper working order and that there is a proper maintenance plan in place.
22. Ensure a strict control on the use of School vehicles after School hours. 21. Ensure that school buses are maintained in good functional conditions, kept clean and appropriate safety measures are taken as per local guidelines.
23. Ensure maintenance of bus logbook, record of mileage, repair, expenditure and monitoring of fuel usage.
24. Ensure availability of First Aid facility in all blocks.
25. Ensure the physical inventory / verification of School assets and appropriate maintenance of records of assets and see that there are effective procedures to safeguard the assets of the School.
26. He will be responsible for allocation of job, supervision and guidance to the Superintendents from time to time.
27. He/she will be responsible for conducting enquiries in the event of major incidents occurring inside or outside the School.
28. He/she will support the Principal-HOI in day-to-day affairs of overall administration and suggest proposals in the light of the Service Rules.

29. He/she will be responsible for supervising all the logistic arrangements in connection with all programmes/ functions organized by the School.
30. VP (Admin) will be accountable to the Principal-HOI for all administrative, logistics including all purchases and storage matters. Estate Superintendent, Office Superintendent and Transport In-charge will report to the VP (Admin).
31. Will carry out any other job assigned by the Principal from time to time.

**e. Finance Officer**

Educational qualifications and experience - Ref. Appendix A

Controls all financial and accounting activities with the approval of the competent authorities, ensuring that the financial accounts are kept accurate and up to date. Cash liquidity is maintained appropriately, periodic accounting, summaries, flash reports, statements and cash flows are prepared in time; banking and cash transactions, short term and long-term loan and investments are done on the basis of proper anticipation of income and expenditure.

1. Ensure preparation of annual budget to cater to all types of capital and recurring expenditure to enable the MC to review and approve by 28 February, i.e., a month before the commencement of budget/ financial year.
2. Assist the Principal-HOI and the Managing Committee in laying down proper accounting policy, financial and purchase procedure. He will be responsible for keeping of books of accounts (all ledgers) etc.
3. Ensure judicious mobilization of resources, prepare annual budget and put up to the Principal for finalization and submission to the Finance Subcommittee and Managing Committee for approval.
4. Supervise and review systematic maintenance of financial records and transactions such as cash and bank operations, pay roll, payable and receivables etc.
5. Ensure monthly trial balance, annual accounting statements and preparation of Balance Sheet.
6. Cash check on close of transaction on the last day of the month besides surprise check of petty cash at regular intervals and preparation of bank reconciliation statement. (Principal In-charge/ VP should conduct a surprise check on petty cash once in a month)
7. Ensure timely fee collection from the parents and keep a regular check on the collection of fees. Send regular reminders for receipt of all outstanding payments/ receivables by the School.
8. Ensure collection of cash from the bank and proper disbursement of pay and allowances to the staff on due dates after making all authorized deductions.
9. Monitor daily collection of fee and ensure that it is deposited to the bank the same day itself

10. Ensure proper maintenance of school fund account; sign the cashbook and petty cash book every day. He will closely supervise taking charge of all money received by the school and ensure safe custody / immediate deposit of the same. He will check cash held against the cash balance shown in the petty cash book and the main cashbook.
11. He will keep FD receipts under his own personal custody in the safe and renew all investments / FDs.
12. Make long term and short-term Bank deposit plans with the approval of MC .
13. Make arrangements for internal and external audits.
14. Finance Officer will report to the Principal-HOI.
15. He will supervise the functioning of the Accountant, Cashiers and Accounts Clerks who report to him.

**f. Controller of Exams**

Educational qualifications and experience - Ref. Appendix A

The Controller of Examinations (COE) will be over all in charge of all Examinations / Registrations / Admissions and Recruitment Tests etc.

1. COE will coordinate and conduct planning of school based / board based all examinations in coordination with the VPs and HMs as per guidelines from the CBSE & Principal-HOI.
2. Will get the question paper set / moderated by selected teachers, as and when required, as per guidelines and blue prints.
3. COE will ensure total confidentiality of all the question papers.
4. COE will get the question papers printed in required numbers and convey the same to the concerned HM / Examination In-charge on the day of Examination.
5. COE will plan and implement the process of answer sheet evaluation.
6. Ensure that the evaluation is systematic, fair, accurate and strictly as per the marking scheme. Discrepancies, if any, should be pointed and submitted to the Principal-HOI for further action.
7. COE should, along with the Principal In-charge/ VPs & HMs ensures that results are prepared and declared as per schedule.
8. COE should prepare the examination schedule for the whole academic year, in coordination with Principal In-charge/ VPs & HMs.
9. He/She should retain the answer scripts for at least one year unless otherwise required for some valid reasons.
10. He/She will maintain a record of the Board Examination results and submit to the Principal-HOI / Vice Principals for analysis.

11. COE will receive all the certificates from the Board and get them distributed to the students through Principal In-charge/ VPs/HMs concerned.
12. The COE will be responsible for the registration of all regular students of classes IX-XII with the CBSE.
13. The COE will implement the admission of students of Classes IX –XII as per the CBSE guidelines and the USR with the approval of Principal-HOI.
14. COE will monitor the maintenance of admission records, TCs, report cards and all other relevant certificates of students.
15. COE will conduct the screening tests / proficiency test for the recruitment / promotion of staff as per set procedures and instructions from the Principal-HOI.
16. COE will get the papers of the above tests evaluated after coding, compile the results, and submit to the Principal-HOI.
17. COE will process for the renewal of School affiliation with the CBSE.

**g. Headmaster / Headmistress**

Educational qualifications and experience - Ref. Appendix A

**i. Job Description**

Headmaster / Headmistress shall, under the guidance of the Principal-HOI/ Principal In-charge/ Vice Principal, function as the head of the academic and extra- curricular activities of his/her block. He/She should ensure that high standards of excellence are achieved by his/her block in academic and extracurricular activities. He/She will have freedom to take appropriate actions/decisions on academic and co-curricular matters, as per the broad policy and guidelines set by the Principal/Principal-HOI/Principal In-charge and Management Committee of the School. HM is required to take up a teaching load of not less than twelve (12) periods a week. He/ She will exercise administrative powers, academic control over teachers and any non-teaching staff reporting to him/her.

1. He/ She will have administrative powers over the teachers and non-teaching staff reporting to him/her.
2. He/ She will be required to assess the academic performance of the classes in his/ her block, report periodically and suggest measures for to improvement.
3. HM should supervise, guide and control the work of the teachers reporting to him/ her. He/ She should, ensure that quality output and adequate levels of performance are delivered by the teaching and non-teaching staff.
4. HM should carry out the performance evaluation of staff under him/her, as per set procedure and submit the evaluation report to the Principal In-charge/ VP. He/ She may be required to evaluate the performance of the non-teaching staff under him/her.

5. HM should take extra attention on the performance of subject coordinators/ supervisors and submit periodic reports to the Principal In-charge/ VP. HM should ensure that subject coordinators carry out their responsibilities meticulously.
6. HM should prepare the timetable for the classes of his/her block on time. He/ She should allocate proper teaching load to teachers. HM in consultation with Principal In-charge/ VP should prepare the annual academic plan in advance and ensure its execution. He/ She should assist the Principal In-charge/ VP/ COE to plan and organize all examinations of the block. He/ She should conduct examinations, ensure that answer sheets are evaluated; marks / results are tabulated and announced as planned.
7. HM should motivate and counsel the teachers to improve their performance and professional growth as and when required.
8. HM should prepare duty charts for teachers and ensure that teachers carry out the duties accordingly.
9. HM should receive all leave applications from teachers and non-teaching staff, of his/ her block forward the same to Principal In-charge/ VP with recommendation for approval/rejection as per laid down procedures. HM should ensure that all attendance and leave records of teachers and non-teaching staff reporting to him/her are properly maintained. HM should make effective substitution arrangements in place of teachers on leave. HM should make all necessary entries in the service books and submit them to the Principal-HOI through Principal In-charge/ VP.
10. HM should periodically submit report to Principal In-charge/ VP on important matters pertaining to academics, extra-curricular and administrative matters along with suggestions for improvement.
11. HM should plan and execute necessary actions to ensure that extra academic input are provided to both low as well as high performers among the students.
12. HM should ensure that proper discipline is maintained. He/ She has the authority to take appropriate disciplinary action on any student of the block. However, in case of major disciplinary issues involving students, HM should refer the matter to the Principal In-charge/ VP / Discipline Committee for taking disciplinary action. In the case of any teaching or non-teaching staff, he/she should report full details of indiscipline or non-performance to the Principal In-charge/ VP in order to discuss with Principal/ HOI for necessary action.
13. HM should periodically assess the requirement of teaching aids, fixtures, furniture, office equipment etc., and recommend appropriate actions.
14. HMs of Boys' and Girls' sections shall coordinate with each other to ensure common approaches in academic and extra-curricular activities.
15. HM should regularly monitor class room teaching as per the given schedule. He/ She should do random checking of evaluated answer sheets of exams, and



also class room work of students. He/ She should report the findings to the Principal In-charge/ Vice Principal every week.

16. HM should attend the assembly of his/her block regularly. He/ She should address the assembly at least once in a week.
17. HM should conduct monthly meetings of teachers to discuss academic and other related matters and chart out action plans for future.
18. HM should ensure that assets under his/her control are properly used and maintained. HM should ensure that proper records are maintained in such a way that data could be retrieved easily. He/ She will be the stockholder of the respective block and maintain stock inventories with periodic updating.
19. HM should ensure that all complaints/suggestions are attended to without delay. He/ She should maintain a record of any oral or written complaints/suggestions received from students/parents/staff, and should submit a consolidated monthly report to Principal In-charge/ VP. The report should give details of complaints/suggestions received and actions taken.
20. In addition to the above, HM is responsible to carry out activities which may be assigned to him/her from time to time.
21. HM should organize and conduct workshops/ training sessions/ demo lessons as per guidelines from the Principal-HOI/ Principal In-charge/ Vice Principal.
22. HMs should ensure that the code of conduct specified in the Unified Service Rules is strictly followed by all staff members under his/ her charge. In case of violation, the matter is to be reported to the Principal-HOI through Principal In-charge/ Vice Principal for appropriate actions.

## **ii. Reporting Authority**

HM will report to the Principal In-charge/ Vice Principal. Teachers of the block concerned will report to HM. Few non-teaching staff as per requirement may also report to the HM.

## **h. System Administrator**

1. Installing network and computer systems.
2. Maintaining, repairing and upgrading servers, networks and computer systems.
3. Diagnosing and fixing problems or potential problems with the network and its hardware, software and systems.
4. Monitoring network and systems to improve performance.
5. Consult with Principal to determine the role of IT system in an organization.
6. Research emerging technologies to decide if installing them can increase the organization's efficiency and effectiveness.

7. Prepare an analysis of costs and benefits so that management can decide if information systems and computing infrastructure upgrades are financially worthwhile.
8. Devise ways to add new functionality to existing servers, Network and computer systems.
9. Oversee the installation and configuration of new systems to customize them for the organization.
10. Conduct testing to ensure that the systems work as expected.
11. Train the system's end users.
12. Maintaining, upgrading and improving the school website with all relevant information about the school.
13. Uploading of all circulars and all relevant information in the website.
14. Supervising the computer labs and recommending for purchase of new systems and replacement of old systems and servers in the school and maintaining sufficient back up of the data.
15. Extending support for online admission process, evaluation process, survey among parents.
16. Extending support for uploading and forwarding the examination data for the CBSE and for preparing progress reports.
17. All other works related to maintenance of the software system relating to accounts, administration, finance etc.

**2. Desirable qualities for the post of Principal & HOI/ Principal In-charge/ VPs/ HMs**

All academic administrative position holders like Principal/ Principal In-charge/ VPs/ HMs should possess the following qualities:

- a. Ability to comprehend and visualize academic and extra-curricular objectives and set goals for the school. Formulate necessary policies, and action plans to ensure achievement of the same.
- b. Should have clear vision on academic matters and should be self-motivated.
- c. Should possess excellent leadership qualities.
- d. Excellent communication skills and public speaking ability.
- e. Ability to maintain good 'interpersonal relations' to get along with students, teachers and parents      Ability to organize and conduct meetings.
- f. Ability to optimize work output from the staff reporting to him/ her.
- g. Excellent knowledge about educational avenues for students after Class XII
- h. Computer related skills.

## **IV. SERVICE RULES**

### **1. Service Contract of Employees**

- a. Service of all employees of the school shall be governed by a service contract which the Principal-Head of Institution shall enter into with the concerned employee on behalf of the Managing Committee. In case of Principal-Head of Institution, the contract shall be signed by the Chairman. Employment status (single or family status as the case may be) incorporated while entering the contract.
- b. The service contract will be entered into with each employee after due approval by the competent authority.
- c. The Service Contract shall be specified for a maximum period of 02 years.
- d. The service contract may or may not be renewed after the original contract expires. Non-renewal of contracts should be intimated to the employee as per the service contract terms.

### **2. Probation**

- a. Except in the case of temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee on initial appointment shall be on probation for a period of six months from the date of joining.
- b. The period of probation may be extended by the Managing Committee/Appointing Authority for a further period of six months, if the performance of the employee concerned is found to be unsatisfactory. Service of such an employee shall be confirmed only after a report from the Principal-HOI certifying improved and satisfactory performance of the employee.
- c. In case the performance of the employee is not found satisfactory during the probation, his/ her service can be terminated by the competent authority without giving a notice period.
- d. If an employee desires to be relieved during the period of probation, it will be necessary for him to give one month notice in writing or one month salary including all allowances in lieu thereof, unless the competent authority, Managing Committee permits a relaxes of this condition. Employee tenders resignation due to personal reasons within six months of service should pay the recruitment expenses incurred by the school.

### **3. Confirmation**

Services of an employee shall get confirmed on successful completion of the probation period from his Date of Joining based on the report from the concerned HM. If the Principal-HOI finds that the report is unsatisfactory he/she may initiate a re-evaluation in order to ensure the validity of the report.

The employee has to submit the essential degrees/ certificates duly attested by the concerned authorities. On successful completion of probation and submission of required documents the employee shall be entitled to all service perks as per Service Contract from the date of joining.

**4. Termination of Services**

The services of an employee shall be terminated in any of the following circumstances:

Resignation

Redundancy

Retirement

Dismissal/Removal

**5. Resignation**

- a. An employee of the school may relinquish the post by submitting his/ her letter of resignation to the Principal-HOI through proper channel, who shall forward it to the Managing Committee along with his recommendation. The Managing Committee/Higher Board shall have the authority to accept or reject the resignation.
- b. An employee who intends to resign after confirmation shall have to give two months' notice in writing or two months' salary including all allowances in lieu thereof. However, the Managing Committee on the recommendation of the principal shall have the right to grant relaxation in specific/exceptional cases under special circumstances.

**6. Re-appointment**

An employee who resigns form service due to genuine reasons after serving the school for a minimum period of three continuous years may be considered for re-appointment if he / she apply for the same post within a period not exceeding three months from the date of resignation based on:

- a. The requirement for the post.
- b. The service record of employee concerned.
- c. Recommendation by the concerned Principal-HOI/ Principal In-charge.

Reappointment will be with salary protection, less one increment and with break in service. The re-appointment cannot be claimed as a matter of right.

**7. Redundancy and Abolition of Posts**

The Managing Committee shall terminate the services of a confirmed employee, if it decides to abolish a post due to the closing down of a class or shortage of students in a particular class or reduction in the number of sections of a class or discontinuance or withdrawal of a particular facility. On such an eventuality, the terminated employee shall be given one months' notice in writing or one month's salary including all usual allowances in lieu thereof. Approval from Higher Board is to be obtained before taking such measures.

**8. Retirement**

- a. Every employee shall retire from the service of the school on attaining the age of sixty years. However if the age of superannuation falls during the academic session, the concerned employee will retire at the end of the academic session as per the CBSE rules. For this purpose, the age as recorded in the Matriculation certificate as per the CBSE rules will be taken as authentic record. For the employees (Non-teaching) who do not possess a Matriculation Certificate, the age as specified in the Passport submitted by the employee shall be taken as the authentic record.
- b. The Managing Committee may consider extension of the services of teaching staff up to a maximum period of two years, one year at a time to an employee who makes the request, duly recommended by the concerned HM through Principal In-charge/ VP to Principal-HOI based on the following:
  - i. Requirement of the School and non-availability of competent substitute despite advertising the vacancy.
  - ii. The Annual Performance Report of past 03 years.
  - iii. Physical and mental fitness.
  - iv. All attempts should be made to look for an alternative from within the school, within other IIS and within KSA – to ensure compliance with CBSE rules.
- c. The extension of services for an employee for the second year needs to be ratified by the Higher Board.
- d. Cases of National/ CBSE Awardees: In case an employee is a winner of National Award, State Award or CBSE Award he/ she may be considered for extension of his/ her services as per the CBSE rules subject to the following conditions:
  - i. Excellent Service record
  - ii. Physical and mental fitness
  - iii. Willingness of the employee to continue

Under no circumstances, the grant of extension of service to an employee after attaining superannuation should exceed more than two extensions of service (total 2 years of extension only).

- e. In case of absence of High School certificate for a non-teaching staff, an extension of three years can be considered provided the employee is medically fit, and the requirement of his services is needed in the School. The service can be further extended by the competent authorities.

The extension of the services of the employee shall be absolutely at the discretion of the Managing Committee, based on the recommendation of Principal-HOI and the employee shall not claim it as a matter of right.

- f. The extension period as per the decision and approval of the Managing Committee can be considered as part of the service and shall be eligible for end of service benefits.

## **9. Termination of Contract**

Services of an employee of the school may be terminated or dismissed in any one of the following conditions:

- a. If the conduct of the employee is found to be inappropriate, including moral turpitude, violation of local laws, criminal offence, fraud, forgery, embezzlement, etc.
- b. If performance of a staff member of the school is found to be consistently unsatisfactory or below the required standard over a period of time not less than two years, in any case and the staff member fails to show any progress whatsoever.
- c. However, before taking such step it is to be ensured that due process of law has been completed and all requirements of natural justice have been met with. If the allegation is established beyond doubt on enquiry, the individual may be dismissed from service with immediate effect by paying a notice pay of 30 days.
- d. Any formal action of termination must be transparent, giving full reasons/charges, response given by the charged etc.

#### **10. Working Days and Working Hours**

- a. The school shall have as many working days in a year as required by the Central Board of Secondary Education, New Delhi for its continued affiliation. The school shall observe all the norms laid down by the Board in this regard.
- b. The working hours of the school shall be specified by the Principal from time to time. The principal shall also have the authority to change the timings of various sections, departments or components of the school provided that such a change is in the best interest of the school.
- c. The employees may be assigned duty outside the normal working hours, if required in the interest of the school. Overtime allowance will be paid as per the Saudi labour law.
- d. An employee of the school may also be required to conduct and organize co-curricular and extra-curricular activities and perform other assigned duties even beyond the normal working hours.
- e. The working hours may be different for teaching and non-teaching staff, as may be specified in the Service Rules;
  - i. Teaching Staff: 40 hours per week.
  - ii. Non-teaching Staff: 48 hours per week
  - iii. Nurses: Should be present in school well before the arrival of students and until the departure of all students.

#### **11. Number of Teaching Periods**

- a. Normally a teacher should be engaged as a full - time employee except special

cases because of the nature of a subject where the workload does not justify a full-time teacher.

- b. Every teacher shall devote in a year not less than 1,200 hours to the teaching of students out of which not more than 200 hours may be required to be devoted for the coaching of weak and / or gifted children within the school premises, whether before or after the school hours.
- c. In case a teacher is required to teach during the approved vacation or during the time when school is not normally functioning, he/she will be entitled for extra remuneration at a rate to be determined by the Managing Committee in consultation with Principal-HOI. This will not be lower than that applicable by the Saudi Labour law.

## **12. Maintenance of Records by the Teachers**

A teacher is expected to maintain the following documents and other records that may be specified by the Principal-HOI from time to time:

- a. Attendance Register of the class for which he/she is the Class Teacher.
- b. Program of instruction and Lesson Plans.
- c. Cumulative results of the class.
- d. Attendance Diary of optional subjects in the case of teachers teaching such optional subjects
- e. Stock Register of properties held by him/her.

## **13. Attendance of Employees**

- a. Every employee of the school is expected to attend the school punctually and sign the attendance register on arrival before the beginning of the school and also mark his time of departure. If the school is following the automated system of attendance (biometric system) the employee has to ensure his/ her attendance in the system on arrival and at the time of departure.
- b. An employee who has not signed the attendance register at the time of arrival and departure as prescribed above is liable to be considered absent from duty for that day.
- c. The school shall up grade the attendance system following technological advancement such as biometric attendance system etc.

## **14. Representation**

- a. An employee can submit representation to the Managing Committee in his / her individual capacity only if his / her request / grievance / complaint have not been addressed by the Vice Principal, Principal In-charge, Principal-HOI.
- b. Joint Representations are not allowed and will be considered as breach of conduct, if initiated.
- c. Any representation to the Managing Committee by an employee of the school

has to be made through proper channel viz through HM/ VP/ Principal In-charge/ Principal - HOI.

- d. The Principal-HOI shall submit these representations to the Managing Committee through the Chairman of the Managing Committee along with facts, his comments and / or observations on the merit of the representation. Managing Committee / Higher Board will be the appellat authority and decision conveyed by the appellat authority will be the final.

#### **15. Permission to add Qualification**

- a. The staff members have to obtain prior permission of the Principal-HOI in case they wish to pursue higher studies to improve their qualifications while they continue to remain in the service of the school. The applicant should furnish the name of the institution, course, duration, regular/correspondence, any practical training involved and how to cope without disturbing the school academic programme.
- b. No teacher shall be permitted to apply for adding qualification before completing two years of service in the school.
- c. Individual cases duly recommended by the concerned HM and VP may be considered by principal. Principal may also under special circumstances consider the request of the applicant even before the completion of two years if strongly recommended by the HM and VP for the interest of the school.

#### **16. Application for another Post**

- a. No member of the staff shall apply for employment elsewhere without notifying to the Principal in writing, who may grant such permission, if in his opinion such permission, shall not adversely affect the interest of the school.
- b. At the time of appointment each candidate will be required to declare particulars about all other applications that he/she may have put in for jobs and which may not have been decided till interview is held in the school.

#### **17. Private Tuitions**

No staff member shall undertake private tuition without prior permission in writing of the Principal-HOI. Any type of private coaching/ tuition at home or outside is against the rules and regulations of the Kingdom of Saudi Arabia. If any staff member is found indulging in tuition and it is proved with sufficient evidences the Management will have the authority to take suitable disciplinary measures against the individual.

#### **18. Code of Conduct for the School Employees**

- a. All the teachers are expected to be a role model for their students in their individual and social life. A teacher of the school shall attend to his duties with utmost care, devotion and commitment, be punctual and responsible in discharging the duties assigned to him/ her by the Principal-HOI. He / she will abide by the rules and regulations of the school and carry out the instructions and also show due respect to the authorities.



- b. Every employee of the school shall be governed by the Code of Conduct prescribed herewith. The following shall constitute the breach of code of conduct:
- i. Resorting to corporal punishment to the students.
  - ii. Habitual late-coming and negligence of duty
  - iii. Use of abusive language, quarrelsome and riotous behavior.
  - iv. Insubordination and defiance of lawful order.
  - v. Disrespectful behavior, rumor mongering and character assassination.
  - vi. Making false accusation or assault either on provocation or otherwise.
  - vii. Use of liquor and narcotics/ drugs.
  - viii. Embezzlement of funds or misappropriation of school property through theft or fraud.
  - ix. Mutilation / concealment / distortion / destruction of school records and property.
  - x. Conviction by a court of law for criminal offence.
  - xi. Possession of weapons, explosive and other objectionable material such as pornographic and immoral pictures, books, magazines and cassettes including computer programs.
  - xii. Indulging in or encouraging any form of malpractice connected with examination or other school activities.
  - xiii. Disclosing confidential matters relating to school.
  - xiv. Obstructing other members of the staff from performing lawful duties, causing disruption in the normal functioning of the school and indulging in any sort of agitation, violence or otherwise and causing embarrassment to school authorities.
  - xv. Carrying on personal monetary transaction with other employees, with the students and/or with the parents or carrying out another employment, business or vocation individually or in partnership.
  - xvi. Taking active part in politics.
  - xvii. Propagating through teaching lessons or otherwise communal, sectarian or regional bias or inciting or allowing any student to indulge in communal sectarian activity.
  - xviii. Making sustained neglect in correcting class work or homework.
  - xix. Indulgence in any kind of immoral activities.
  - xx. Organizing or attending any meeting during school except when he/ she is

required or permitted by the head of the institution to do so as part of the assigned duty.

- xxi. Abstaining from work even though present in the school premises or absent without leave.
- xxii. Preparing or publishing any book or books commonly known as keys/ guides or assisting directly or indirectly in the publication of these books or acting as a selling or canvasser for any publishing firm or trader without written permission from the school.
- xxiii. Asking for or accepting, except with the previous sanction of the Principal of the school, any contribution or otherwise associate himself / herself with the raising of funds of any kind or making any collection whether in cash or in kind, any pursuance of any object whatever, except subscription from the members of any association of teachers.
- c. Formation of any religious or political organization/ grouping is not allowed by the local authorities. Hence, association of any staff member of the school with such grouping will be treated as breach of code of conduct.

**19. Following shall not be deemed as breach of the code of conduct**

- a. To become or to continue to be a member of any literary, scientific, or academic organization or society complying with local norms and rules.
- b. To participate and / or organize such meetings or any other such activities that would enhance the teaching and / or research capabilities of the teachers.

**20. Service Book and Confidential Records**

- a. Service Books containing record of the employee's salary scales, increments, promotions, leave record, any disciplinary actions or rewards etc. shall be maintained for each employee. The signature of the employee shall be obtained for entries in the service book and each employee should peruse the service book once in a year without fail to see the entries are made properly. Entries in the service book should be duly attested by the VP Admin/ AO of the school in the case of Non-teaching employees and entries in Service Books of teachers will be attested by Principal-HOI/ Principal In-charge, Vice Principal, that of HMs & VPs and Principal In-charge will be attested by the Principal & HOI and the service Book of the Principal-HOI will be attested by the Chairman of Managing Committee.
- b. Annual Performance Assessment Report shall be maintained by the school for every employee including the Principal-HOI. The APAR roll will contain assessment of work done by the employee during the year including the Board Exam results. APAR rolls of the employees shall be initiated by the respective Section heads/ HMs and reviewed by the Vice Principal/ Principal In-charge and Principal-HOI and that of the Principal-HOI by the Chairman, Managing Committee.
- c. Any adverse entry in the APAR roll shall be communicated to the employee

concerned. The employee concerned may represent against the adverse entry. Such representation, if made, shall be considered by the next higher authority and if higher authority is satisfied that the adverse entry is not justified, then the same shall be expunged from the APAR.

## **21. Procedure for Suspension as Disciplinary Action**

- a. With the approval of Chairman, the Principal-HOI may place an employee of the school under suspension in any of the following conditions:
  - i. Disciplinary proceedings against him/her are contemplated or have been pending.
  - ii. A case against him/her in respect of any criminal offence is under investigation or trial.
  - iii. He/she is charged with embezzlement of school funds.
  - iv. He/she is charged with cruelty towards any student or employee of the school.
  - v. He/she is charged with serious misbehavior towards any parent, guardian, student or employee of the school.
  - vi. He/she is charged with damaging or destroying school property or is alleged to be involved in the activities, which are against the interest of the school.
  - vii. He/she is charged with intentional defiance of the orders of the school authorities/ managing committee.
  - viii. He/she is found negligent of assigned duties in the school.
  - ix. He/she is charged with a breach of the Code of Conduct prescribed for the school employees.
- b. No order for suspension shall remain in force for more than six months. Competent authority must take a final decision on the issue within this period.
- c. If suspension of an employee with immediate effect is warranted on valid grounds by the Principal-HOI may take the action and intimation is to be communicated to the Chairman of the Managing Committee.
- d. An immediate suspension shall not remain in force for more than 15 (fifteen) days from the date of suspension unless the extension is approved by the Managing Committee. The Principal-HOI may take the necessary action under intimation to the Managing Committee.
- e. An order of suspension under these rules shall continue to remain in force for the specified period. Any modification in the suspension order or revoking it by Managing Committee should have concurrence of the Higher Board.
- f. Where an employee is suspended or is deemed to have been suspended and any other disciplinary action is initiated against him/her during the period of original suspension, the enquiry committee may, for reasons justified by it, in writing, direct that the concerned employee shall continue to be under

suspension until the completion of all such disciplinary proceedings. However, such proceedings should not prolong beyond the period of six months from the date of suspension.

- g. An employee under suspension is entitled to subsistence allowance amounting to one half of the pay last drawn by him/her plus the housing allowance if he/she is entitled to it under the rules.
- h. No payment of subsistence allowance shall be made unless the suspended employee furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation during the period of suspension.
- i. Where a suspended employee is exonerated after disciplinary proceedings and the charges are withdrawn or where any criminal prosecution against a suspended employee ends with an honourable acquittal, the salary and allowances of such an employee less the subsistence allowance received by him/her shall be paid to him/her from the date of suspension.

## **22. Penalties**

The following penalties may, for good and sufficient reasons, including the breach of the Code of Conduct be imposed on an employee:

### **a. Minor Penalties**

- i. Censure
- ii. Recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or beach of orders.
- iii. Salary cut which may range from a minimum of one day's salary to a maximum of 15 day's salary, subject to the approval of the Managing Committee.

### **Procedure for imposing Minor Penalty**

No order imposing minor penalty shall be issued against a school employee unless he/she is informed that action may be taken against him/her giving the grounds on which penalty action is stipulated. Further, the employee shall also be given the opportunity to mend his / her ways or to make representation against the proposed action or to make his/her viewpoints known. Imposition of minor penalties will be with the approval of Managing Committee.

### **b. Major Penalties**

- i. Reduction of Rank /Grade/Post
- ii. Compulsory Retirement
- iii. Dismissal from Service

**c. Disciplinary Committee for Imposing Major Penalties**

In order to deal with the cases of insubordination, to enforce proper discipline amongst the students, teachers, and other employees, to consider the representations of the employees, there shall be a disciplinary committee of the school, which shall consist of the following:

- i. The chairman of the school Managing Committee or, in his absence, any member of the committee nominated by him.
- ii. Principal-HOI of the school.
- iii. Principal from one of the other schools in the same category.
- iv. Principal In-charge for Category A Schools, Vice – Principal for other Category Schools.

**Concerned Headmaster / Headmistress**

The disciplinary committee shall make recommendations of appropriate disciplinary actions that shall be presented to the Managing Committee for endorsement.

**d. Procedure of imposing Major Penalty**

No order imposing a major penalty on an employee shall be made without conducting an enquiry and without giving an opportunity to him/her to express his/her version with total freedom.

- i. The disciplinary authority shall frame definite charges on the basis of allegations on which the enquiry is proposed to be held and a copy of the charges together with the statement of allegations on which they are based shall be furnished in the form of a show cause notice and he/ she shall be required to submit his/ her clarification specifying why a disciplinary action shall not be initiated against the alleged within three days' time.
- ii. The written statement of defence submitted by the accused shall be presented to the enquiry committee
- iii. Following this the committee shall conduct the investigation (even if the accused fails/ refuses to submit the statement of defence within the specified time limit) and can invite witness/ witnesses also if required. In this process of enquiry natural course of justice should be maintained by giving the accused full opportunity to express his/ her version of the issue with total freedom and without fear.
- iv. Having completed the investigation the enquiry committee shall submit the report to the Chairman of the Managing Committee. The Chairman will discuss the report and the recommendations of the enquiry committee in the full Managing Committee and take the majority opinion for the final action. Before implementing the decided disciplinary action, the accused is to be notified about the findings of the enquiry committee and the disciplinary action.

- v. He/ she should be given an opportunity to submit an appeal within a specified time not exceeding two weeks if he/she wishes to do so against the action, to the appellant authority. The appellant authority will be the Observer and the President of the Higher Board. Any representation thereafter shall not be considered at all. Further he/she will not be considered for any future employment with the school.
- vi. The decision of the appellant authority will be final and binding.
- vii. The following shall not be considered to be a penalty within the meaning of this rule:
  1. Retirement of the employee in accordance with the provisions of service rules.
  2. Replacement of a staff who was not, qualified on the date of his/her appointment by a qualified one.
  3. Termination of the service of an employee appointed on a short term/ Ad- hoc basis to fill a vacancy.

**23. Payment of Salary and Allowances and Reinstatement**

- a. When an employee who has been dismissed, removed or compulsorily retired from service, is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension pending the proceedings for dismissal, removal or compulsory retirement, as the case may be, the Managing Committee shall consider and make a specific order with regard to the salary and allowances to be paid to the employee for the period of his/her absence from duty, including the period of suspension proceedings of his/her dismissal, removal or compulsory retirement, as the case may be, less the subsistence allowance received by him /her shall be paid to him/ her from the date of suspension.
- b. Where the Managing Committee is of the opinion that the employee who has been dismissed, removed from service, or compulsorily retired has been fully exonerated, the employee shall be paid the full salary and allowances to which he/she would have been entitled had he/she not been dismissed, removed, or compulsorily retired from service.
- c. The payment of allowances shall be subject to all other conditions under which such allowances are admissible.

**24. Family Status**

- a. The officials who shall be granted family status as per the rules are Principal-HOI, Principal In-charge, VPs, HMs, COE, FO, Superintendents, System Analyst and IT Administrator.
- b. If the dependents of these officials work outside the school such dependents will not be eligible for air ticket under this category.

## V. PRIVILEGES OF THE SCHOOL STAFF

### 1. Pay

- a. The staff member of all the International Indian Schools under the patronage of Embassy of India shall be paid their salaries in accordance with the grades approved by the Higher Board for various categories of the employees subject to the recommendations of the concerned Principals, Selection Committee, as well as other rules and regulations. No School shall make any revision of pay scales, allowances etc. without the same being discussed and recommended by the Higher Board and whenever this is done, the revisions shall be applicable to all IISs and should be implemented simultaneously in all Schools unless otherwise specially permitted by the Higher Board.
- b. Salary fixation of a staff member shall be done at the time of employment, renewal and re-employment of contract. However, the selection committee can recommend a maximum of three advance increments in deserving cases based on competence and experience. Salary for Ex-employees re-joining the school as per procedures & rules within 3 months period will be the last salary drawn before leaving the service with one increment deduction and break in service. His/ Her EOSB will start fresh. In other cases of re-appointment, the salary will be fixed in the appropriate scale considering one increment for every three years service in the same School. Advance increments may be considered for highly experienced candidates subject to the recommendation of the selection committee. If a teacher is to be reappointed before completing one year of break he/ she may be exempted from the three tier procedure i.e. Written Aptitude Test, CRM/ Demo and Personal Interview. If the ex-employee is reappointed after one year break he/ she has to attend all the process of selection
- c. All regular employees of the school who have completed 11 months of service shall be entitled to their pay during the winter and summer vacations of the school. However, those who complete 6 months of continuous service but less than 11 months will be eligible for vacation salary on pro-rata basis.
- d. No ad hoc teacher will be entitled to vacation salary.

### 2. Allowances

The eligibility of the house rent allowance for the employees of the school shall be as follows:

- a. All employees under the school sponsorship shall be entitled for three months basic salary as House Rent allowance. However, female employees under school sponsorship will be entitled to HRA if their spouses are under their sponsorship and are not gainfully employed in the Kingdom.
- b. House Rent Allowances for single status female employees staying in school sponsored accommodation will be as per the contract agreement. In case, husband and wife/son/daughter/mother/father are working in the school, only one of them shall be paid the house rent allowance.

- c. a. The Principal-HOI is to be provided with a reasonable and decent fully furnished accommodation or 3 months basic salary as accommodation allowance.
- d. b. The Principal-HOI shall also be provided with a telephone at his residence in addition to mobile phone. However, the charges for private international calls shall be borne by him.
- e. He shall also be provided with a car and chauffer for his travel with fuel and maintenance cost transport allowance as per Saudi rules to be paid by the school.
- f. Principal In-charge/ Vice Principal/ Finance Officer and Controller of Examinations shall be provided with school transport or suitable amount as transportation allowance.

**3. Overtime Allowance**

- a. Over time allowance shall be admissible only to administrative, accounts & maintenance staff below grade 2.
- b. Over time work shall be performed with the specific approval of the Principal-HOI/ Principal In-charge. The permission of the overtime work must be obtained, through the VP – Admin/ Administrative Officer of the school but routed through their immediate superiors.
- c. The rate of overtime shall be as per the Local Labour Laws.
- d. Fixed overtime allowances may be considered by the Managing Committee on the recommendation of the Department Head and Principal-HOI for the employees required to work more than the prescribed working hours regularly on working days.
- e. Teaching staff is not entitled to overtime allowance. However if there services are necessarily required for remedial classes/ special coaching etc., they shall be suitably remunerated.

**4. Medical Assistance**

The school sponsored employees and the entitled dependents shall be covered by a medical insurance scheme for which the premium shall be paid by the school. Teachers who have completed the prescribed years of service as on 31<sup>st</sup> March every year shall be provided with health insurance for the spouse/ spouse and one child along with the employee, if the spouse lives with the employee in KSA with valid residence permit and he/ she is not gainfully employed anywhere outside. Please refer the details given in the table below:-

Gradation of Employees:-

Grade 1:- Principal-HOI

Grade 2:- Principal In-charge, VP/ FO/ AO/ COE

Grade 3:- Superintendents/ System Analyst/ HMs/ PA/ Secretary/ LDC/ UDC/ Cashier/ Receptionist.

Grade 4:- All employees drawing pay scale lesser than Grade 3.



<b>Category</b>	<b>Coverage</b>	<b>Condition</b>
Principal-HOI	Employee with spouse and three children.	i. All dependents to be under the employees sponsorship and not gainfully employed outside.
VPs/Principal In-charge/ FO/ HMS/Superintendent/ System Analyst/ Administrator	Employee with spouse up to two children.	i. All dependents to be under the employees sponsorship and not gainfully employed outside
PGTs	Employee with spouse and one child.	i. All dependents to be under the employees sponsorship and not gainfully employed outside. ii. Must have completed five years of continues service in IIS
PRT/ TGT/ Clerks/ Nurses & Other grade Employees	Employee with spouse.	i. Spouse to be under the employees sponsorship and should not be employed outside. ii. Should have completed 10 years of service in IIS

#### **5. Reimbursement of Local Charges**

Obtaining of Residence Permit (Iqama) and its further renewal, and also affixing exit-re-entry visas after approval of annual vacation for all the school employees shall be the responsibility of the school. School will pay for single exit re-entry only, not exceeding two months as per rules in an academic year.

#### **6. Conveyance Charges, TA & DA**

- a. Actual expenditure incurred on conveyance while on official duty shall be admissible to staff members subject to production of relevant receipts.
- b. Daily Allowances and daily charges for accommodation admissible for staff deputed on out-station duties shall be as per rates below:

<b>Category of Employee</b>	<b>Daily Allowance</b>	<b>Hotel Rent</b>
<b>Drivers &amp; General category Employees</b>	SR 100/-	Stay in furnished Appt. Cost not exceeding SR 100 per day
<b>TGT, PRT &amp; Non-teaching staff</b>	SR-150/-	Stay in standard 3 Star Hotel
<b>HMs and PGTs</b>	SR – 200/-	Stay in standard 3/4 Star Hotel
<b>Principal in-charge, VP, COER, Administrative Officer &amp; Finance Officer</b>	SR -250/-	Stay in standard 3/4 star Hotel
<b>Principal-HOI</b>	SR 300/-	Stay in standard 4/5 Star Hotel

N.B. The DA at the above rate shall be admissible for stay at outstation during night. For stay during the day only, D.A. shall be admissible at the following rates:

<b>Stay away from the Head Quarters</b>	<b>Amount of D.A. Admissible</b>
<b>Less than six hours</b>	Nil
<b>More than six hours but less than 12 hours</b>	Half of the admissible rate
<b>Twelve hours or more</b>	Full rate

N.B. Provided that the duration of stay for outstation duty is of more than 12 hours, DA shall be calculated from the time of commencement of the journey.

- c. No conveyance charges shall be admissible to those drawing over time allowance for work after office hours or on holidays in his regular work place.
- d. Conveyance charges shall be paid only in case no School Transport is available. Non-availability of Transport should be certified by the Administrative Officer

while claiming the conveyance charges.

## **7. Air Tickets for Home Travel**

- a. Employees of the school under its sponsorship shall be entitled to Economy/ Excursion class return air tickets from the place of work to the airport that is nearest to their hometown once in a academic year.—The Principal-HOIs of A Category schools and dependents as per rule will be eligible for business class return ticket for their annual travel to their home town.
- b. All other officials of the school who are also eligible for family status shall be entitled for Economy/ Excursion class air ticket from the place of work to the airport nearest to their home town for the employee, spouse and two dependent children under his/ her sponsorship once in a year-
- c. The Principal-HOIs of A Category schools and dependents as per rule will be eligible for business class return ticket for their annual travel to their home town.
- d. Employees under school sponsorship whose husband/wife/father/mother/son/daughter both are employed in the school on regular basis shall be eligible for the economy class air ticket as passage allowance for destinations described above or the nearest international airport. The passage allowance shall be payable as per contract.
- e. For grant of passage for actual use for travel to India, the employee should have completed at least 10.5 months regular service period in the financial year for those who are eligible for the facility once in a year. Those who have not completed 10.5 months service but have put 6 months or more shall be granted passage allowance on pro-rata basis.
- f. In case of termination/resignation/retirement of service, employee shall be entitled for a one way ticket to India on submission of exit visa. If a staff resigns immediately after joining duty from vacation without having emergency reasons he/ she will not be eligible for one way ticket.
- g. All staff members who are eligible for air passage allowance as per the rules with family or single status will be provided with air tickets booked by the school. For this purpose the staff members have to provide their travel plan, destination and other details before 20<sup>th</sup> February of the academic year and they will be provided with the air tickets/ booking confirmation before 31<sup>st</sup> March of that academic year.
- h. If some of the staff wants to utilize the money and purchase tickets by themselves, they have to produce the proof thereof for the travel and the rate prevalent as on 31<sup>st</sup> March that year will be paid to them irrespective of single or family status.
- i. If an employee wants to use the encashment of the passage allowance and he does not travel, he will be eligible for encashment of the ticket money at the rate prevalent as on 31<sup>st</sup> March of that academic year. In such cases the encashment will be provided only for the employee and not for the dependents even if they are eligible.
- j. For all the above purposes quotations will be collected from the reputed airlines

(E.g., Air India, Saudi Airlines, etc.) for the rates prevailing in the preceding month or the current month and that quote will be considered as the airfare.

- k. Employees who are Superannuating and moving back to India / resigning and going back after ten years may be granted a repatriation allowance equivalent to last basic salary drawn subject to a maximum of SR 5,000/-, approved by the MC for his minimum personal belongings, books etc., to repatriate to his country.

## 8. Leave

- a. Every employee of the school shall be entitled for leave as prescribed by the leave rules of the school.
- b. Accumulation of leave shall also be allowed as per prescribed rules.
- c. Encashment of leave will not be allowed, except casual leave in a calendar year and accumulated earned leave at the time of retirement/resignation.

## 9. Grant of Leave

- a. Leave shall not be claimed as a matter of right.
- b. Grant of leave shall depend on the exigencies of service of the institution and shall be at the discretion of the Principal-HOI.
- c. Except in unavoidable circumstances, application for leave in writing shall be made in advance. A letter or a message either by fax or phone should reach the Principal-HOI on the day of absence in case leave is required on account of emergency conditions. Messages delivered by phone or fax/ e-mail should be followed by written application on the subsequent day.
- d. Application of leave shall not amount to sanction of leave. Leave shall be deemed to be approved only after it is sanctioned by the competent authority.
- e. No employee shall proceed on leave until and unless the leave is sanctioned and approved by the competent authority.
- f. An application for leave or an extension of already sanctioned leave should be made in good time before the date from which the leave or extension of leave is sought for. If an employee does not apply within seven days of the expiry of sanctioned leave for its extension or has been absent from the school without leave for ten days, the employee shall be deemed to have resigned his / her post and the whole period of leave will be treated as leave without pay for calculation of his/ her entitlements.

## 10. Types of leave

School Employees are eligible for the following types of leave

- a. **Casual Leave:** Casual Leave of five days in an academic year is admissible to all school employees. Except in emergencies, Casual Leave can be availed only with prior approval of the Principal-HOI/Principal In-charge. Casual Leave can be taken for not more than one day at a time. Casual Leave shall not be combined

with any other type of leave or vacation. In case of prefixing and/ or suffixing the Casual Leave with weekend prior approval of the competent authority is required, otherwise the whole period of leave will be treated as absence from duty. Encashment of unutilized Casual Leave is permissible after completion of the academic year. The employee shall use outpatient medical leave only after exhausting all Casual Leaves.

- b. Earned Leave:** Earned leave up to 45 days shall be admissible for the Administrative Employees of the school. Accumulation of earned leave up to 90 days shall be allowed for administrative staff. Principal, Principal In-charge, VPs, COE, HMs, AO, FO are administrative staff of the school. Earned leave accumulated beyond 90 days cannot be carried over to the next year. In case the accumulated leave is not availed due to exigencies of service the accumulated portion of leave (maximum 90 days) is en-cashable at the time of retirement, resignation/termination/superannuation.
- c. Annual Leave:** Admin, Accounts, Maintenance and Transport staffs are non-vacation staff and they are eligible for 45 days of leave annually on completion of 10.5 months service. All non teaching staff members except those staff who are assigned duty during the vacation by the School Management have to avail their annual leave compulsorily during the summer holidays. Non teaching and Admin staff who are assigned duty on vacation will be granted 45 days leave during the academic period when their presence is not necessarily needed. Admin, Accounts, Maintenance and Transport staffs are also eligible for encashment of accumulated leave not more than 90 days at the time of resignation/ retirement/ termination. An employee will be eligible for annual leave provided he/ she has completed minimum 10.5 months service and he/ she may be granted proportionate annual leave if he/she has completed more than 6 months service during that academic year.
- d. Vacation & Vacation Salary -** All members of the Teaching staff are vacation staff. They are entitled for a minimum of 45 days of vacation annually as per service contract during the Summer Break of the school. Vacation staff at the time of resignation/retirement/termination is eligible for encashment of proportionate vacation. 50% of the vacation salary shall be paid at the commencement of vacation and the rest is to be released to the employees when they rejoin after the vacation. The vacation staff must be present on the closing and re-opening days of the school. If they are absent on any one of the above days 50% of the vacation salary will not be released unless otherwise exempted by the competent authority on valid reasons.
- e. Medical Leave:** The teaching and non-teaching staffs of the school are entitled to a maximum of 15 days medical leave with full pay, out of which 10 days as in-patient and 05 days as out-patient, during an academic year. This leave may be availed only when the employee concerned is physically present in the Kingdom of Saudi Arabia and on production of proper medical certificate. A fitness certificate will have to be produced in order to join duty every time such leave is availed. Medical Leave can be prefixed and suffixed with the weekends. In such case the Intervening weekend and holidays will be treated as part of hospitalization. In case of communicable diseases the condition of

hospitalization for grant of medical leave shall be waived off. If the Medical/maternity leaves without pay, approved in advance and prefixed or suffixed with summer vacation, Ramadan and Hajj holidays, the employee is eligible to get the salary of the vacation/Ramadan/Hajj holidays.

- f. Special Leave without Pay:** Extra ordinary leave without pay for a maximum period of two weeks shall be admissible for an employee. Such leave, if required on grounds other than medical, may be approved by the competent authority only in exceptional cases proved with sufficient documentary support. Special leave cannot be claimed as a matter of right. An employee, who fails to report for duty after two weeks, but reports before 30 days, will be allowed to join with a loss of one increment. If he/ she fail to join after 30 days it will be treated as resignation and the service will be terminated with immediate effect.
- g. Maternity Leave**
  - i. Female employees of the school shall be entitled to 45 days maternity leave with pay for two deliveries. 15 days additional leave may be granted without pay. Maternity leave applied after two children can be granted without pay excluding vacation salary if prefixed or suffixed with prior approval of the competent authorities.
  - ii. The maternity leave should be fixed in such a manner that it starts at least a week before the EDD. The school shall be notified by the concerned staff member who intends to avail such leave at least three months before the beginning of the leave. It may be permissible to combine already sanctioned maternity leave with summer/winter vacation on medical grounds. The staff member who has completed more than two years' service in the school shall be granted maternity leave with full pay as specified in clause 7.1 and those who have completed only a year's service in the school shall be given maternity leave on half pay. Those female employees who have not yet completed a year's service in the school shall be entitled for maternity leave up to a maximum of 60 days without pay.
- h. Paternity Leave:** A male employee of the school, if he has completed the probation period will be eligible for three days paternity leave twice during his entire service period. He has to submit the birth certificate of his child and the required certificates in order to avail this facility. This leave can be availed within a week of the child birth.
- i. Emergency Leave:** In case of death of father/mother/husband/wife/own children, father-in-law/mother-in-law, brother and sister, if employee of any status goes on actual leave out of KSA, he/she may be granted 7 days leave with pay, and three days of leave with pay if the employee concerned remains within the Kingdom. Death Certificate should be submitted to avail the above leave.

## 11. Gratuity

- a. EOSB on Superannuation / Termination**

It will be as per the Saudi Labour Law. Half months' salary for every year for the first five years and one month salary for each of the following years. The end of service will be calculated on the basis of the last salary drawn and the employee shall be entitled to an end of service award for the portions of the year in proportion to the time spent on the job. For calculation of EOSB the last salary drawn by the employee both sponsored and non-sponsored including all regular allowances paid throughout the year.

- b. EOSB on Employee's Resignation.** In this case, one third of salary for each year of services not less than two consecutive years and not more than five years. Two third if his / her services are more than five years and less than ten years. If the employee resigns after 10 years of his / her services in the school, the EOSB will be calculated as in **Para 11.a**
- c. EOSB on Death of an Employee.** In case of death of an employee his/her total EOSB should be paid to the legal nominee as per the nomination form filled and signed by the deceased during his/her lifetime. In cases where the nominee is a widow or an orphan then an amount equal to five months last drawn salary including house rent allowance shall also be added to the EOSB and paid to the legal nominees.
  - i. Dues receivable from the employee will be deducted from the EOSB.
  - ii. Notwithstanding anything stated above, the Managing Committee with the approval from the Patron/ Higher Board may relax the application of the above general rules in specially deserving cases keeping in view, the overall interest of the school.

## 12. Concession in Fee to School Staff Children

Children of school staff who have completed the probationary period satisfactorily shall be eligible for concession in fees as given below.

Category	Tuition Fee Charged	Registration Fee Charged	ISDF	Admission
Single Income Group on School Iqama & those Iqamas under process of transfer to school.	$\frac{1}{4}$ Tuition Fee for all Children	Nil	Nil	Nil
Double Income Group on School Iqama	$\frac{1}{2}$ Tuition Fee for all children	Nil	Nil	Nil

Double Income Group on private Iqama (housewives/Husbands working outside)	½ Tuition Fee for all children.	Nil	Nil	Nil
Single Income Group on Private Iqama	a) ½ Tuition Fee for I & II Child b) ¼ Tuition Fee for III & additional	Nil	Nil	Nil

N.B. All other fee will be charged except ISDF, registration and admission fee.



## **VI. RECRUITMENT PROCEDURE**

Appointment of all employees to the International Indian Schools in the Kingdom will be based solely on merit irrespective of cast, creed, gender, region or religion.

### **1. The 3 – Tier Recruitment Procedure**

For recruitment against vacancies in respective schools the following procedure shall be complied.

- a. The School can first advertise internally and collect the applications from among the eligible candidates. Written test, interview etc are to be conducted as per the laid down policy.
- b. In case competent candidates are not available inside the school, advertisement is to be made inside the Kingdom in order to get suitable candidates. Preference should be given to candidates from schools under the Patronage of the Embassy of India.
- c. In case of non-availability of competent candidates within the Kingdom, the recruitment process from India can be done as per the laid down policies.

### **2. Appointment Procedure**

- a. The number of vacancies of teaching / non-teaching posts will be presented to the Academic / Admin Sub-committees by the Principal for initial approval. The same will be discussed by the MC for concurrence.
- b. After the approval of vacancies, recruitment can be done either locally or from India as per need and feasibility.

### **3. Local Recruitment**

#### **a. Advertisement**

The advertisement should clearly indicate the number of vacancies and nature of job. The essential qualification required for the job should be clearly mentioned in the advertisement. All positions should be open for both genders unless otherwise required by law.

- i. The posts are to be advertised through the local newspaper, school website or circulars.
- ii. Applications received in prescribed format will be short-listed based on required qualifications, age etc.

#### **b. Screening Test**

Question Papers for the screening test for teachers will be got prepared by the Principal under intimation to the Patron/ Higher Board. Absolute confidentiality should be maintained in this process. Question Papers for the screening test for VP, HM, and Principal In-charge will be prepared by any of the Category A schools under intimation to the Patron/ Higher Board.

- i. A written screening test will be conducted for the short listed candidates.
- ii. The Screening Test should consist of the following papers:
  1. Subject knowledge and pedagogy (40)
  2. General English (15)
  3. General Knowledge/Aptitude/ Current affairs/  
Numerical ability/computer awareness/ reasoning ability. (15)
- iii. Candidates who score a minimum of 60% in subject knowledge and pedagogy and 50% aggregate are to be called for CRM/ Demo and Interview.

**c. Classroom Management**

**d. Interview**

The interview board for teachers (Local Recruitment) shall consist of:

- i. Chairman, MC
- ii. Principal-HOI
- iii. Principal In-charge
- iv. Member Academic Sub-committee.
- v. Subject expert (external)
- vi. Subject expert (internal)

Based on the interview, a panel of selected candidates has to be prepared in order of merit. Appointment of teachers / non-teaching staff is to be done from the panel as per requirement. The validity of the panel will be for one year.

**4. Recruitment from India**

Recruitment from India will be done if competent staffs are not available locally and visas are available with schools.

The interview board for of teachers (Foreign Recruitment) shall consist of:

- i. Chairman, MC
- ii. Principal – HOI
- iii. An expert from CBSE/ NCERT in the relevant subject.

The following procedure shall be adopted for the purpose:-

- i. Advertisement in one or two national dailies which have circulation all over India.
- ii. On line, applications on prescribed formats are to be obtained.
- iii. These applications will be short listed based on criteria like educational qualifications, age etc., by the respective Principal-HOI.

- iv. Short listed candidates will have to take a written screening test. The test will comprise of the following papers:
  - 1. Subject & its pedagogy (40)
  - 2. General English (15)
  - 3. Aptitude / General Knowledge/ General Awareness  
Current affairs/ Reasoning Ability/ Computer literacy (15)
- v. The test can be conducted in selected cities depending on the response of the candidates. Reputed schools in these cities should be contacted for the conduct of the screening test. Officials from International Indian Schools who are on vacation during July / August can act as Centre Superintendents. Question Papers for the screening test for teachers will be prepared by the Principal-HOI under intimation to the Patron/ Higher Board. Absolute confidentiality should be maintained in this regard. Question Papers for the screening test for VP, HM, and Principal In-charge will be prepared by the Principal of any Category A school.
- vi. Soon after the test, the answer scripts to be evaluated in the centre itself or couriered back to the Kingdom for evaluation based on the cost effectiveness. The answer scripts will be coded and issued to senior staff for evaluation. After evaluation and decoding, list of candidates scoring a minimum of 60% in subject and 50% in aggregate shall be short listed and called for interview.
- vii. Academic and other certificates of selected candidates are to be verified. Academic certificates should be authenticated by the MHRD failing which the candidates concerned will not be considered for appointment.
- viii. Legal permission for recruitment from India, attestation of certificates and endorsement of visas etc., to be done through a reliable recruiting agency.

## 5. Interview Panel

The Interview Board will consist of:-

- i. One subject expert from CBSE / NCERT/ Expert from CBSE affiliated school or a reputed educational Institution.
- ii. Chairman of the MC
- iii. Principal-HOI

## 6. Appointment on ad hoc basis

Appointment on ad hoc basis will be done for:

- i. Leave Vacancies ( In place of a teacher who is on approved leave for a period of more than two weeks).
- ii. Regular vacancies: (If the requirement is urgent).
- iii. Such appointments will be done only if the panel of candidates selected as per regular procedure is exhausted.

- iv. Based on the performance in the screening test and interview the Interview Board will prepare a list of selected candidates in order of merit.
- v. Candidates shall be appointed from the list as per requirement.
- vi. The panel will be valid for one year.

**7. Procedure**

Advertisement for ad hoc/locum appointments can be given on the school website, notice board and through circular. Each school should prepare and maintain a data bank of prospective candidates. Candidates with suitable qualifications have to be short-listed from the data bank and asked to give a demonstration lesson. The demos will be observed by the Principal-HOI/ Principal In-charge /Vice Principal/HM and the subject coordinator.

Based on the demo report, evaluating the professional efficiency, the best candidate will be selected for ad hoc appointment.

List of candidates appointed on ad hoc basis should be presented to the MC in the regular meetings following the appointment, for ratification.

**8. Period of ad hoc service**

- a. If a teacher is appointed on ad hoc basis against a leave vacancy, his/her services shall stand terminated as soon as the regular teacher reports for duty.
- b. Teachers, who are appointed on ad hoc basis against regular vacancies, shall have to appear for three tier system of selection of Local Recruitment. Their services will be regularized after qualifying in the three tier procedure. The break-up of evaluation for the selection will be as follows.
 

i. Screening Test	50%.
ii. Performance Report by HM	20%
iii. Interview	30%.

The services of the candidates scoring 60% and above will be regularized as per requirement and in order of merit.

- c. Under no circumstances the services of an employee in the School on ad hoc basis should continue for a period exceeding six months. It is mandatory for an ad hoc teacher to qualify the screening test within 06 months.
- d. Based on performance and / or requirement, the services of ad hoc employees can be terminated without notice period.

**9. Promotion of Teachers**

A teacher working in a lower block can be promoted to higher block as per the following procedure:

**a. Proficiency Test**

Before the beginning of the new academic session, for the probable regular positions anticipated in the higher sections, an internal circular to be issued

inviting applications from teachers working in lower sections to apply for the higher positions. Candidates should be shortlisted based on their qualification, experience etc. and permitted to appear for a written examination and personal interview. On this basis, a merit list for various subjects shall be prepared and promotion is undertaken against vacancies arising in higher sections based on merit, from this panel by satisfying the subject requirement. The validity of the panel shall be one year.

The candidates will appear the test for the desired level and subject. The question paper will consist of the following:

- |     |                              |          |
|-----|------------------------------|----------|
| i.  | Subject & Pedagogy           | 40 Marks |
| ii. | General English              | 15 Marks |
| ii. | Aptitude & General awareness | 15 Marks |

Candidates who score a minimum of 60% in the subject and 50% overall will qualify for interview. The breakup of evaluation will be as follows:

- |      |   |     |
|------|---|-----|
| i.   | Proficiency Test                              | 50% |
| ii.  | Interview                                     | 30% |
| iii. | Performance Report by the HM & last three APR | 20% |

A panel of the candidates who qualify in the interview (50% and above) will be prepared and used for promotion as and when required.

#### **10. Selection of Non-Teaching Staff**

Maintenance staffs are mostly drawn from the Contractor, selected through prescribed procedure, in accordance with the terms and conditions of the contract. Clerical and Administrative Staff may be appointed based on written test followed by interview. The Selection Committee will consist of the following: External Expert

- i. Chairman - MC
- ii. Concerned member of the Sub-committee
- iii. Principal-HOI

#### **a. Supervisory Staff, clerical staff, Lab Assistant, Web Assistant, IT Assistant, Nurse, Receptionist.**

##### **Internal Recruitment**

The selection against the vacant position through internal Recruitment will be based on written test, Interview and performance report. The breakup of evaluation will be as follows:-

- |                 |     |
|-----------------|-----|
| i) Written Test | 50% |
|-----------------|-----|

ii) Interview	30%
iii) Performance Report	20%

The panel of those candidates who score minimum of 50% marks in written test and in the interview and secure overall score of 60% and above will be prepared. The validity of panel will be one year.

**External Recruitment:** The selection against the vacant position through external recruitment will be based on written test and interview. The breakup of evaluation will be as follows:-

i) Written Test	60%
ii) Interview	40%

The panel of those candidates who score minimum of 50% marks in written test and in the interview and secure overall score of 60% and above will be prepared. The validity of panel will be one year.

**b. Mechanic, AC Technician, CCO, Plumber, Electrician, Assistant Electrician, Carpenter, Painter, Security Guard, Driver, Auto mechanic.**

The selection against the above post will be based on Trade Test and Interview. The breakup of evaluation will be as follows:

i) Trade Test	60%
ii) Interview	40%

The panel of those candidates who score minimum of 50% marks in the trade test and in the interview and secure overall score of 60% and above will be prepared. The validity of panel will be one year.

**c. Lab Attendant, Sports Attendant, Messenger, Cleaner, Ayah, Helper**

The selection against the above post will be based on Interview. The panel of those candidates who score minimum of 60% in the interview will be prepared. The validity of panel will be one year.

**11. Selection Committees**

**a. Selection Committee for the Post of Principal-Head of the Institution.**

In the case of recruitment for the post of Principal-Head of Institution the Selection Committee shall be composed of:

- i. The Chairman of the Managing Committee.
- ii. HB President/ Member
- iii. An eminent educationist from CBSE/ NCERT/ RIE(Regional Institute of Education).
- iv. A person having considerable experience of school administration such as present or former Principal-HOI a school (Category A) under the Patronage of the Embassy of India.

**b. Selection Committee for Principal In-charge/ VP**

- i. Chairman, MC.
- ii. Principal-HOI.
- iii. Principal-HOI of any other Category A School.
- iv. HB President/ An external expert.

**c. Selection Committee for /HM/AO/COE/Finance Officer.**

In case of recruitment of above staff, the Selection Committee shall consist of:

- i. The Chairman of the Managing Committee.
- ii. Principal-HOI of the School.
- iii. An eminent educationalist/Administrator/Finance Expert| (as per subject requirement)/ Principal of A Category School in consultation with Higher Board.
- iv. A member of the concerned Sub Committee.
- v. Principal In-charge
- vi. Qualification as per the schools policy at Appendix– ‘A’

**d. Selection Committee for the post of Drivers/Transport & Maintenance Staff**

In the case of recruitment for the post of drivers, transport and maintenance staff, the Selection Committee shall consist of

- i. Principal-HOI of the school
- ii. A member of the concerned Sub Committee nominated by the Chairman
- iii. VP-Admin/ AO
- iv. A person having technical experience in the relevant in field.

**e. Norms for the Selection Committee**

- i. All proceedings of the selection committee shall be kept strictly confidential.
- ii. The selection committee shall follow the laid down norms regarding grading of the candidates. In case any differences of opinion among the members of the selection committee the case shall be reported/ represented to the formal Managing Committee Meeting.
- iii. The selection committee shall make recommendation for the appointment. The recommendations of the selection committee shall be presented to the Managing Committee. The selection and appointment of candidates shall be made by the Managing Committee.
- iv. The selection committee shall strive to select the best candidate out of the available candidates and shall not be motivated by any

consideration other than merit, competence, ability, and pursuit of excellence.

- v. Any member of a selection committee who has a relative or close associate (son, daughter, sister, or any other close relative related either by blood or by marriage) shall bring the relevant facts to the notice of the Chairman of the selection committee who shall decide whether such a member has to be excluded from a specific interview or from the selection process of that particular selection committee.
- vi. Where any recommendation made by a selection committee is not acceptable to the Managing Committee of the school, the Managing committee shall record its reason for such non-acceptance.
- vii. The selection committee shall be free to recommend a panel, ranked in order of merit, for appointment instead of making a specific recommendation for each post. After due approval of the panel by the Managing committee, it shall remain valid for a period of one year and the candidates from the panel may be offered appointment as per the requirements of the school.
- viii. Ad hoc appointments as well as appointments in the leave vacancies may also be made out of such approved panel. There shall be no need of calling a selection committee as provided in the section 3.6 if appointment are made out of the approved panels and merit ranking is not violated.
- ix. The maximum age for recruitment in the selection committee will be fifty years, relaxed by five years in case of candidate holding special qualification. Relaxation in age will be done only on the recommendations of the selection committee.
- x. If the marking of any member is going higher or lower by more than 20% compared to the average of other members markings, that mark may be excluded from the tabulation.

**f. Medical and Character Certificates etc.**

Every employee of the school shall be required to produce the following certificates on appointment in the school.

- i. Medical certificates of fitness from a hospital established or maintained by the government or a local authority or as prescribed by the Managing Committee as a substitute.
- ii. A certificate from the head of the institution where last served with duration of service and another certificate from a gazetted officer certifying the character and conduct of the candidate is good.
- iii. Produce original degrees (duly attested by home, External Ministry and Saudi Consulate/embassy of residence country) / diplomas/certificates/mark sheets/certificates and evidences of



relevant experience etc., with attested photocopies thereof for verification. (Original certificates shall be returned after verification).

N.B. If there is anything contained in any of the above Unified Service Rules which runs contrary to the CBSE Rules or the Organizing Rules of Management Councils of Foreign Communities' Schools then the CBSE Rules/ Organizing Rules shall prevail over the provisions of USR.

## **VII. FINANCIAL PROCEDURES**

### **1. General**

The rules may be called “the delegation of financial authority and financial procedure rules”.

These rules will be implemented with immediate effect.

These rules supersede all earlier regulations pertaining to the financial authority of subcommittees and financial procedures.

### **2. Financial functions and responsibilities of managing committees**

The Managing Committee (MC) of the school will have full authority to decide on all financial matters of the school subject to the various provisions in this document. However, for matter of convenience and smooth functioning of the school, concerned sub-committees are delegated financial authority to the extent mentioned in succeeding paragraphs.

The Finance Sub-Committee will be responsible for continuous monitoring and advising to the Managing Committee/Higher Board (HB) on the general financial state of the school. For this purpose the sub-committees will prepare Annual Budgets for the financial year, 1 April to 31 March, which will be approved by the MC and the HB. The committee will also prepare Bimonthly review of expenditure, evolve suitable Accounting procedures, Investment Policy for Reserve Funds etc. and submit the same for the approval of the HB and MC.

The Principal will have the authority to sanction non-recurring expenditure up to SR. 2,000/- (Saudi Riyals Two Thousand) at a time, subject to principles of general property and procedures in Category A Schools and SR. 1,000/- (Saudi Riyals One Thousand) for all other schools.

- a. The concerned subcommittees are empowered to approve, non-recurring expenditure up to SR. 5,000.00 (Saudi Riyals Five Thousand, Saudi Riyals Ten Thousand in case of A category schools) at a time to the maximum of SR. 10,000.00 and Twenty Thousand in case of A category schools) in a year. However, all expenditures sanctioned should be well within the annual budget approved by the Managing Committee. Any new proposal entailing expenditure not stipulated in budget will need approval from the Finance Sub-Committee and Managing Committee. .
- b. SPORTS: Expenses for sports including purchase of materials and medals should be budgeted and sanctioned. The sports teachers should submit the requirements including medals, certificates by 10 April so that this can be studied by the Sports Committee (nominated by the Chairman on ad-hoc basis) and forwarded to the Finance Committee and then to the Managing Committee for approval.

- c. LOAN: Loan approved by the Managing Committee to Staff should be restricted to the maximum of 35% of EOSB which is to be repaid in maximum 15 equal instalments. It is recommended that regular staff who have put more than twenty years of service and reached the age of 55 years and above may be permitted to withdraw a maximum of 70% of their EOSB based on their request as per the existing service rules. This facility will be available only once till final retirement.

N.B. All expenditures above the respective ceiling will be referred to the Managing Committee for final sanction. In case of an emergency, when it is not possible to convene the Managing Committee in time, provisional approval to exceed the authority, but only up to double the limit, may be obtained from the Chairman of the Managing Committee and Convener. Finance Sub-Committee by the convener of any other sub-committee and the Principal in writing and resubmit the same at the following Managing Committee meeting for ex-post-facto approval.

All cases being submitted to the Managing Committee that exceed SR. 5,000.00 (Saudi Riyals Five Thousand) for non-recurring expenditure should be accompanied by the prior advice of the Finance Sub-Committee. All expenses of recurring nature will be decided by the Managing Committee.

### **3. Annual Budget**

The Sub-Committees will submit their recommendations/ demand for funds for the New Academic Year at least 3 months before the advent of the fiscal year, i.e. by the end of December. The Finance Sub-committee will prepare the preliminary budget by 01 February and circulate the same to all the members by that date. The Managing Committee will thereafter consider it at a subsequent meeting and approve the same, with or without amendments, latest by 28 February, to enable the new budget to be put into operation on 01 April. The Higher Board must approve the budgets for all International Indian Schools. The Managing Committees should ensure that the budget is a surplus budget of at least 5% of the total revenue, excluding the transfer of establishment levy to revenue, and Transport must be fully self-financed activity.

The budget once approved under major heads cannot be re-appropriated by the sub-committees for which power solely rests with the Managing Committee.

The Finance Sub-committee will undertake a mid-year review of the budget based on actual expenditure and revised estimates of receipts and submit their findings/ recommendations to the Managing Committee, which may then adopt a revised forecast for the year, which must be shared with the HB.

To enable the Managing Committee to monitor the expenditure/revenue, a monthly trial balance and progressive statement of account will be prepared by the Finance Officer / Accountant, giving details of the budget provision, proportional provision for the period elapsed, the exact expenditure and the envisaged major items of the expenditure in the rest of the year. The statement will be prepared by the 10th of each alternate month (starting June)

and submitted to the Finance Sub-Committee, which will transmit the same to the Managing Committee, with their comments, if any.

#### **4. Transfer of part of establishment levy of revenue account.**

Instead of treating the whole receipt as capital items and transferring to Reserve Fund, a part of it could be treated as revenue and transferred to Income & Expenditure account to meet the additional rental of the new building and impact of long overdue pay revision. It was recommended a maximum of 100% of the levy if non-refundable, could be transferred to revenue account. This item will be reviewed by the Higher Board before implementation.

#### **5. Audit**

- a. The Finance Sub-Committee will function as the Internal Auditors of the school accounts. They will carry out periodic audit of the accounts and submit half-yearly audited statement with their observations to the Managing Committee by the 1st of November and 1st of May each year, covering 6 or 12 month period ending on 30th September and 31st March respectively. The statement will include an income-expenditure statement balance sheet, comparison of expenditure on major heads with budgeted figures as well as state of securities, deposits, etc.
- b. External statutory audit firm, as recommended by the Finance Sub-Committee should be appointed by the Chairman. For this the Finance sub-committee should prepare a panel of reputed chartered accountancy firms and evaluate them. Chairman should appoint the auditing firm, under intimation to the Higher Board, to conduct external auditing of school's financial transactions. The Finance sub-committee will assist the auditors from the school side. An audit firm, once engaged shall continue the school audit for a maximum period of four years. Before the completion of the four years period the MC may decide to change the audit firm. Any exception to this must be approved by the Higher Board.

The annual statutory audit must be completed by 30 June, 3 months after the end of the financial year. The audited financial statements must be shared with the HB and filed with the government body as appropriate.

#### **6. Operation of Bank Accounts**

- a. All Bank Accounts of the school will be operated by the Principal, Chairman and or a member of the Finance Committee. For this purpose, the Patron may nominate two members of the Committee for the purpose of intimating of signatures to the Bank. The so nominated member (s) should ensure that, laid down procedures have been followed in clearing vouchers, before (counter) signing the relevant payment vouchers and cheques for payment.
- b. The Chairman of the Managing Committee along with the Head of the Institution will compulsorily be the bank signatories. In the absence of the Chairman, the other authorized signatory from the Managing Committee will operate the bank accounts along with the Head of the Institution or in his

absence the Finance officer. At any time only two valid signatories should remain in the Bank records and all earlier signatories should be got removed.

#### **7. Payment Procedures.**

- a. All payments of over SR. 1,000.00 (Saudi Riyals One Thousand) will be made by crossed cheques only, the only exemption being the salary of non-school Iqama staff. Cash payment will be made from a petty cash imprest chest to be separately maintained by the Cashier and controlled by the Principal.
- b. All payments should be supported by a proper payment vouchers duly authorized by the competent authority under these rules. All payments should be supported by an original invoice/pre receipted bill on the official stationery of the payee. Salary payments should be on proper acquaintance rolls or registers. Vouchers should invariably mention the authority for payment.

#### **8. Custody of Cash and Cheque book and Petty Cash imprest chest.**

- a. A Petty Cash imprest /account will be established, the maximum limit of which will be SR. 10,000.00 (Saudi Riyals Ten Thousand), SR 20,000.00 (Twenty Thousand) in case of category A schools. The replenishment request should be accompanied by all relevant vouchers of previous payments. The replenishment will be made by a cash check after due scrutiny by the Principal and a member of the Finance Sub-Committee countersigning the cheque.
- b. A Petty Cash replenishment request should be made when the balance in the imprest falls below SR. 5,000/- (Saudi Riyals Five Thousand). The replenishment request should be accompanied by all relevant vouchers of previous payments. The replenishment will be made by a cash cheque after due scrutiny by the Principal and the Convener or a member of the Finance Sub- Committee countersigning the cheque.
- c. All cash receipts (as also cheques) should be deposited in the Bank on the same day. The Cashier will submit necessary documentary evidence of deposit (e.g. Bank Deposit Slip) along with the back-up documents of collection of cash/cheque to the accountant immediately. Thereafter, in case of genuine difficulty, it should be positively deposited the next working day.
- d. Cash required for bulk disbursement, like salary, etc. should be brought on each occasion and disbursed the same day.
- e. The Cashier will be insured by a Fidelity Guarantee Cover and the School will take out a Money Insurance to cover the risks in physical handling of the cash, for which the school will pay the premium,

#### **9. Receipt of Procedures**

All cash receipts will be issued with a numbered official receipt of the School and should carry a rubber stamp of the name of the person actually collecting the money and his/her signature. On no account temporary receipts, etc., should be used. For this purpose sufficient stock of numbered printed books

and a logbook of numbered form control will be maintained, duly checked at the time of issue to cash clerks and after use to reconcile the receipts,

**10. Supervision of Accounts/Accounts Personnel**

- a. The Finance Sub-Committee will assist the Principal in maintaining a periodic check on the accounts, accounting procedures etc. The Principal regularly and the Finance Sub-Committee periodically, will carry out surprise audit checks on the imprest/Cash Balance.
- b. For purpose of recruitment, re-allocation of duties of accounts staff, periodic evaluation of efficiency, disciplinary procedures against these staff etc. the Principal / Finance Sub-Committee will be the decision making authority subject to the approval of its decisions by the Managing Committee.

**11. Amendment/Relaxation of Rules**

- a. These rules can be amended/ relaxed after the amendments are deliberated and approved in the HB Meeting once in a year.
- b. Notwithstanding stipulations contained in these rules, the Managing Committee with the approval of the Patron may relax the application of the above rules keeping in view the overall interest of the school.

**12. Insurance**

- a. The Managing Committee should work towards ensuring adequate insurance for the following:
  - i. Property and fixed assets including intangible assets (software, database, etc).
  - ii. Accidents within school premises (for students, employees, outsiders).
  - iii. Accidents within transport facilities.
- b. In case of any discrepancy between the above-mentioned Financial Procedures/Rules and the articles of the Charter of the International Indian Schools in the Kingdom of Saudi Arabia, the relevant articles of the Charter will prevail.

## **VIII. ADMISSION**

- a. Admission is restricted to Indian Nationals between the age of 3 years 6 months and 16 years; the lowest class for admission being LKG. Admissions are granted on the basis of priority of registration and performance in the Admission Test. The entrance test papers will be based on the syllabus of the preceding class to which admission is sought. Admission Tests will be held every year Saturday and Wednesday at 8:00 am until 30 September. Admissions to out-station Indian students will be only from Class VII onwards.
- b. Uniformity in Admission
- c. In order to ensure transparency and uniformity in admission process the following guidelines should be implemented in all the schools:-
- d. There should be a laid down transparent policy for admissions. There could be two ways of practice (i) Filling of vacancies to be done through lucky draw for the lower classes; and (ii) Merit based admission (entrance test) for the higher classes as is done throughout India.
- e. The Higher Board member/ Observer will ensure that all the valid applications have been covered in the lucky draw so that no valid application is missed out.
- f. The person physically picking out the draw will be chosen by the Higher Board Member/Observer.
- g. The number of receipts/ admissions taken out will be initialled by the Principal and the Observer on the spot with date.
- h. Receipts will be preserved as a record of admissions.
- i. The entire lucky draw process will be conducted by the HB Member/Observer (or their nominee) in the presence of Principal and MC Chairman (or a nominated committee member).
- j. The duration/time must be specified well in advance for collection of admission forms or on-line registration, so that people get fair chance to apply.
- k. Manual issue of forms should be pre-numbered and logged for the person/ family.
- l. School must have complete list of the vacancies in each class in advance, duly certified by the Principal.
- m. A copy of the vacancies for admissions must be submitted to the HB certifying that the vacancies can be filled in accordance with the MOE upper limit based on space and number of students per class.
- n. The record of admission every year shall be preserved as public record.
- o. Fresh admissions to KG classes should without fail adhere to the mandated number of students per class. The MOE rules shall be strictly followed.

- p. The MC Members shall not make any recommendations whatsoever with regard to admissions; (i) if made, the same should be ignored and (ii) any such recommendations made will be reported to the HB.
- q. All admissions will be as per the admission policy and on merit.
- r. The Principal shall certify the number of vacancies and clearly state therein regarding the adherence to the mandated principles by showing the break-up of the vacancies so arrived at. (Typically it means that vacancies arising out of students leaving minus the excess numbers over and above the Ministry's mandate will indicate the actual vacancy.)



## APPENDIX-A

### MINIMUM QUALIFICATIONS FOR HEADS (Principal/ VP/ HM Sr. Sec/HM Sec/ HM Lr. Sec/ HM Primary/ COE/ HM KG) AND TEACHERS

The Board has prescribed the following minimum qualifications for Heads of Sr. Sec. /Sec Schools and for teachers to teach various subjects in Classes IX to XII

#### Senior Secondary Schools

S.No	Designation	Qualification	Experience
1	<b>Heads</b>	<p>1. Master's Degree or Honours Degree of a Foreign University recognized as equivalent to the</p> <p>Master's Degree of an Indian University by the U.P.S.C. or Honours Degree of such Indian</p> <p>Universities as may be recognized equivalent to the Master's Degree by the U.P.S.C.</p> <p>2. A teaching Degree or a Diploma in Education or its equivalent.</p>	<p>a) At least 3 years experience of administrative charge of a recognized College having Intermediate or higher classes.</p> <p>b) At least 5 years experience of administrative charge of a recognised High School.</p> <p>c) At least 5 years experience of teaching in a recognized college or Higher Secondary School or an equivalent teaching experience in a Teachers Training Institute.</p> <p>d) At least 8 years teaching experience in a recognized High School.</p> <p>e) At least 5 years experience including 3years educational administrative experience and 2 years teaching experience in a recognised High or Higher Secondary School or A Teachers Training Institute.</p>

2	<b>Principal In-charge (GS)</b>	1. Master's Degree or Honours Degree in any of the academic subject recognized by a Foreign University or Indian University. It should be approved by the U.P.S.C & U.G.C  2. A teaching Degree or a Diploma in Education or its equivalent.	At least 15 years experience in the relevant field out of which 5 years in the field of academic administration as VP/ HM/ Supervisor/ Warden.
3	<b>VP - Admin</b>	A Post graduate in any discipline with a degree or diploma in administration/ management or a Master's degree in management from a reputed university.	At least 15 years experience in the relevant field.
4	<b>Finance Officer</b>	A Degree in Finance and Accounting like CA/ ACCA/ ICWA or MBA Finance. A post graduate in commerce with sufficient experience also can be considered in the absence of candidates with the above qualifications.	At least 15 years experience in the relevant field.
5	<b>VP – Academics/ VP-AET/COE</b>	A post graduate degree in a subject related to the school education from an Indian/ Foreign university. A degree in teaching equivalent to B.Ed awarded by any recognized Indian Universities.	15 years experience in teaching out of which 3 years in academic administration like VP/ HM or in a similar capacity.  (For VP – Exam & COE the candidate should have through knowledge in CBSE rules, affiliation by laws exam by laws and all other CBSE manuals. Good knowledge on registration of students for Board Exams and conduct of the CBSE exams. Good computer skills)
6	<b>HMs Higher Sec. &amp; Sec.</b>	A post graduate degree in any discipline related to school education. B.Ed or an equivalent degree in teaching awarded by any Indian/ Foreign universities.	Minimum 10 years of teaching experience in Sec or Hr. Sec classes out of which 3 years in academic administration/ supervision
7	<b>HMs Middle School (6-8), HM Primary</b>	Graduate or post graduate in any discipline relating to School education. B.Ed or a similar degree in teaching awarded by an Indian/ Foreign university.	Minimum 10 years experience out of which 2 years in academic administration/ supervision.
8	<b>HM KG</b>	A graduate in any academic discipline B.Ed/ Montessori/ Kindergarten Training from a recognized university	Minimum 10 years teaching experience (at least 5 years in KG) out of which 2 years in academic administration/

		or higher education institution. Candidate should have	supervision. Should be talented in organizing various activities and play way methods in KG level.
	<b>ii) Secondary Schools:</b>		
<b>9</b>	<b>Heads</b>	Master's Degree (or its equivalent) with a teaching degree or its equivalent with 15 years experience of teaching of High or Higher Secondary/Intermediate classes.	10 years experience of teaching Secondary School/ Hr. Secondary classes 5 years of experience as Principal/ HM of middle or secondary experience as Head-master of Middle School or other equivalent administrative experience.
<b>10</b>	<b>Teachers</b>		
	1. PGT (To teach classes XI-XII) i) English	Persons having post graduate qualifications with specialisation in a branch of the subject with graduation in the subject concerned be treated on par with the M.A /M.Sc. in the subject concerned provided it is proceed by Graduation in the subject of teaching. <sup>44</sup> b) Degree or recognised Diploma in education	ii) Modern Indian Languages and Classical Languages: a) Master's Degree in the subject or equivalent degree from a recognised Institution; b) Degree or recognised Diploma in Education. O R Three years experience of teaching Intermediate or Higher Classes.
	ii) Modern Indian Languages and Classical Languages:	a) Master's Degree in the subject or equivalent degree from a recognised Institution; b) Degree or recognised Diploma in Education.	Three years experience of teaching Intermediate or Higher Classes. 2 M.Sc. Ed. in the subject from the Regional college of Education, NCERT

	iii) Mathematics :(Either 1 or 2)	1 a) Master's Degree in the subject; b) Degree or recognised Diploma in Education.	Three years experience of teaching Intermediate or Higher Classes.  2 M.Sc. Ed. in the subject from the Regional college of Education, NCERT
	iv) Physics and Chemistry:(Either 1 or 2)	1 a) Master's Degree in the subject	Post-graduate Diploma in the subject concerned awarded by the University of Delhi;  Note: i) Post Graduation in Statistics or Operational research be treated on par with M.A/M.Sc.  Mathematics provided it is preceded by graduation in mathematics.
	v) Biology (Either 1 or 2)	1 Graduate in Medicine  2 a) A Master's degree in Botany or Zoology with Zoology or Botany respectively as one of the subject in the B.Sc. examination.	M.Sc Degree in Bio-Chemistry from a recognised University after doing a minimum of  6 years study after matriculation (For Chemistry teachers only)  b) Degree or recognised Diploma in Education
	vi) Economics, History, Geography,	Sociology and Elements of Philosophy  a) Master's Degree in the subject concerned;  b) Degree or a recognised Diploma in Education.	Three years' experience of teaching Intermediate or higher classes.
	vii) Political Science	a) Master's Degree in Political Science/ Public Administration /International Relations;  b) A Degree or recognised Diploma in Education.	Three years' experience of teaching Intermediate or higher classes.

	viii) Accountancy and Business Studies	<p>a) Master's Degree in Commerce M.Com/M.A.(Com)</p> <p>b) A Degree or a recognised Diploma in Education</p>	Three years' experience of teaching Intermediate or higher classes.
	ix) Psychology (Either 1 or 2)	<p>1. a) Master's Degree in the subject;</p> <p>b) A Degree or a recognised Diploma in Education</p> <p>2 Master's degree in Education with Psychology as a subject.</p>	Three years' experience of teaching Intermediate or higher classes.
	x) Home Science	<p>a) M.Sc. (Home Science) from a recognised University.</p> <p>b) A Degree or a recognised Diploma in Education.</p>	Three years' experience of teaching Intermediate or higher classes. <sup>47</sup>
	xiii) Fine Art Painting: (Either of two)	<p>1 Master's degree in Fine Art (with Painting Specialisation).</p> <p>2 Higher Secondary/intermediate/ Sr. Sec. School Certificate Examination with minimum</p> <p>5 years (full time)/7years Part time diploma in Fine Art/ Painting / Drawing and Painting</p> <p>from a recognised Institute /University.</p> <p>3 Graduate with Fine Art/Art/Drawing and Painting as one of the subjects with minimum</p> <p>4 years Diploma from a recognised Institute /University.</p>	
	xvi) Physical Education	Master's Degree in Physical Education from a recognised University.	
	xvii) Teachers for Introductory Computer Science	<p>1 a) Master's Degree from a recognised University.</p> <p>b) Three months full time or six months part time course from an Institute</p> <p>of National importance such as:</p>	<p>) Certified by any of the Institutes:</p> <p>i) That he is capable of handling the hardware required to</p> <p>teach Introductory Computer</p>

		<p>i) I.I.Ts</p> <p>O R</p> <p>ii) Regional Engineering Colleges</p> <p>O R</p> <p>iii) Universities</p> <p>O R</p> <p>iv) Regional Computer Centres run by the State Governments</p> <p>O R</p> <p>v) Any other nationally approved professional Organisation</p> <p>that caters to the Computer Science Discipline with particular emphasis on the course/ syllabus laid down by C.B.S.E.</p>	<p>Science Course.</p> <p>ii) That the institution/ agency is willing to assist the teacher to further training/ competencies.</p>
--	--	---	--

<b>11</b>	<b>2. T.G.Ts (To teach classes VI-X)</b>		
	<p>i) English : (Either of the two)</p>	<p>a) Graduate in/with the subject;</p> <p>b) A recognised Degree /Diploma in education</p> <p>ii) B.A. B.Ed with English of the Regional College of Education.</p>	
	<p>ii) Modern Indian Languages and Classical Languages (Either of the two)</p>	<p>i) a) Graduate in/with the subject concerned or its equivalent.</p> <p>b) A recognised Degree /Diploma in education.</p> <p>ii) B.Ed with language concerned of the Regional College of Education.</p>	

	<p>iii) Mathematics (Either of the two)</p>	<p>i) a) Graduate in/with the subject  b) A recognised Degree/Diploma in Education  ii) B.A. Ed. with Mathematics of the Regional College of Education.</p>	
	<p>iv) Physics and Chemistry (Any of the following)</p>	<p>i) a) Graduate with Physics and Chemistry as a subject (either honours or subsidiary level)  b) A recognised Degree/Diploma in Education  ii) B.Sc. Ed of Regional Colleges of Education  iii) B.Tech. (Education) of Regional Colleges of Education, N.C.E.R.T (eligible to teach Physics only)  v) Life Sciences (either of the following)  i) a) Graduate with Botany and Zoology (either honours or subsidiary level)  b) A recognised Degree/Diploma in Education  ii) B.Sc. Home Science from any University with B.Ed.</p>	
	<p>vi) Social Science ( either of the two)</p>	<p>i) a) Graduate with two subjects out of History, Pol. Science, Economics, Sociology and Geography.  O R  Hons. Graduate with History or Political Science or Geography as a main subject.</p>	

		<p>b) A recognised Degree / Diploma in Education.</p> <p>ii) B.A. Ed. with Social Sciences of the Regional Colleges of Education.</p>	
	vii) Economics (Either of the two)	<p>i) a) Graduate in/ with Economics subject.</p> <p>b) A recognised Degree /Diploma in Education</p> <p>ii) B.A. Ed. with Economics of the Regional Colleges of Education.</p>	
	x) Teachers of Physical and Health Education (any of the following)	<p>i) Graduate in Physical Education or B.P.Ed</p> <p>ii) D.P. Ed. awarded by a recognised University /Institution after training</p> <p>of minimum one academic session provided that the admission qualification for the Diploma is at least a university degree.</p> <p>iii) Bachelor of Sports, Humanities and Physical Education.</p>	
	xiii) Teachers of Work Experience:	<p>Any of the following as per requirements of the subject:</p> <p>i) B.Sc. (Tech) Ed. from Regional College of Education, NCERT.</p> <p>ii) Degree in Engineering in concerned trade from a recognised University.</p> <p>iii) Three years Diploma after Higher Sec./Sr. Secondary in/ Engineering in concerned trade from an institution recognised by the Government.</p>	
	xvii) Librarian :	<p>Graduate with diploma in Library Science from a recognised Institute.</p>	



	xviii) Junior Librarian :	Matriculation or equivalent with Certificate in Library Science from recognised Institute.	Persons having 15 years teaching experience of Middle/ Secondary classes in recognised institutions shall be exempted from obtaining teaching degree/diploma and they shall be treated equivalent to those having obtained a teaching degree/ diploma for appointment in the schools affiliated with the Board.
<b>12</b>	<b>Primary Teachers</b>		
	Teachers (To Teach Classes I-V)	Higher Secondary with JBT (Two years) O R Intermediate/Senior Secondary with JBT (One year)	Preference should, however, be given to trained graduates.
<b>13</b>	<b>K.G Teachers</b>	+2 along with Montessori training Bachelor Degree in Any Discipline with Montessori training	

## APPENDIX-B

### CONTRACT FOR EMPLOYEES RECRUITED FROM INDIA

#### EMPLOYMENT AGREEMENT

#### اتفاقية توظيف

Employee's Name : ..... : اسم الموظف

Nationality : ..... : الجنسية

Passport No. : ..... : رقم جواز سفر

Date of issue : ..... : تاريخ الإصدار

Resident Permit No. .... : رقم الإقامة

Date of Expiry: ..... : تاريخ الإنتهاء

صاحب العمل : المدرسة العالمية الهندية .....

Employer: International Indian School, .....

This agreement has been made on ..... by  
and between IIs Managing Committee ( Hereinafter referred to  
as the Committee), 1<sup>st</sup>. Party and

Mr. / Mrs .....

.....

(Hereinafter referred to as Teacher/ Employee) 2<sup>nd</sup>. Party shall  
work for the 1<sup>st</sup>. Party in accordance with the following terms  
and conditions:

1- The 2<sup>nd</sup>. Party shall work for the 1<sup>st</sup>. Party in a

أبرمت هذه الإتفاقية بتاريخ : / / بين  
اللجنة التنفيذية للمدرسة العالمية الهندية  
( ويشار إليها لاحقا بكلمة اللجنة ) كطرف أول

والسيد/ ..... ( ويشار  
إليه لاحقا بكلمة المعلم/ الموظف ) كطرف ثاني على  
أن يعمل الطرف الثاني لدى الطرف الأول وفقا  
للشروط التالية:

١- يعمل الطرف الثاني لدى الطرف الأول بوظيفة :  
..... أو اي وظيفة أخرى تتناسب  
مع مؤهلاته وخبرته وفق تقدير الطرف الأول.

position of ..... or any  
other position commensurate with the qualifications of the  
2nd. party.

٢- تسري هذه الإتفاقية لمدة ..... ابتداء من

2- This agreement is valid for ..... years starting

..... وتنتهي في

from : / / and ends by : / /

The second party shall be under a probation of three  
months from the date of signing the contract. The 1<sup>st</sup>.  
Party shall have the right to terminate this agreement  
within the probation period without any notice or  
compensation to the 2<sup>nd</sup>. Party.

تعتبر الأشهر الثلاثة الأولى فترة تجريبية ويحق  
للطرف الأول فسخ الإتفاقية خلال هذه الفترة  
بدون مكافأة نهاية الخدمة أو التعويضات أو  
إشعار مسبق من الطرف الأول.

3- The 1<sup>st</sup>. Party shall pay the 2<sup>nd</sup>. Party a monthly  
salary of SR: ..... ( .....  
.....Saudi Riyals

٣- يدفع الطرف الأول للطرف الثاني راتباً شهرياً  
وقدره ..... ريال ( ..... ريال  
سعودي) بنهاية كل شهر ميلادي.

4-In addition thereto the 1<sup>st</sup>. Party shall pay the 2<sup>nd</sup>.  
Party a housing allowance equivalent to 3 months basic  
salary or SR .....whichever is greater if the 2<sup>nd</sup>.  
Party is accompanied with his/her family. However if  
the 2<sup>nd</sup>. Party is on bachelor status, the 1<sup>st</sup>. Party shall  
give single furnished accommodation / 50% of the  
eligible HRA subject to the school rules.

٤- يدفع الطرف الأول للطرف الثاني بدل سكن  
يعادل الراتب الأساسي لمدة ثلاثة أشهر أو  
..... ريال أيهما أكثر إذا كان مع الطرف  
الثاني عائلته، أما إذا كان الطرف الثاني عازباً  
يدفع له الطرف الأول السكن المؤثث للعزاب /  
٥٠% بدل سكن المستحق وفقاً لنظام المدرسة.

5-The 2<sup>nd</sup>. Party shall be entitled to ..... Days annual  
vacation after the completion of 10.5 months.

٥- يستحق الطرف الثاني إجازة سنوية  
مدتها

..... يوماً وفق نظام الإجازات المتبع في

6- The 1<sup>st</sup>. Party shall provide the 2<sup>nd</sup>. Party with ( one/self)  
round trip air ticket/ tickets in economy class  
from ..... to the nearest International Airport of  
the employee.

المدرسة وحسب ظروف العمل شريطة إتمام ١٠

أشهر ونصف شهر في العمل.

7- The 1<sup>st</sup>. Party shall provide the 2<sup>nd</sup>. Party free medical  
treatment or other concerned services in accordance with  
the 1<sup>st</sup>. Party's policy.

٦- يستحق الطرف الثاني تذكرة / تذكرات السفر  
في الدرجة السياحية سنوياً بالطائرة ذهاباً وإياباً  
من ..... إلى أقرب مطار دولي للموظف.

8- During the service under this agreement, the 2<sup>nd</sup>.  
Party will be liable to disciplinary action in accordance  
with the rules and regulations framed by the School from  
time to time, for any misconduct, violation of conduct  
rules taking what is not permissible under law ,

٧- - يأمن الطرف الأول للطرف الثاني الخدمات  
الطبية حسب أنظمة الطرف الأول.

commission of an act which is treated as a criminal offence, non performance of duties violation/breach of any of the provisions and rules related to school's policy as mentioned above.

9- Both parties have the right to terminate this agreement by serving 30 days written notice in advance to the other party without assigning any reason. However if any of the parties fails to fulfil this condition, he shall pay the other party a compensation equal to one month salary against the notice period.

If a notice of discontinuation is not issued before one month of the expiry of this agreement by either of parties, it will be treated as the agreement is automatically renewed for a similar period of its initial validity.

10- The 2nd. Party will apply himself honestly, diligently and efficiently under the orders and instructions of the 1st. party and shall discharge all duties as instructed by him and his acts shall always be for the interest of 1st. party. The 2nd. Party shall comply with all rules and regulations issued by the 1st. party and try to avoid any disgraceful behaviour with the 1st. party. He shall observe all regulations implemented in the Kingdom and undertake not to furnish to the press or to any other party with any information about the School.

11- The 2nd. Party shall have no right to engage in any other employment or business such as conducting coaching classes tuitions etc., whether for his account or for others and with or without pay.

٨- خلال الخدمة وفقا لهذا العقد يكون الطرف الثاني خاضعا للإجراءات الإنضباطية حسب القوانين التي تمت تحريرها من قبل المدرسة من وقت إلى وقت وذلك لسوء المعاشرة ومخالفة الأنظمة وخوضه في الأعمال المحظورة قانونيا والتي تعتبر من الجنايات وعدم تنفيذ الواجبات أو أي انتهاك للشروط الخاصة بالأنظمة المتعلقة بإدارة أمور المدرسة كما ورد أنفاً.

٩- يحق لكل من الطرفين فسخ هذه الاتفاقية بعد إخطار الطرف الآخر كتابة قبل الفسخ بثلاثين يوماً على الأقل، وفي حالة عدم تنفيذ هذا البند من أي طرف فإنه يكون ملزماً بدفع للطرف الآخر تعويضاً عن مدة الإخطار ما يعادل راتب شهرواحد.

وفي حالة عدم الإشعار قبل شهر واحد من انتهاء العقد بعدم رغبة تجديد العقد من قبل أي من الطرفين، فيتجدد العقد تلقائياً لمدة مماثلة.

١٠- على الطرف الثاني أن يتحلى بكافة صفات الأمانة والإجتهاد والإخلاص في العمل منفاً وأوامر الطرف الأول خلال فترة سريان هذه الاتفاقية وعليه أن يؤدي عمله وفق توجيهاته وأن يكون تصرفه دائماً وأبداً في مصلحة الطرف الأول، وأن يسلك طريقاً تتأى به عن جلب كل ما هو مشين لنفسه أو للطرف الأول، وأن يلتزم بجميع الأنظمة النافذة في المملكة العربية السعودية ويتعهد بعدم تزويد الصحافة أو أي جهات أخرى بأية معلومات عن المدرسة.

١١- لا يحق للطرف الثاني أن يقوم بأي عمل وظيفي آخر أو أي عمل تجاري أثناء أدائه لمهامه، مثل القيام بالتدريس الخاص أو خلافه سواء كان ذلك لحسابه أو لحساب آخرين بأجر أو بدون أجر.

12- The 2nd. Party shall bear all charges and what can be imposed on him of taxes and other government charges under the law.

١٢- يتحمل الطرف الثاني كافة الرسوم وما سيفرض عليه نظاما من ضرائب ورسوم للدولة.

13- The 2nd. Party shall be subject in all matter not set forth herein to Labour & Workman law implemented in Saudi Arabia.

١٣- يخضع الطرف الثاني في جميع الأمور التي لم يرد بها نص في هذه الإتفاقية إلى نظام العمل والعمال في المملكة العربية السعودية.

14- Any disputes or differences which may arise out of this agreement shall be referred to competent courts & Judicial parties in the Kingdom.

١٤- اي خلاف أو نزاع ينشأ عن هذه الإتفاقية يفصل فيه من قبل المحاكم والجهات القضائية المختصة في المملكة العربية السعودية.

15-End of Service benefits will be as per the Saudi Labour law i.e. ½ month's salary per first 5 years and thereafter 1 (one) month for every year of part thereof. Last pay will be taken as the basis of computation.

١٥- يستحق الطرف الثاني مكافأة نهاية الخدمة بموجب نظام العمل والعمال السعودي الساري المفعول يعني على قدر ½ شهر راتب عن كل السنوات الخمسة الأولى ومن ثم راتب شهر واحد بعد ٥ سنوات.

In witness whereof the parties hereto set their hands this day month and year written above.

١٦- توثيقا لما ورد في هذه الإتفاقية فإن الطرفين وقعا في اليوم والشهر والسنة حسبما هو مذكور أعلاه.

This agreement is made in Arabic/English Languages and signed by the both parties hereunto, each retaining one copy thereof.

حررت هذه الإتفاقية باللغتين العربية والإنجليزية ووقعت من الطرفين واستلم كل طرف نسخة منها ويعتبر النص العربي هو المعتمد.

The Arabic text shall prevail.

1<sup>st</sup>. Party

2<sup>nd</sup>. Party

الطرف الثاني :

الطرف الأول :

Name

Name :

الإسم :

الإسم :

Signature :

Signature:

التوقيع :

التوقيع :

## APPENDIX-C

### CONTRACT FOR EMPLOYEES LOCALLY RECRUITED

INTERNATIONAL INDIAN SCHOOL

المدرسة العالمية الهندية

#### EMPLOYMENT CONTRACT

عقد توظيف (محليه)

(Local Recruitment )

I, ..... A do hereby agree that I am willing to render my service to International Indian School..... ( A community non profit institution) as .....

بهذا أوافق أنا / السيد: .....  
واقف على أنني ارجب في بذل خدماتي للمدرسة العالمية الهندي ( وهي مهعد جالية تعمل غير ربحية) بمهنة .....

Employer's Name : International Indian School,  
.....

اسم صاحب العمل: المدرسة العالمية الهندية

Name of Candidate :

اسم الموظف/.....

Employee Code: .....

رمز الموظف: ..... المهنة :

Position : ..... Date of Joining :  
..... Nationality :

..... تاريخ بداية العمل:

Social Status: .....

الجنسية : ..... الحالة الإجتماعية :  
.....

رقم الجواز	صادر من	تاريخ الإصدار	تاريخ الإنتهاء
رقم الإقامة :			
Passport No.	Issued at	Date of issue	Date of Expiry
Iqama No. :			
Permanent Address ( In India ) :	العنوان الدائم: ( الهند)		
.....	.....		
.....	.....		
.....	.....		
Tel. in India: .....	الهاتف بالهند: .....		
E-mail address:	البريد الإلكتروني :		

This agreement has been made on ..... of the year .....G, corresponding to :

وقد تم تحرير هذا العقد بأول يوم من شهر

..... H by and between : The Managing Committee, International Indian School, ..... represented by the Chairman, hereinafter referred as Employer – First Party and Mr./Mrs./Ms. ....- hereinafter referred to as teacher/employee or Second Party.

1- This contract is valid for 2 years from ..... and ends by .....

2- The second party shall be under probation (for newly appointed staff only) One year from the date of signing the contract. The First Party shall have the right to terminate this agreement within the aforesaid period without notice of compensation to the Second Party.

3-Both parties shall have the right of terminating this agreement by serving thirty (30) days written notice to the other party without assigning any reason. However, if any of the parties fails in observing this article, he/she shall pay the other party a compensation equal to one month salary against the notice period. However as per the MOE rules teachers are not permitted to discontinue their services in the middle of the academic year except on very emergency reasons.

If notice of discontinuation is not issued before one month of expiry of this agreement by either of parties, it will be treated as the agreement is automatically renewed for a similar period of initial validity.

4-The First Party shall pay the Second Party a monthly salary of SR ..... in the pay scale : ..... inclusive of al allowances.

5- During the service under this agreement, the Second party will be liable to disciplinary action in accordance with the rules and regulations framed by the school from time to time, for any misconduct, violation of conduct rules taking what is not permissible under law, commission of an act which is treated as a criminal offence, non performance of duties, violation/breach of any of the provisions and rules related to the school's policy mentioned above.

6-The second Party will apply himself honestly, diligently and efficiently under the order and instructions of the First Party and shall discharge all duties as instructed by him and his acts shall always be for the interest of the First Party. The Second Party shall comply with all rules and regulations issued by the First Party and try to avoid any disgraceful behaviour with the First Party. He shall observe all regulations implemented in the Kingdom and undertake not to furnish to the press or to any other third Party with any information about the school.

الموافق :  
بين كل من : اللجنة الإدارية  
للمدرسة العالمية الهندية ..... ويمثلها رئيس اللجنة  
الإدارية ويشار إليه لاحقا فيما بعد – صاحب العمل،  
الطرف الثاني والسيد / ..... – ويشار  
إليه لاحقا فيما بعد مدرس/ موظف أو الطرف الثاني .

١. هذا العقد ساري المفعول لمدة سنتين من تاريخ  
..... حتى .....

٢. يخضع الطرف الثاني لفترة تجريبية ( للموظفين  
الجدد) لمدة سنة واحدة من تاريخ توقيع العقد. ويحق  
للطرف الأول إنهاء هذا العقد خلال هذه الفترة  
التجريبية بدون إشعار أو بتعويضات للطرف الثاني.

٣- يحق للطرفين بإنهاء هذا العقد بشرط أن يقوم بمنح  
إشعار خطي مسبق للآخر بثلاثين (٣٠) يوما على  
الأقل قبل إنهاء العقد بدون ذكر اي سبب من  
الأسباب. وفي حالة فشل اي طرف لتطبيق هذا البند  
فعلية / عليها أن للطرف الآخر أن يدفع راتب لشهر  
واحد كتعويض مقابل فترة الإشعار. وأما المدرسين  
فلا يجوز لهم إنهاء خدماتهم لدى الطرف الأول في  
وسط العام الدراسي وذلك امتثالا لأوامر وزارة  
التربية والتعليم إلا إذا كان بأسباب طوارة.

وفي حالة عدم الإشعار قبل شهر واحد من انتهاء هذا  
العقد بعدم رغبة تجديد العقد من قبل أي من الطرفين،  
فتجدد العقد تلقائيا لمدة مماثلة.

٤- يقوم الطرف الأول بدفع الطرف الثاني مبلغ  
..... ريال شهريا في طراز الرواتب  
..... + شاملا جميع البدلات.

٥- خلال الخدمة وفقا لهذا العقد يكون الطرف الثاني  
خاضعا للإجراءات الإنضباطية حسب القوانين التي  
تمت تحريرها من قبل المدرسة من وقت إلى وقت  
وذلك لسوء المعاشرة ومخالفة الأنظمة وخوضه في  
الأعمال المحظورة قانونيا والتي تعتبر من الجنايات  
وعدم قيامه للعمل ومخالفة أي من القوانين واللوائح  
المدرسية والسياسة التي تم ذكرها أعلاه.

7- The Second Party shall have no right to engage in any other employment or business such as conducting coaching classes, tuition etc. whether for his account or for others and with or without pay.

8- The Second Party shall bear all charges and what can be imposed on him of taxes and government charges under the law.

9- The Second Party shall be subject in all mater not set forth hereto labour & workmen law implemented in Saudi Arabia.

٦- يقوم الطرف بأعماله وفقاً للتعليمات والأوامر من قبل الطرف الأول بالإخلاص والجد وبصفة مرضية كما يرام ويعمل طبقاً للإرشادات والتعليمات الصادرة من جهة الطرف الأول. يلتزم الطرف الثاني امتثال جميع القوانين والنظام التي حررتها الطرف الأول وعليه أن يتجنب سوء المعاشرة مع الطرف الأول. يلتزم على الطرف الثاني أن يراعي جميع قوانين المملكة المعمولة ويتعهد أن لا يقوم بإفشاء اي معلومات للصحيفة أو لأي طرف ثالث .

٧- لا يحق للطرف الثاني أن يعمل مع أي صاحب عمل آخر أو أعمال مثل عقد الدراسات الخصوصية وغيرها تلقاء نفسه أو لغيره بأجر أو بغير أجر.

٨- يتحمل الطرف الثاني جميع الرسوم التي تفرضها عليه من قبل الحكومة من الضرائب والرسوم الحكومية وغيرها وفقاً للأنظمة.

٩- يخضع الطرف الثاني في جميع الأحوال لقوانين العمل والعمال السعودي المعمول بها.

10- Any dispute or differences which may arise out of this agreement shall be referred to the competent Court & Judicial parties in the Kingdom.

١٠- أي نزاع أو إختلافات ينشأ بموجب هذا العقد فسيتم رفعها إلى المحاكم الشرعية المختصة بالمملكة العربية السعودية.

11- End of Service Benefits will be as per Saudi labour law i.e. half month salary a year for the first five (5) years and thereafter one (1) month salary for every completed year. ESB on employee's resignation shall be calculated as per point 5.11.2 of unified service rule book. Last salary drawn will be taken as the basis for computation of End of Service Benefits.

١١- تكون مكافأة نهاية الخدمة وفقاً لقانون العمل والعمال السعودي يعني بقدر نصف شهر راتب عن كل السنوات الخمسة الأولى. وسيتم محاسبة الموظف الذي استقال من عمله على أساس النقطة ٥،١١،٢ من قوانين الخدمات المتحدة. ويعتبر الراتب الأخير الذي استلمه الطرف الثاني لمحاسبة مكافأة نهاية الخدمة.

12- The Second Party has to work 5/6 days 6 hours per day as per the requirement. He/she has to attend all workshops/ programmes or other activities organized on Saturdays. Examination works are part of the job and should be carried out as per instructions.

١٢- على الطرف الثاني أن يعمل ٦ ساعات يومياً في ٦/٥ أيام في الأسبوع حسب ظروف العمل. وعليه/عليها أن يحضر جميع ورشات العمل والبرامج أو النشاطات المنظمة من قبل المدرسة في السبت. وأعمال الإمتحانات من جزء العمل وعليه أن يقوم بها وفقاً للتعليمات.

13- The Second Party will be eligible for 5 casual leave (Un utilized CL can be en-cashed) 5 days Medical leave will be granted for OP visited provided no



casual leave is left in credit. In case of hospitalization, 10 days medical Leave will be granted for treatment inside the Kingdom.

- 14- The Second Party will be eligible for paid vacation as per the Saudi rules subject to the completion of prescribed period of service and regularization in service.

In agreement whereof the above term and conditions, both the parties hereto set their hands with this day, month and year written above.

This agreement is made in English/Arabic languages and signed by the parties hereunto each retaining one copy thereof. The English text shall prevail.

Chairman, Managing Committee

International Indian School .....

Employee ( Sign) .....

Name : ..... ( Second Party)

١٣- يستحق للطرف الثاني ٥ أيام إجازة عادية ( وستدفع أجورها إذا لم يستخدمها) و ٥ أيام إجازة مرضية تجاه زيارته كمريض خارجي وفي حالة نفاذ الإجازة العادية. وفي حالة التنويم يستحق الطرف الثاني لإجازة ١٠ أيام حيث كان الموظف داخل المملكة.

١٤- يستحق الطرف الثاني للإجازة مدفوعة الأجر وفقا لقانون العمل والعمال السعودي عند اكمال المدة المقررة من الخدمة و بعد أن يكون الموظف ثابتا نظاميا.

يوافق الطرفان على البنود والشروط الموضوعة أعلاه وعليه تم التوقيع من كلا الطرفين في التاريخ المذكور أعلاه.

وقد تم تحرير هذا العقد في اللغتي العربية والإنجليزية والتوقيع عليها ويحتفظ كل واحد منهما نسخة واحدة للعمل بما فيها وتكون نسخة الإنجليزية هي الرسمية.

رئيس اللجنة الإدارية ، المدرسة العالمية الهندية  
.....

الموظف : ( التوقيع )

الإسم : ..... ( الطرف الثاني )

**APPENDIX-D**  
**ANNUAL PERFORMANCE APPRAISAL REPORT FOR TEACHING STAFF**  
**(APAR)**

Affix  
Your  
photograph

**ANNUAL PERFORMANCE REPORT**

**FOR**

**SCHOOL STAFF – TEACHING**

**NAME:** \_\_\_\_\_

**DESIGNATION / GRADE:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_ **EMP.CODE:** \_\_\_\_\_

**PERIOD OF REPORT: FROM APRIL TO MARCH** \_\_\_\_\_

**PART – I**

**ANNUAL SELF APPRAISAL FORM**

**Employee Name:** \_\_\_\_\_

**Employee code:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Father's / Husband's Name:** \_\_\_\_\_

**Date of Joining:** \_\_\_\_\_ **Present post:** \_\_\_\_\_  
(on probation)

**Passport No.** \_\_\_\_\_ **Valid Up to:** \_\_\_\_\_

**Iqama No.** \_\_\_\_\_ **Valid up to:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_ **Email Id:** \_\_\_\_\_

**Permanent address & Mob. no.:** \_\_\_\_\_

\_\_\_\_\_

**Present address & Mob. no.** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_ **No. of Children:** \_\_\_\_\_

**Date of Appointment** \_\_\_\_\_ **Date of Confirmation** \_\_\_\_\_

Designation \_\_\_\_\_

Educational qualification: \_\_\_\_\_

Major Subject at:

Graduation level: \_\_\_\_\_

Post graduation level: \_\_\_\_\_

B.Ed / M.Ed: \_\_\_\_\_

Any other: \_\_\_\_\_

Teaching Experience: (Total no. of years) \_\_\_\_\_

In International Indian School - \_\_\_\_\_ : \_\_\_\_\_

Present salary: Basic pay-Allowances-HRA & Others-Total \_\_\_\_\_

**Educational Concession for Children**

Name of Child & Admn. No.	Class	Fees and Other Charges Paid by Other Students per month	Fees and Other charges paid by the teachers wards per month

Number of working days in the academic session \_\_\_\_\_

**Types of Leaves availed**

<b>Types of Leaves</b>	<b>Dates</b>	<b>No. of Days</b>
<b>CASUAL</b>		
<b>EARNED LEAVE</b>		
<b>MATERNITY</b>		
<b>MEDICAL</b>		
<b>LWOP</b>		
<b>LONG VACATION/HAJJ/WINTER HOLIDAYS</b>		
<b>TOTAL</b>		

**SELF ASSESSMENT PART II -A**

**A.1 Teaching-Learning Material Prepared / Updated**

**(Teaching Aids)**

<b>Class</b>	<b>ThemeandNature of Material</b>	<b>Prepared (For the First Time)</b>	<b>Updated</b>	<b>Purpose</b>

**A.2 Evaluation Material Prepared / Updated**

Full question papers / unit tests with designs blueprints, marking scheme, question-wise analysis

<b>Class</b>	<b>Subject/Topic and Nature of Material</b>	<b>When Used</b>	<b>Experience/s in Use</b>

**A.3 Use of Rating Scales/Check Lists**

<b>Class</b>	<b>Item/Testing Area</b>	<b>When Used (Date)</b>	<b>Experience/s In Use</b>

**A.4 Diagnostic, Remedial/Enrichment Exercises Prepared**

<b>Class</b>	<b>Subject</b>	<b>Topics Covered</b>	<b>Experience/s in Use</b>

**B.1 Details of work assigned**

**Teaching**

<b>Class</b>	<b>Subject</b>	<b>No. of Class Periods per week</b>	<b>No. of children in class</b>

**B.2 Co-Curricular Activities Assigned to Supervise/Participated/Involved**

<b>Activity</b>	<b>Class</b>	<b>No. of Class Periods / Week</b>

**Any other additional work done**

.....  
.....  
.....  
.....

**Number of Free Period Available Per Week-.....**

**B.3 In-Service Teacher Education Programmes attended during the Academic Session**

Dates	Programme Theme	Gains Shared	Gains Used

**B.4 Innovations or Unconventional Approaches Devised / Used**

Innovations or Unconventional Approaches	Class	Subject/Topic	Experiences/s In Use

**Methods for effective interaction with parents used and consequent gains**

.....  
 .....  
 .....

**Efforts Made for School Community Interaction**

.....  
 .....  
 .....



**B.5. Professional Material/Books Studied During the Academic Session for Self Improvement**

Name of Book/s Journals	Author Publisher Date of Publication	Subject / Topic	Ideas for Professional Use Identified

**B.6 Papers / Articles Contributed/Presented if any.**

Date	News Paper Journal Conference/School Magazine	Theme/Topic

**B.7 Campaigns in which participated if any.**

Campaigns	Dates	Contribution Details	Location
Literacy			
Health			
Social Welfare			

**Highlights of Results of Students in Board Examinations / Competitions**

.....

.....

.....

.....

.....

.....

Evidences of the items mentioned should be enclosed with filled in proforma, not just for self evaluation and improvement, but more so for making a claim for a floating increment. The proforma is comprehensive and detailed for enabling the outside members of the jury for objectively judging each case.

**PART – B**

1. What particular aspects of your job interest you the most?

-----

2. List the areas where you would like to enhance your performance. (Suggestions if any, may also be noted).

-----

3. What, if any, were the reasons preventing you from being more effective in these areas.

-----  
-----

4. What extra guidance / training do you take to do your job effectively?

-----  
-----

5. Any additional areas of responsibility you can take up?

-----  
-----

6. List your professional goals related to teaching and learning, and state how you achieved them?

-----  
-----  
-----

7. What have you done to create a challenging and stimulating teaching/learning environment for your students?

-----  
-----

8. Have you devised and incorporated any instructional techniques and approaches to meet the diverse needs and abilities of students?

-----  
-----

9. Have you undertaken any team work Educational / Projects with the students and other staff members. Give details.

-----  
-----

Signature of the staff member: \_\_\_\_\_

I agree /do not agree to the above self-appraisal of the staff member.

Signature of the Initiating Officer: \_\_\_\_\_.

## **PART – III**

**(To be filled in by Initiating / Reporting Officer)**

**Give marks for each item**

### **Professional Knowledge** **12**

Depth of knowledge \_\_\_\_\_

Updating knowledge \_\_\_\_\_

Imparting knowledge \_\_\_\_\_

Reading habit & ongoing professional learning \_\_\_\_\_

Observes other teachers & \_\_\_\_\_

Enhances teaching practices \_\_\_\_\_

Additional information \_\_\_\_\_

### **Professional skill** **12**

Use of teaching aids / technology in classroom \_\_\_\_\_

Motivational techniques \_\_\_\_\_

Blackboard summary \_\_\_\_\_

Bringing out creativity of students \_\_\_\_\_

Class participation – questions to and from the students \_\_\_\_\_

Effective classroom management techniques \_\_\_\_\_

### **Attitude to work** **10**

Proper maintenance of exam records, teachers diary,  
attendance registers \_\_\_\_\_

Timely conduct of tests and correction of notes \_\_\_\_\_

And regular in informing the parents \_\_\_\_\_

Adaptability to change and innovations. \_\_\_\_\_

Willingness to accept additional responsibility. \_\_\_\_\_

Sustained Interest. \_\_\_\_\_

### **Initiative** **10**

Initiates new techniques, ideas, progressive  
implementation of instructions \_\_\_\_\_

Conducting assembly and co-curricular activities. \_\_\_\_\_

Ability to provide individual attention-extra assignments to high and low achievers. \_\_\_\_\_

Conducting workshop / seminars etc. \_\_\_\_\_

Skill for self supervision, creates role playing situation. \_\_\_\_\_

**Communication skill** **8**

Command over Language (Correct language, pronunciation & accent) \_\_\_\_\_

Ability to recognize the level of understanding of students and efforts to improve the communication skill of students \_\_\_\_\_

Ability to make a speech, take part in seminar workshop, etc. \_\_\_\_\_

Capacity to correspond independently and put up drafts concerning various subjects. \_\_\_\_\_

**Inter personal relations** **10**

With colleagues / peers / subordinates / superiors. \_\_\_\_\_

Cooperation and ability for team work, collaborate with other teachers/colleagues to create and sustain learning commitment. \_\_\_\_\_

Popularity among students – positive rapport with students, i.e. addresses inappropriate student behaviour in a positive way. \_\_\_\_\_

Promote student self esteem and avoids criticism. \_\_\_\_\_

Maintains good rapport with both the students & parents. \_\_\_\_\_

<b>Personality</b>	<b>12</b>
Appearance – Turnout and bearing, adherence to dress code.	_____
Enthusiasm, sense of humour, pleasant demeanour.	_____
Confidence.	_____
Dependability & reliability	_____
Temperament and adjustability (Peevish, irritable, impatient or discourteous behaviour or criticism towards students).	_____
Intellectual honesty.	_____
<b>Punctuality and Sincerity</b>	<b>10</b>
Attendance and reaching school and class.	_____
Effective coverage of syllabus.	_____
Regular in completion of assignments.	_____
Loyalty to institution.	_____
Loyalty to the profession, and efforts to update his/her qualification self learning, self improvement etc.	_____
<b>Amenability to discipline</b>	<b>8</b>
Adherence to policy, rules and regulations.	_____
Flexible to criticism.	_____
Was ever reprimanded in reporting year?	_____
If yes any improvement.?	_____
Integrity, self discipline, uses appropriate strategies.	_____
<b>Quality of control over students</b>	<b>8</b>
Effective class control.	_____
Goal setting and its achievement.	_____
Encourages self learning in students.	_____
Develops clear and achievable classroom expectations with students and uses a clear format to present instruction.	_____

**Total Marks:**

\_\_\_\_\_ / 100

- a. Health Status:
- b. Was any oral or written warning / guidance issued during the period under report? If so, specify or attach copies.
- c. Was the correction or improvement seen? Specify.
- d. Overall Assessment. (Pen picture of the staff reported upon)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e. Students Evaluation Report: \_\_\_\_\_
- f. Name, Designation and signature of the First Appraiser \_\_\_\_\_

**Grading:**

(Below Average, Average, Good, Very Good, Outstanding. In case of 'outstanding' and 'Below Average' give detailed justification and also recommendation for out of turn promotion or separation respectively if you feel convinced.)

**Note:**

**Guidelines for Overall Grading on the basis of marks awarded.**

85 or more	Outstanding
70 – 84	Very Good
55 – 69	Good
40 – 54	Average
Less than 40	Below Average

Those graded Average & below Average should be advised in writing of such gradation and the basis thereof, within one month of the ACR being finally completed by the Reviewing Officer.

Signature of the Appraiser: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**PART – IV**

a) Name of the Employee: \_\_\_\_\_

**Remarks of the First Reviewing Officer:**

1. Length of service under the Reviewing Officer: \_\_\_\_\_
2. Is the Reviewing Officer satisfied that the Appraiser has made his / her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the staff member given by the Appraiser:
4. General remarks with specific comments about the general remarks given by the Appraiser about meritorious work of the staff members including the grading:

Name and signature of the first reviewing officer.

**b) APPRAISAL BY SECOND REVIEWING OFFICER**

Remarks if any \_\_\_\_\_

Signature of the Second Reviewing Officer: \_\_\_\_\_ :

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**c) APPRAISAL APPROVED BY: (SENIOR REVIEWING OFFICER)**

Remarks if any: \_\_\_\_\_

Signature of the Senior Reviewing Officer: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Date: \_\_\_\_\_



## **Instructions for Appraisers/ Reviewing Officers**

1. The Confidential Report is a vital document. It provides the basic input for assessing the performance of the staff member so that his potentialities could be best utilized by the school. On the other hand this report is an instrument through which the staff member comes to know about his serious weaknesses, if any. The staff member who is writing his appraisal, the Appraiser and the Reviewing Officer should therefore, under the duty of filling out the form with a high sense of responsibility.
2. The Confidential Report is a tool for Human Resource Development, it is not meant to be fault – finding process. Nonetheless, the Appraiser and the Reviewing Officer should not shy away from reporting shortcomings in the performance, attitudes or the overall personality of the staff member reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily be discernible to higher authorities. Take each criterion eg. disposition, job knowledge, reliability, etc, independently one by one.
5. 4. While filling the forms and phrases should be chosen carefully and should accurately reflect the intention of the person recording the answer. Please use unambiguous and simple language. Do not use expressions like “Outstanding, Very Good, Good Average, Below Average while giving your specific comments against any of the attributes.
5. It should be the endeavour of each Appraiser and Reviewing Officer to present the truest possible picture of the staff member. All assessments and comments should be based on objective information rather than opinions.
6. Assessment should be confined to the performance during the period of Report. This period will normally be one academic year unless the staff member reported upon has joined or left the job in the midst of the academic year. In the latter case the assessment is to be made for the relevant period in the academic year. A particular reporting officer will be entitled to write the report only if the staff member concerned has worked under him / her for not less than three months during the period under report. In case during a period under a particular staff member has worked under more than one Reporting Officer the report will be written by the reporting Officer under whom the staff member has worked for the longer or longest duration. However, views of all those Reporting Officers should be obtained on record under whom the staff member has worked during the period under report for three months or more.
7. Some posts of the same rank may be more exacting than others. The degree of stress in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately. Use the normal operating examples from the job on which to base comments and appraisal, rather than isolated or special instances.
8. Establish plans for improved performance and career development with particular emphasis on the aspects where both management and the job holder can assist respectively towards encouraging the necessary degree of self motivation.
9. Record the assessee’s ambitions and where he / she aspires to be in the organization.

### **Additional Notes:**

1. Performance appraisal should be carried out once every year by the Section Head who is well conversant with the functions and task of the job holder. To be reviewed by the Principal.
2. A second assessment should be made by a higher authority as follows:

For all the Staff Members                      Raised by the Section Head and Reviewed by the Principal.

For Vice Principals/Registrar/Headmistresses      Raised by Principal and reviewed by Chairman

For Principal

Raised by Chairman and reviewed by Patron

3. Each criterion has been assigned points based on the weighted value system. The overall assessment will thus be the result of total points earned considering all the assessment.

**CLASS OBSERVATION:**

**Name of the teacher:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

	<b>Max. Marks</b>	<b>Evaluation I (uninformed)</b>	<b>Evaluation II (informed)</b>
	-	<b>Date:</b> <b>Class:</b>	<b>Date:</b> <b>Class:</b>
<b>Preparation and presentation of the lesson</b>	10		
<b>Communication</b>	20		
<b>Teaching methodology(use of any innovative method)</b>	20		
<b>Use of Teaching aids</b>	10		
<b>Students interest and participation</b>	10		
<b>Maintenance of classroom discipline</b>	10		
<b>Effectiveness of the lesson</b>	20		
<b>Total</b>	100		

Signature of the Initiating Officer: \_\_\_\_\_

Name of the Initiating Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Evaluation by Vice Principals/Principal & Head of the School**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>1. Has cordial relationships with</b>					
<b>-students</b>					
<b>-fellow teachers and</b>					
<b>-parents.</b>					
<b>2. Is eager to project an appropriate image of the school.</b>					
<b>3. Is willing to share extra-work and responsibility.</b>					
<b>4. Obeys rules and regulations.</b>					
<b>5. Is willing to participate in in-service teacher education programmes.</b>					
<b>6. Motivates children to develop desirable values.</b>					
<b>7. Is loyal to the school, the society and the environment.</b>					
<b>8. Displays dedication to responsibilities.</b>					
<b>9. Participates in professional associations and contributes to their functioning.</b>					
<b>10. Participates in the activities of School Clubs.</b>					
<b>11. Studies educational literature for self improvement.</b>					
<b>12. Displays mutual respect towards with the management and the administration.</b>					
<b>13. Exercises tolerance in critical situations.</b>					
<b>14. Is rational and not emotional in his approach to day-to-day situations and problems.</b>					
<b>15. Respects Indian Culture.</b>					
<b>16. Results achieved by his students (if teaching Final classes).</b>					

.....  
 .....  
 .....  
 .....

**APPENDIX-E**

**ANNUAL PERFORMANCE APPRAISAL REPORT FOR NON-TEACHING STAFF  
(APAR)**

**Affix  
your  
photograph**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**  
**FOR**  
**ADMIN & ACCOUNTS STAFF**

**Report for the year / period ending**

-----

**NAME:** \_\_\_\_\_

**EMPLOYEE CODE:** \_\_\_\_\_

**DESIGNATION / GRADE:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_

**PART – I**

**PERSONAL DETAILS**

**Employee Name:** \_\_\_\_\_

**Employee code:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Father's / Husband's Name:** \_\_\_\_\_

**Date of Joining:** \_\_\_\_\_ **Present post:** \_\_\_\_\_  
(on probation)

**Passport No.** \_\_\_\_\_ **Valid up to:** \_\_\_\_\_

**Iqama No.** \_\_\_\_\_ **Valid up to:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_ **Email ID:** \_\_\_\_\_

**Permanent address & Tel./ Mob. no.:** \_\_\_\_\_

\_\_\_\_\_

**Present address & Mob./ Tel. no.** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_ **No. of Children:** \_\_\_\_\_

**Educational qualification:** \_\_\_\_\_

**No. of leaves taken during the academic year:**

EL: \_\_\_\_ days      CL: \_\_\_\_ days    ML \_\_\_\_\_ days    LWOP: \_\_\_\_

Maternity Leave: \_\_\_\_    TOTAL: \_\_\_\_ days

Signature of the Employee -----

Signature of the initiating Officer .....

**PART – II (SELF APPRAISAL)**

- 1. Give a brief description of the work assigned to you during the period of report.**


1) **Are you confident and competent to discharge your duties independently?**


2) **Are you taking any advice and guidance from superiors?**


3) **Rate your level of interaction and cooperation with colleagues, superiors and students.**

<b>Excellent</b> / <b>Very Good</b> / <b>Good</b> / <b>Average</b>

4) **List your three major accomplishments during the last academic year.**


5) **List any three things which you could not accomplish and reasons.**


6) **Are you confident and capable of completing your accounting works / making drafts/correspondence / and completing your works in time without reminders.**


7) **Your ability to manage the office / organizing and arranging the files / managing and controlling staff under you.**


8) **Three steps you have taken in order to redress grievances / complaints from parents and students.**


9) **List the areas where you would like to enhance your performance.**

**(Suggestions if any may also be provided.)**

-----

-----

-----



10) **Are you capable of attending to petty repairs / maintenance of the areas related to your job?  
(For driving & maintenance staff).**

-----

11) **What are the problems (if any) faced by you in performing your duties  
effectively?**

-----

Signature of the Employee -----

I agree / do not agree to the above self – appraisal of the staff member

Signature of the initiating Officer

**PART – III**

**(ASSESSMENT BY THE INITIATING /REPORTING OFFICER)**

**1.State of HEALTH:**

**a. PHYSICAL**

**i) Energetic**

**ii) Poor Health**

**b) Mental**

**i) Alert**

**ii) Slow**

**2. OBSERVATIONS ON:**

**i) Professional Knowledge**

**10**

**ii) Professional skill**

**10**

<b>iii) Attitude to work</b>	<b>10</b>
<b>iv) Initiative</b>	<b>10</b>
<b>v) Communication skill</b>	<b>10</b>
<b>vi) Punctuality and Sincerity</b>	<b>10</b>
<b>vii) Interpersonal relations</b>	<b>10</b>
<b>viii) Amenability to discipline</b>	<b>10</b>
<b>ix) Technical Knowledge &amp; ability</b>	<b>10</b>
<b>x) Level of tolerance in critical situations</b>	<b>10</b>

**Total Marks: \_\_\_\_\_ / 10**

**3.**

- a. Was any oral or written warning / guidance issued during the period under report? If so, specify or attach copies.
- b. Was the correction or improvement seen? Specify.
- c. Overall Assessment. (Pen picture of the staff reported upon)

**Note:**

**Guidelines for Grading on the basis of marks awarded.**

85 or more	Outstanding
70 – 84	Very Good
55 – 69	Good
40 – 54	Average
Less than 40	Below Average

Those graded Average & Below Average should be advised in writing of such gradation and the basis thereof, within one month of the ACR being finally completed by the Reviewing Officer.

Signature of the Appraiser: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**PART – IV**

Name of the Employee: \_\_\_\_\_

**Remarks of the First Reviewing Officer:**

- 1.Length of service under the Reviewing Officer: \_\_\_\_\_.
2. Is the Reviewing Officer satisfied that the Appraiser has made his / her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the staff member given by the Appraiser:
  
4. General remarks with specific comments about the general remarks given by the Appraiser about meritorious work of the staff members including the grading:

**APPRAISAL APPROVED BY: (FIRST REVIEWING OFFICER)**

**Signature of the First Reviewing Officer:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPRAISAL APPROVED BY: (SENIOR REVIEWING OFFICER)**

**Remarks if any:** \_\_\_\_\_

**Signature of the Senior Reviewing Officer:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Instructions For Appraisers/ Reviewing Officers**

1. The Confidential Report is a vital document. It provides the basic input for assessing the performance of the staff member so that his potentialities could be best utilized by the school. On the other hand this report is an instrument through which the staff member comes to know about his serious weaknesses, if any. The staff member who is writing his appraisal, the Appraiser and the Reviewing Officer should therefore, under the duty of filling out the form with a high sense of responsibility.
2. The Confidential Report is a tool for Human Resource Development, it is not meant to be fault – finding process. Nonetheless, the Appraiser and the Reviewing Officer should not shy away from reporting shortcomings in the performance, attitudes or the overall personality of the staff member reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily be discernible to higher authorities. Take each criterion eg. disposition, job knowledge, reliability, etc, independently one by one.
4. While filling the forms and phrases should be chosen carefully and should accurately reflect the intention of the person recording the answer. Please use unambiguous and simple language. Do not use expressions like “Outstanding, Very Good, Good Average, Below Average while giving your specific comments against any of the attributes.
5. It should be the endeavour of each Appraiser and Reviewing Officer to present the truest possible picture of the staff member. All assessments and comments should be based on objective information rather than opinions.
6. Assessment should be confined to the performance during the period of Report. This period will normally be one academic year unless the staff member reported upon has joined or left the job in the midst of the academic year. In the latter case the assessment is to be made for the relevant period in the academic year. A particular reporting officer will be entitled to write the report only if the staff member concerned has worked under him / her for not less than three months during the period under report. In case during a period under a particular staff member has worked under more than one Reporting Officer the report will be written by the reporting Officer under whom the staff member has worked for the longer or longest duration. However, views of all those Reporting Officers should be obtained on record under whom the staff member has worked during the period under report for three months or more.
7. Some posts of the same rank may be more exacting than others. The degree of stress in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately. Use the normal operating examples from the job on which to base comments and appraisal, rather than isolated or special instances.
8. Establish plans for improved performance and career development with particular emphasis on the aspects where both management and the job holder can assist respectively towards encouraging the necessary degree of self motivation.
9. Record the assessee’s ambitions and where he / she aspires to be in the organization.

Additional Notes:

