

NAVAL KINDERGARTEN GUIDEBOOK

Version 1.0 (Jul 18)

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CHAPTER- I
INTRODUCTION

Short Titles and Definitions

0101. This book shall be called 'Naval Kindergarten Guidebook' and short titled as 'NKG Guidebook'.

0102. The NKG Guidebook shall be applicable to all the existing Naval Kindergartens (NKGs) functioning under the aegis of the Navy Education Society (NES) and those NKGs which would be established in future by NES. A list of the existing NKGs is placed at **Appendix 'A'**

0103. In this Guidebook, unless the context otherwise requires,:-

- (a) 'NKG' means school catering for pre-school/pre-primary education in the Indian Navy.
- (b) 'Recognition' means school recognised by NES.
- (c) 'NKG Management Committee' means Committee managing NKG and will be short titled as KGMC. KGMC shall control day-to-day administration and functioning of NKGs including recruitment and disciplinary matters of their staff.
- (d) 'Academic Year' means a period of 12 months commencing from 01 Apr to 31 Mar of the ensuing year.
- (e) 'Chairman' means 'Chairman of KGMC'.
- (f) 'Vice Chairman' means Vice Chairman of KGMC
- (g) 'Officer-in-Charge' means Naval Officer nominated as Officer-in-Charge of NKG by the Chairman of its Management Committee.

- (h) 'Member' means Member of KGMC and includes the Chairman and Vice-Chairman of KGMC thereof.
- (j) 'Secretary' means Secretary appointed by KGMC, who is normally, Head Mistress (HM) of concerned NKG.
- (k) 'Selection Committee' is a Committee which is constituted for the selection of staff for appointment in NKG.
- (l) 'Head Mistress' means Head of NKG appointed by KGMC for running the school in accordance with the policies and guidelines promulgated by NES and prescribed by respective Command Headquarters/KGMC.
- (m) 'Employee' includes staff of all categories, whether teaching or all others, in whole-time employment of the school, whether such employment be probationary, temporary, contractual or permanent.
- (n) 'Contractual Employee' means one who has been employed for a specific period as mentioned in one's appointment letter issued by appointing authority.
- (p) 'Untrained Employee' means an employee who does not have the requisite educational / professional qualification and/or experience required for the job at the time of joining the school.
- (q) 'Pay' means the total emolument including basic pay and allowances, to be paid to or drawn by the employee.
- (r) 'Vacation' means the Summer Vacation during which the school remains closed and is different from short breaks, namely, Autumn or Winter Break, which are, by nature, holidays.

Jurisdiction

0104. The policy guidelines contained in this guidebook are to be observed by all NKGs.

0105. In case of dispute/claim arising as a result of implementation of the guidelines given here, NES shall be the final authority for interpretation of these guidelines.

0106. This NKG Guidebook can be amended, amplified, abridged or abrogated by NES as per the procedure in place.

CHAPTER- II
GENERAL AND ADMINISTRATION

0201. **Aim.** The primary aims of NKGs are for their children to:-

- (a) Experience a supported and successful transition from home or child care to Kindergarten and Kindergarten to school.
- (b) Feel safe and secure in a caring and learning environment.
- (c) Develop confidence in new situations to take risks & try new experiences.
- (d) Develop a positive image of themselves as powerful learners.
- (e) Be resilient with a growth mindset which sees mistakes as learning opportunities.
- (f) Develop skills in getting along with others and making new friends.
- (g) Learn co-operatively with others.
- (h) Learn sustainable practices and a sense of responsibility for environment.
- (j) Learn from literacy, numeracy and science experiences.
- (k) Participate in learning experiences with time to explore, be curious, ask questions, experiment and have fun while learning.

0202. **School Terms and Curriculum.**

- (a) The academic year i.e., academic term of NKG commences on 01 Apr every year and ends on 31 Mar of the following year.

(b) Each child will be issued a Progress Report Card at the end of the school term and its format is placed at **Appendix 'B'**. The aim of this Report Card is to bring out salient aspects of child's activities and personality.

(c) **Curriculum**. The curriculum laid down by NES through promulgation of specific textbooks and worksheets etc is placed at **Appendix 'C'**, which are revised by NES from time to time.

0203. **Norms & Standards**. Where a NKG is already established before implementation of the following norms and standards, the school are to implement all these guidelines by the end of the academic year of their promulgation:-

Ser	Item	Norms and Standards
(a)	Staff	Teachers – One for every 25 children.
		Ayahs - One for every 25 children.
		Adequate support staff to maintain high standard of hygiene/sanitation and safety/security of the children in the school.
(b)	Building	All-weather building consisting of:- (i) Arrangement for securing the school building by boundary wall or fencing. (ii) Adequate provision for light, air circulation and ventilation. (iii) A separate rest room for children and staff. (iv) Barrier-free access to classrooms and other school facilities. (v) Separate child-friendly toilets for boys & girls, as well as male & female staff members. (vi) Soap, clean towels, garbage bins, wash basins / sinks at low level. (vii) Potable, safe and adequate drinking water facility to children and staff members. (viii) A pantry (desirable).

		<p>(ix) Adequate play area for children.</p> <p>(x) CCTV surveillance for security of children.</p> <p>(xi) Fire safety systems and measures.</p> <p>(xii) Periodic pest control measures.</p> <p>(xiii) Safe electrical fittings and points.</p> <p>(xiv) Emergency exit markings.</p>
(c)	Minimum number of teaching hours per day	Five (5) hours per day.
(d)	Teaching-Learning Aids	Shall be provisioned to each class in adequate quantity as per the prescribed curriculum.
(e)	Library	There shall be a library having reading material appropriate for early child-years and educational audio-visual aids etc.
(f)	Play material, games and sports equipment	Commensurate the curriculum promulgated by NES.
(g)	Health	Basic First Aid & Medicine Kit containing band aids/bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer and antiseptic ointment etc should be part of the medicine kit. Arrangement for half yearly health check-ups of children by uniformed/private medical practitioner.
(h)	Records	<p>(i) Enrolment forms of children.</p> <p>(ii) Admission/Enrolment Register for recording profile of children and their parents including detail of both the parents.</p> <p>(iii) Attendance Register of Children.</p> <p>(iv) Attendance Registers of all Employees.</p> <p>(v) Maintenance of annual health check-up records of children.</p> <p>(vi) Item/Equipment Stock Registers.</p> <p>(vii) Fee Collection Record of all children.</p> <p>(viii) Profile of all teachers with passport size</p>

		<p>photographs.</p> <p>(ix) Salary/honorarium paid to employees along with their signatures.</p> <p>(x) Counseling/Warning Registers.</p>
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Constitution of KGMC

0204. KGMC of respective NKGs shall be constituted as per the following details by the respective Commands/Units. This Committee shall be vested with wide ranging administrative, academic and financial powers to ensure smooth & efficient functioning of respective NKGs. Subject to above provisions, KGMC of not more than 12 members of whom following 10 members are to be nominated / elected / made ex-officio:-

Ser	Management Committee	Designation
(a)	CPS for NKGs in Delhi/NCR; COS for NKGs in Kochi & Chilka; COS for NKGs in Visakhapatnam, Sunabeda and Calcutta; COS for NKGs in Port Blair, Kardip; FOMA for NKGs in Mumbai FOTNA for NKGs in Coimbatore, Kattabomman, Maduravoyal, Valachi, Arrakkonam, Kalpakkam, Chennai; FOGA for NKGs in Goa & Mandovi; FOKNA for NKG in Karwar; FOGD&D for NKGs in Porbandar and Okha; Commandant INA for NKG in Ezhimala	Patron (Ex-officio)
(b)	CO of Establishment/Unit under which NKG falls.	Chairman (Ex-officio)
(c)	SEDO of Establishment/Unit under which NKG falls.	Vice Chairman (Ex-officio)
(d)	Officer-in-Charge of NKG	Member (Ex-Officio)

(e)	Representative of NWWA	Member
(f)	One Teacher nominated by HM	Member
(g)	One Parent Representative	Member
(h)	Two Educationists (among which one female) nominated by Chairman	Members
(j)	HM of NKG	Member Secretary (Ex-officio)

0205. **Terms of Office.**

(a) The terms of the members of KGMC shall be for a period of three years. A member can be re-nominated for another term but a member cannot remain in the office for more than two consecutive terms except the ex-officio members.

(b) The school shall display a list containing names of all the Members of KGMC on its Main Notice Board and Website (if existent) etc.

0206. **Meeting of KG Management Committee.**

(a) KGMC shall meet as often as necessary but at least twice a year.

(b) Quorum for a meeting of KGMC shall be 1/3rd of the total members of the Committee, but for adjournment, no quorum shall be necessary.

(c) The Chairman or in his absence, the Vice Chairman shall preside over the meeting of KGMC.

(d) The Members of KGMC, nominated or elected, shall not be entitled to any remuneration, honorarium or allowance for being on the Committee.

(e) The Chairman may, if exigency of a situation demands, convene a meeting of KGMC at a short notice.

(f) All decisions of KGMC shall be by majority vote. In case of equality of the votes, the Chairman or the person presiding over the meeting shall have to cast his / her vote.

(g) A member whose personal conduct is under discussion shall not attend the meeting of KGMC.

(h) Every notice for meeting of KGMC shall specify the date, time and venue of the meeting and indicate the business to be transacted in the meeting.

(j) Agenda points together with explanatory notes, wherever necessary, are to be circulated to all the members at least three days before the meeting.

(k) Minutes of the Meeting of KGMC shall be issued by the Member Secretary to all concerned after they have been approved by the Chairman. If no observation is received within seven days from the date of issue, the Minutes would be considered as having been accepted by the Members and kept as record.

0207. **Powers and Functions.** KGMC will be the local Apex body for command, control and monitoring of the administration and functioning of concerned NKG. The Chairman and Members of KGMC shall ensure that the school is run as per the guidelines contained in this Guidebook and respective State/UT Education Acts/Rules as applicable, and shall be committed to provide quality education to the students. The Chairman will be the executive head of the Committee and shall conduct the business of the school accordingly. The Chairman of KGMC will: -

(a) Ensure that the school gets proper land, building, equipment, furniture and qualified staff as per extant norms.

(b) Ensure that the school is run as a community service but not as a business and that commercialisation does not take place in the school in any shape of form what so ever.

- (c) Ensure that the funds accruing from the school are spent for the benefit of the school and for its augmentation/expansion/upgradation etc.
- (d) Approve the fees and annual charges etc.
- (e) Approve annual budget for smooth administration of the school affairs and exercise control over expenditure.
- (f) Approve change of timings of the school.
- (g) Ensure that the school has basic essential facilities such as drinking water, washrooms for students and staff (separate for male and female), equipment for activities, games and equipment for special needs etc.
- (h) Constitute selection committees for selection of various categories of staff in respective schools.
- (j) Lay down terms and conditions of service of staff as per NKG Guidebook.
- (k) Approve appointment/termination of school staff as well as grant of special increments or rewards to staff.
- (l) Supervise routine and activities etc for efficient functioning of school.
- (m) Maintain and control over school and take necessary action for its healthy development.
- (n) Work according to the specific directions and timings given in the NKG Guidebook regarding admission policy.
- (p) Look into the welfare of the teachers and employees of the school.

- (q) Evolve both short term and long-term programmes for the improvement of the school.
- (r) Take stock of academic programme and progress of the school.
- (s) Exercise powers to take disciplinary action against staff.
- (t) Ensure that no financial irregularity is committed or any irregular procedure with regard to activities undertaken by the school are adopted.

Power of KGMC to make Bye-Laws.

0208. KGMC and Sub Committees appointed by it if any, may make Bye-Laws under this section consistent with NKG Guidelines given here and respective State/UT Act and Regulations as applicable :-

- (a) Laying down the procedure to be observed at meetings and the number of members required to form quorum; and
- (b) Providing for all other matters solely concerning KGMC and Sub Committees appointed by it and not provided for by this guidebook.

0209. KGMC shall make bye-laws providing for giving of notice to their members, about dates of meetings and business to be considered at the meetings and for keeping record of the proceedings of the meetings.

0210. KGMC may direct amendment or revision of any Bye-law made under this section by a Committee appointed by it, and such Committee shall give effect to the direction.

02011. Bye Laws to be amended after every three years from the date of last revision to incorporate the latest educational policy changes, if any.

0212. **Removal of Members from KGMC.** Any member (excluding Patron, Chairman and Vice Chairman) of KGMC may be removed at any regular or special meeting of KGMC by an affirmative vote of two-thirds of the voting members of KGMC as from time to time constituted whenever, in their judgment, the best interest of NKG would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. The member being removed shall be notified of the meeting at which the removal action will be taken and given the specific charges against him or her at least five days prior to the meeting.

0213. **Filling up Vacancies in KGMC.** KGMC may fill up any vacancy occurring in the Committee at any regular or special meeting with approval of Chairman.

0214. **Safety & Security against Physical, Emotional & Sexual Abuse.** It is a moral obligation of KGMC to ensure safety and security of the children against physical, mental, emotional and sexual abuses during the school working hours and/or within the school premises. A check-of-list on the safety and security of children against physical, mental, emotional and sexual abuse etc is placed at **Appendix 'D'** for adherence.

0215. **Medical Check-up.** All NKGs shall arrange for annual medical examinations of all children admitted in the School. For this purpose, respective KGMC to get the school adopted by a Naval Hospital / MI Room in the vicinity of the school. Physical measurements of the children shall be carried out by all NKGs on an annual basis and the same be recorded in the children's report/progress cards. In case, Naval Hospital/MI Room do not adopt a school for annual medical checkup of its children, the school may hire external doctors on payment basis.

0216. **Teacher's Day.** In all NKGs, Teacher's Day should be celebrated on 05 Sep every year. In addition to the teachers of the school, representatives from KGMC, PTA and other agencies associated with school should take part in the celebration. A memento / gift voucher may be presented to the teachers on this occasion. The fund for this purpose should be mobilised by PTA. Students be encouraged to pay their gratitude to teachers and teachers to take oath to rededicate themselves to the noble cause of providing good quality education to the next generation of the country.

0217. **Class Strength**. Class strength shall be governed by the following stipulations:-

- (a) Fresh admissions up to 25 students can be done by the school in each section of a class.
- (b) Under the specific conditions, KGMC may allow to increase a particular class strength up to a maximum of 30 students.

0218. **School Magazine**. Every NKG shall have a School magazine to depict their school activities, class-wise group photographs with class teachers, visit by dignitaries, Annual school staff group photograph. The teachers may also contribute articles in the Magazine. Students must be encouraged to draw /sketch for the Magazine. Special care should be taken to select good articles for the magazine.

0219. **Snacks and Drinking Water**. Teachers must advise parents to send a simple school bag with their children, a light and easy to handle water bottle, snacks and napkin in a box. All items must be labeled; the snacks should be nutritious and non-messy. It is advisable to send potable water with the children for drinking purposes.

0220. **Residential Address**. Whenever teachers meet the parents, the teachers must ask the parents of any changes in their contact details. Updating of the students' contact details on regular intervals will enable the school authorities to contact parents immediately in case of emergency, as the child may not be able to give his/her address correctly.

CHAPTER- III
MEETINGS

0301. The following meetings shall be held:-

- (a) **Management Committee Meeting**. KGMC shall meet at least twice a year as specified in the Article 0205. Draft Minutes of such meetings shall be prepared by HM (Secretary) and forwarded to Oi/C NKG. The Oi/C NKG in turn will put up these Minutes to Chairman for approval through Vice Chairman.

- (b) **Parent Teacher Meeting**. Parent-Teacher Meeting is to be held at least once in a quarter. The aim of such meetings is to exchange views between the parents of the students and teachers so that the difficulties of the children could be understood clearly and resolved effectively.

- (c) **Staff Meetings**. The Headmistress, NKG shall hold meetings with staff members of the school at least once a month. During such meetings, the points for improvement of the facilities for children, lesson plans, syllabus, worksheets, activities and new methods of teaching etc., will be discussed. Such meetings should be held after regular class hours. Minutes of such meetings shall be forwarded by HM to the Vice Chairman for information within three days from the date of conduct of such meetings.

- (d) Notwithstanding the above, such other meetings could be called by the Chairman of the school as on required basis.

CHAPTER - IV
ADMISSIONS AND WITHDRAWALS

0401. **Admission Rules.**

(a) **Registration.** Registration of students for admissions in NKGs will be at the beginning of the academic session. Firm dates for registration and admissions will be promulgated by the schools. Mere registration of a student does not guarantee admission of the child in the school.

(b) **Categories for New Admission.** For the purpose of admission in NKGs, the children will be placed in the following categories or as amended by NES, from time to time:-

Category	Description
I	Children of serving Naval personnel.
II	Children of Army/AF/ICG personnel.
III	Children of retired Naval personnel.
IV	Children of retired Army/Air Force/ICG personnel.
V	Children of Defence Civilians.
VI	Children of NKG Staff.
VII	Other Children.

(c) All applications for admissions are to be submitted to the school on a prescribed Application Form available at the school office on payment. Original Birth Certificate should be produced at the time of admission, which will be returned after checking. The school will retain only a photocopy of the Birth Certificate.

(d) **For Admissions to LKG Class.** The student desirous of admission in NKG must have attained the age of three years and should not have exceeded the age of four years as on 31 Mar of the year in which the admission is being sought.

- (e) **For Admissions to UKG Class.** The student desirous of admission must have attained the age of four years and should not have exceeded the age of five years as on 31 Mar of the year in which the admission is being sought.
- (f) In exceptional cases, waiver for age may be given by the Chairman, KGMC, subject to availability of seats.
- (g) No admission test would be conducted for admission. All applications should be divided as per the Categories mentioned at Article 0401(b). Admission will be given to children under their categories on '*first-come-first-serve*' basis.
- (h) While deciding admissions to the school, no discrimination shall be made on the basis of religion, caste, creed, race or place of birth.
- (j) Admissions during the academic session will be generally restricted only to children of defence personnel (including ICG), who come to the station on transfer during the academic year.
- (k) New admissions for current academic year should get over latest by 31 Jul.
- (l) Newly admitted students shall have their names entered in the rolls of the school on the date which they first attended their classes after making payment of all specified fees of the school.
- (m) All cases involving deviation from the aforesaid rules are to be referred by HM to the Chairman/Vice Chairman of the respective school, through proper channel of communication for specific orders.
- (n) All admissions shall be subjected to approval of Chairman and availability of seats and verification of relevant documents by the school.

0402. **Working Hours and Holidays.**

(a) The school will function from Monday to Friday as per timings promulgated by SMC from time to time. There will be no classes on Saturdays, Sundays, Gazetted and Declared holidays.

(b) All the holidays of the school, mid-term breaks and summer vacations will generally coincide with those of Navy Children School/KV in respective station. The holidays, mid-term breaks and summer vacations will be as promulgated by NES and the same shall be promulgated at the beginning of each academic year by HM of the school.

(c) The working hours for NKG and the school staff is to be promulgated by respective KGMC as per the guidelines issued by NES from time to time.

0403. **Medium of Instruction.** The medium of instructions will be English/Hindi.

0404. **School Uniform.**

(a) All children are to wear school uniform as promulgated from time to time by NES. The uniform should be neat and ironed. The uniform will be same for all NKGs irrespective of the fact whether it is an independent NKG or a part of Navy Children School.

(b) Girl children are not allowed to wear any ornament other than small ear studs to the school.

0405. **Uniform for Staff.**

(a) All staff of the school are required to dress appropriately, befitting sanctity of the school.

(b) For the official rounds, special functions and occasions, dress code to be specified by KGMC and promulgated by HM.

(c) MTS should always be in formal attire (formal shirt tucked in, formal trouser) with shoes preferably leather/leather sandals with back straps.

0406. **Absence/Withdrawal from School.**

- (a) Parents desirous of withdrawing their wards from the school are to apply on the prescribed form for issue of Transfer Certificate (Format of Transfer Certificate placed at **Appendix 'E'**)
- (b) Application for withdrawal of a student is to reach Headmistress, 30 days prior to the date of withdrawal. Transfer Certificates will be issued only after all dues/arrears have been paid by the parents. However, in case of emergency, the parents may apply stating the reason and giving proper justification.
- (c) If a student is suffering from any disease, and in the opinion of the Medical Authority the continuation of the student in the school is a health hazard to other students, he/she will be asked to be absent from the classes till the time the disease is not cured or withdrawn from the school in case of severity of the disease.
- (d) Children who have contacted contagious diseases will not be permitted to attend the school.
- (e) Non payment of fees, two months after the due date for payment will make a student liable for removal from the rolls of the school. Re-admission may be made subject to clearance of all dues/arrears and availability of seats, if any.
- (f) Leave applications for students are to be sent to Headmistress, if the child is likely to be absent. In the case of absence without leave, the child on returning to the school must produce a letter from the parent/guardian stating the reasons for absence and for non-submission of the application earlier.
- (g) If a child remains absent from the school for more than 30 days without prior information, his name will be struck-off from the roll.
- (h) **Cancellation of Admission.** If a child does not attend his/her classes after admission due to transfer of parent or any other reason, admission of the child will

be cancelled along with forfeiting of one month tuition and admission fees, whereas, other fees will be refunded to the parent after receipt of the application for cancellation of admission.

0407. **Issue of Transfer Certificate**. Application on the prescribed form for Transfer Certificate duly signed by the parents/guardian should be submitted in the school office at least one month in advance. Parent should clear all dues up to the date of withdrawal before the issue of Transfer Certificate. The fees are payable for the month in which the student's name is struck off the rolls. The student's Transfer Certificate will be withheld, if any due is outstanding against his/her name.

CHAPTER- V

FEES

0501. **Fees**. The NKGs shall charge fees under the following categories, as decided by the respective KGMCs from time to time:-

- (a) Children of Naval Officers/Equivalent (Serving and Retired)
- (b) Children of CPOs and above/Equivalent (Serving and Retired)
- (c) Children of POs and below/Equivalent (Serving and Retired)
- (e) Defence Civilians
- (f) Others

0502. **Fees Structure and Rates**. The fee structure is to be designed as per the NES Guidelines given in this Chapter and the fee rates are to be fixed by respective KGMCs so as to run the schools on a self-sustainable basis. Various fee components to be included in the fee structure and charged are as follows:-

- (a) **Tuition Fee**. It should be determined as to cover salary including provision of increments and allowances etc. It should be charged from all the students enrolled in the school, according to their categories mentioned *ibid*.
 - (i) Tuition fee is payable for 12 months in a year.
 - (ii) Three months tuition fee will be charged at the time of admission for a new academic year (i.e. for April, May & June).
 - (iii) If a child is admitted after the commencement of the academic session and without TC, the fee will be charged for the full academic year.

However, a waiver may be accorded by Chairman on the grounds of service exigencies.

(iv) Fee will be charged from the date up to which it had been paid in the previous NKG School attended and coming with TC.

(v) Student coming from abroad on TC and taking admission in NKG will be charged fee from the month in which admission is taken.

(b) **Admission Fee.** Admission fee per child admitted to the school is payable at the time of admission only.

(c) **Activity Fee.**

(i) One time Activity fee shall be collected at the beginning of academic year.

(ii) It should be charged at the same rate from all the children irrespective of their categories.

(iii) Activity Fee collected should be sufficient to meet sports expenses, festival celebrations, cultural and other co-curricular activities of the school.

(d) **Annual Fee.**

(i) Annual fee shall be collected at the beginning of academic year, or at the time of admissions of new students.

(ii) It should be charged at the same rate from all the children irrespective of their categories.

(iii) Annual Fee collected shall be sufficient to meet all the other revenue expenditure not covered under tuition fee.

(e) **Development Fee.**

(i) It should be charged at the same rate from all the children irrespective of their categories for augmentation/upgradation of the school's teaching-learning aids/equipment/resources, play and security equipment, classroom furniture, fittings and fixtures etc.

(ii) Development fee shall be collected at the beginning of the academic year or at the time of new admission.

(f) **Any other fees.** To be charged as decided by KGMCs of the respective schools.

0503. **Refund of Fees.**

(a) Request for refund of Tuition Fees should be made before 30 days of child leaving the school. Tuition Fee will be refunded only for the remaining months in the academic year.

(b) All fees other than admission fees is refundable at the time of leaving the school on a pro-rata basis.

(c) If the school books and uniform are issued to the student, then the cost of these items is not refundable.

0504. Children of Naval personnel who died whilst in service, are exempted from all fees provided that the survived spouse is not claiming Children Education Allowance

0505. Format for standard fee structure for NKGs is as follows (subject to changes as promulgated by NES from time to time):-

Ser	Fee	Officers	CPOs & Above / Equivalent	POs & Below / Equivalent	Others
(a)	Tuition Fee				
(b)	Admission Fee				
(c)	Activity Fee				
(d)	Annual Fee				
(e)	Development Fee				
(f)	Refundable Caution Deposit				
(g)	Any other fee				

0506. **Payment of Fees.**

(a) Tuition fee shall be collected on quarterly basis as per the schedule given in the table below. Fees must be paid by the due dates as promulgated from 5th to 15th of the fee month for twelve months in four installments tabulated below. However, the parents have the option to deposit the fee for the whole year in advance in the month of April.

Installment of Fee	Period of Fee	Fee Payment Month	Last Date of Fee Payment
I	Apr – Jun	Apr	15 Apr
II	Jul – Sept	Jul	15 Jul
III	Oct – Dec	Oct	15 Oct
IV	Jan- Mar	Jan	15 Jan

(b) Schools should collect fees by cheque by due dates promulgated. Cheque must be drawn in favour of the Bank Account specified by the respective NKGs. The student's name, parent/guardian's name, roll no, class & section and telephone number should be written on reverse of the cheque.

(c) In case, any cheque is returned from the bank due to any reason, a penalty on actuals as charged by bank will be levied on the parent.

(d) Outstation cheques will not be accepted. (If it is an emergency, Rs. 100 will be charged extra).

(e) New admission students are requested to pay the fees as per the fee structure promulgated by KGMC.

0507. **Non-Payment of Fee.**

(a) **Late Fee.** As per rules if fees are not paid by stipulated time, the following actions would be taken by the school:-

- | | | | |
|-------|--|---|---------------------------|
| (i) | Up to 15 th of the fee month | - | No late fee |
| (ii) | 16 th day of the fee month onward | - | Late fee @ Rs 5/- per day |
| (iii) | After two months | - | Re-admission |

(b) If the fee is not paid within two months, name of the child will be struck off from the roll of school and the child will be treated as fresh entrant and admission fee as well as tuition fee from the month last paid will be charged. Re-admission will be made subject to clearance of all dues and availability of seat.

0508. **Withdrawal.**

(a) One month notice in writing must be given by a parent who wishes to withdraw his child from the school, failing which one month tuition fee will be charged in lieu of notice. Transfer Certificate will be issued only after all the school dues have been cleared.

(b) Tuition fees will not be adjusted against the refundable caution deposit at the time of withdrawal.

(c) The notice period may be waived off by the Officer-in-Charge of the school in case such notice is not feasible due to service exigencies.

0509. **Refundable Caution Deposit.**

- (a) It should be charged as decided by KGMC from time to time from all the students at the time of admission only.

- (b) Caution Deposit should be claimed within six months from the date of withdrawal of the child and without any interest.

CHAPTER -VI
APPOINTMENT OF STAFF

0601. The categories and number of staff in each category at any time will be decided by KGMC of the school depending upon optimal requirements at that time and financial status of the school. In general, the school will have the following staff:-

(a) **Teaching Staff.**

- | | | | |
|------|--------------|---|--|
| (i) | Headmistress | - | One |
| (ii) | Teachers | - | One for every 25 children and additional teachers for class activities and substitution etc. |

(b) **Non-Teaching Staff.**

- | | | | |
|-------|------------------------|---|-----------------------------------|
| (i) | Accountant cum Clerk | - | 01 (Full time) |
| (iv) | Activity Coordinator | - | 01 (Full time) |
| (iii) | Sahayika (Helper)/Ayah | - | One for every 25 children |
| (iv) | Multi Tasking Staff | - | 02 (or as per actual requirement) |

0602. **Appointment.**

- (a) For long term requirements, requisite staff will be appointed on permanent / contractual basis and as per the terms and conditions determined by the respective KGMCs.
- (b) For appointment of permanent staff, initial appointment will be on probation for one year, which is extendable for one more year subject to good performance

and suitability of the staff as recommended by HM and approved by KGMC. On completion of the probation period, if an individual is not found suitable, his/her employment shall be dispensed with following due procedure.

(c) The contractual staff may be appointed for a period of three years at a time with first year on probation, and their contracts will be renewed every year subject to their good conduct and performance during preceding one year as recommended by HM and approved by KGMC.

(d) The Formats of Permanent and Contractual Appointment Letters along with the associated Agreements and Code of Conduct are given at **Appendices 'F' and 'G'** respectively for reference.

(e) For short-term requirements which may arise due to resignations, terminations or long leave of staff etc, during a session, and if required, the requisite adhoc staff may be appointed by the respective KGMC for a period of maximum 89 days at a time or up to end of the academic year, whichever is earlier. If the adhoc requirement continues during the same/next academic year, the adhoc appointment may be carried out again.

0603. **Proposals for Appointment.** Proposals for appointment of requisite number of teachers/other staff along with justification, shall be submitted by HM to Vice Chairman for approval of Chairman, KGMC.

0604. **Qualifications.** The minimum qualifications which are required for various posts in NKGs are as given below:-

(a) **Headmistress.**

(i) **Essential.**

(aa) Graduate Degree with Second Class in Science/Commerce/Arts from recognised university/institution.

(ab) One Year Diploma in Montessori / Nursery Teacher Training from a recognised institution.

(ac) Proficient in English and ability to converse in Hindi.

(ii) **Desirable**. Candidate having experience of HM/Teaching in Pre-School, Pre-Primary or Primary Schools. The candidates with Certificate in Early Child Care Education will be preferred.

(iii) Age from 35 to 50 years, which can be relaxed by the respective KGMC in case of an exceptionally suitable candidate.

(b) **Teachers**.

(i) **Trained Teachers**.

(aa) **Education Qualification**. BSc/BA/BCom Degree & Diploma of Montessori/Nursery Teacher Training from recognized institutions.

(ab) **Age**. Age from 21 to 30 years as on 01 Apr of the appointment year, relaxable by KGMC in case of an exceptionally suitable candidate.

(ac) **Experience**. Minimum one year of the relevant teaching experience.

(ii) **Assistant Teachers**.

(aa) **Education Qualifications**. Class 12th passed from Centre/ State Education Board and holder of Certificate in Early Child Care Education from any recognized institution, but with or without any teaching experience.

(ab) **Age.** Age from 21 to 30 years as on 01 Apr of the appointment year, relaxable by KGMC in case of an exceptionally suitable candidate.

(b) **Accountant-cum-Clerk.**

(i) **Education Qualification.** B.Com/M.Com.

(ii) **Age.** Age should be between 21 to 30 years as on 01 Apr of the appointment year.

(ii) **Knowledge and Experience.** Adequate knowledge of handling of Cash Account Book, Inventory and proficient in Accounting Software, MS Word and Excel, with at least one year of relevant experience.

(iii) **Proficiency.** Proficiency in typing is essential. Candidate should be able to run the office independently, maintain the school accounts and property efficiently and should be proficient in English with ability to converse in Hindi.

(d) **Sahayika(Helper)/Ayah.** No specific academic qualifications required for appointment. Suitability for the job will be essential. Helper should be medically and physically fit. Age should be between 21 to 30 years.

(e) **Multi Tasking Staff (MTS).** The candidates should be Matriculate, should possess the basic knowledge of English/Hindi, and should be physically and medically fit with age between 21 to 30 years.

0605. In exceptional circumstances, the Chairman may waive off qualification / age required for an employee, provided he/she is found to be suitable for the job by the Selection Board.

0606. **Filling up of Vacancies.**

(a) **Appointment of Headmistress.** No member of the staff has any right to be appointed to the post of Headmistress by virtue of their seniority of service in the school. However, the below mentioned priority may be followed:-

(i) **Priority I.** Qualified teachers of the school shall be eligible to apply for the post of HM, as and when it falls vacant, and may be considered for the appointment as per the discretion of Chairman KGMC, provided they are otherwise eligible.

(ii) **Priority II.** Appointment may be filled through Direct Recruitment as decided by the Chairman, KGMC.

(b) **Appointment of Teachers.** All vacancies of teachers will be advertised in Newspaper/Station Daily Orders as required. After preliminary screening of the applications received by the Officer-in-Charge of the school, a written test would be conducted to which necessary arrangements would be made by the Vice Chairman, KGMC. The candidates qualified in written test shall be called for interview and demonstration class by the Selection Committee. The applicants, who have qualified the selection process, however, due to limited number of vacancies in NKG, could not be selected, they can be kept on a panel. These applicants can be called for appointment, in case of any vacancy at later date in the school. The panel will be valid for a maximum period of one year.

(c) **Appointment of Non-Teaching Staff.** All the vacancies will be advertised in Newspaper / Station Daily Order as required. After the preliminary screening of applications received by Oi/C of the school, all the eligible candidates shall be called for written test, typing test and interview as the case may be.

0607. **Selection Committee.** Compositions of the Selection Committees for recruitment of Headmistress, teachers and other staff are as follows:-

(a) **For Headmistress.**

- (i) Chairman, KGMC - Presiding Officer
- (ii) Vice Chairman, KGMC - Member
- (iii) Officer-in-Charge, NKG - Member
- (iv) Representative from NWWA - Member

(b) **For Teachers/Assistant Teachers.**

- (i) Vice Chairman - Presiding Officer
- (ii) Officer-in-Charge NKG - Member
- (iii) Representative from NWWA - Member
- (iv) Headmistress, NKG - Member

(c) **For other Staff.**

- (i) Vice Chairman - Presiding Officer
- (ii) Officer-in-Charge NKG - Member
- (iii) Headmistress NKG - Member

0608. The Selection Committee will interview the short-listed candidates and draw up a panel for appointment in order of merit. It is mandatory by the Selection Board to ascertain availability of the candidates for a complete academic year, so that the students are not affected for the academic year.

0609. **Approval for Appointment of Teachers and Other Staff.**

(a) A panel of selected candidates is to be prepared and submitted by Officer-in-Charge, for approval of Chairman through Vice Chairman.

(b) After approval of panel, appointments will be carried out against the clear vacancies and in the order of merit accordingly.

0610. **Approval of Resignation.** Resignations of all staff will be approved by Chairman.

0611. **Contract and its Renewal.** The contractual appointments may be for a period of three years, out of which initial one year will be on probation. In such cases, the contracts shall be renewed every three year subject to satisfactory performance and conduct of the school employee.

0612. **Inter-se Seniority of Staff.** Date of initial appointment in the cadre of school will determine the inter-se seniority of members of the teaching staff in their respective cadre. In case of a tie, employee older in age will be declared senior.

0613. **Medical Fitness.** Appointment of all employees in NKG is subject to medical fitness of the candidates. A medical fitness certificate from an authorized medical practitioner is required to be submitted by the candidate subsequent to his/her appointment in the school.

0614. **Age of Superannuation.**

(a) Every employee of NKG shall retire on attaining the age of 60 years or as stipulated by respective State/UT Govt on this subject. However, if the retirement date of the employee is falling during the academic year, the employee may be permitted to serve in the school and retire on completion of the academic year, subject to approval of the Chairman, KGMC on case to case basis.

(b) Any extension of service granted to an employee will be communicated to him/her in writing specifying the period of extension.

0615. **Issue of Experience Certificate.**

(a) HM may issue experience certificate, with approval of Vice Chairman, in the format as approved by KGMC for teaching / non-teaching staff who have rendered minimum one year of continuous service in the school. However, an acknowledgement certificate will be issued by HM to those serving for more than three months but less than one year on grounds of service exigency or on production of transfer order of their spouse as the case may be.

(b) Any staff member resigning in middle of an academic session on personal grounds, will not be issued experience certificate.

0616. **Upgradation of Teachers & Office Staff.**

(a) A school staff will be upgraded from untrained category to trained category only after obtaining relevant educational qualifications/experience.

(b) Up-gradation during the current contract period is not mandatory. Any staff member while serving notice period will not be upgraded.

0617. **Resignation.**

(a) The period of summer vacation will not be counted towards notice period for any kind of resignation/termination.

(b) An employee resigning from the school will be required to give one month's notice or pay one month's salary in lieu of the notice period.

0618. The permanent staff of NKSs will be entitled to Provident Fund and Gratuity as per the respective Rules and Regulations in vogue.

CHAPTER- VII
PAY AND ALLOWANCES

0701. **Scale of pay.** All employees of NKG shall be granted the pay scale as approved by respective KGMC for each category of staff, from time to time.

0702. **Assumption/Relinquishment of Duty.**

(a) An employee shall continue to draw the pay of his/her post with effect from the date of his/her reporting on duty and shall cease to draw those from date of relinquishment of the appointment.

(b) An employee will be required to join duty as specified in his / her Appointment Letter.

(c) An employee who is absent from duty without any authorization, shall lose his/her pay during the period of such absence.

0703. **Fixation of Pay.**

(a) The initial pay of an employee at the time of joining shall ordinarily be fixed at the minimum of the pay scale or as decided by KGMC. All the cases wherein a higher starting salary is recommended by the Selection Committee will be referred to the Chairman KGMC for approval.

(b) In case of renewal of contract of HM/Teachers/Office Staff/Helper/Peon etc post completion of the contract period, the original seniority (for the purpose of vacation pay and entitled leave only) and salary will be protected.

0704. **Grant of Increment.**

(a) The annual increment will be paid to the staff at the rate decided by KGMC every year, subject to good conduct and good performance of the employee, as

recommended by OIC in case of HM and HM in case of the other staff and financial condition of the school fund and associated rules/regulations issued by the Higher Formation/NES/State Govt etc, from time to time.

(b) In case of a fresh appointment, increment will be granted to eligible staff on completion of one year of his/her engagement period in the school.

(c) The dates of annual increment for all staff will be fixed as 01 Jan if dates of their appointments fall in first half and on 01 Jul if their appointment dates fall in second half of previous calendar year, by KGMC and paid accordingly.

0705. **Vacation Pay.** Teaching staff will be on vacation when NKG closes for summer vacations. Regular teaching staff shall be paid salary for the vacation period, however, in case, KGMC due to constraints of fund, feels constrained to pay regular staff for vacation period, may make its own rules in this regard. The contractual staff will be paid salary for the months they have actually worked in the school.

0706. **Fixation of Pay for Untrained Employee.**

(a) Untrained/inexperienced employee to be paid lower salary than the salary prescribed for the job as approved by Chairman from time to time.

(b) Once they attain requisite qualification and/or experience required for the job, they will be upgraded to the trained employee status and will be paid the salary applicable for that category/grade.

CHAPTER -VIII
TERMS AND CONDITIONS OF SERVICE

0801. In all matters concerning the administration and running of the school the authority of the Headmistress should be respected and his/her orders carried out.

0802. All teachers are expected to be exemplary in their public and private lives. Their loyalty, sense of dedication, honesty and character at all times should be an inspiration to the children committed to their care.

0803. **Punctuality and Attendance.**

(a) Teachers are expected to be strictly punctual. They should be in the school premises as per the time schedule promulgated by KGMC from time to time.

(b) They should sign the teacher's signature register/Biometric Attendance System (BAS) and put the timing of arrival while reporting to the school in the morning and leaving the school.

(c) They should not leave classrooms during their teaching periods.

(d) Teacher should be in the school premises all through the school hours and make themselves accessible to parents as when required.

(e) Every teacher must be absolutely impartial in his/her relations with all his/her pupils. He/she should be sympathetic and helpful especially to the slow learners.

(f) His/her dealing with the members of the other sex in the school or outside should not be such as would cause reflection on his/her character or bring discredit to the school.

(g) No teacher shall indulge in or encourage any form of malpractice connected with examinations or other school activities.

(h) Every teacher shall avoid monetary transactions with the students/parents and refrain from exploiting his/her schools influence for personnel ends.

(j) Every teacher shall consider school property and funds as his/her own and shall exercise the same prudence and care as he/she would in respect of his/her own property or funds.

0804. **Reporting to Duty.** All staff members returning after any type of leave, shall report to Headmistress. All leave shall be availed of by applying for it beforehand except in emergent circumstances and on being sanctioned by competent authority. Absence without leave and late coming will be an act of misconduct liable to disciplinary action. For every three instances of late reporting to school (more than 15 minutes late), half day Casual Leave would be deducted. If an employee is not having any Casual Leave, then one day Earned Leave would be deducted in the same case.

0805. **Conduct Rules (for All Staff).** The staff appointed in NKG shall for the purposes of these rules be deemed to be public servants and therefore, shall conduct themselves in such a way as:-

(a) Set the highest standards of courtesy, personal conduct and discipline.

(b) Be appropriately turned out at all times, according to the dress regulations as prescribed by the Headmistress.

(c) Be punctual on all occasions.

(d) Mix well socially, be courteous and respectful to all and establish good human relations based on tolerance, sensitivity and goodwill.

- (e) Maintain good order and discipline, and show obedience to the rules, orders and instructions passed by HM or on his/her behalf or with his/her concurrence by any immediate superior.
- (f) Take notice of and check or report instantly any act of dishonesty, fraud, negligence, infringement of orders or impropriety of conduct, committed by another member of staff or by a student/a group of students.
- (g) Be dignified, polite and temperate in speech, correspondence and behaviour.
- (h) Exhibit pride in their calling.
- (j) Be just and impartial in their dealings with the staff and the students.
- (k) Pay compliments to seniors and suitably return compliments paid by the juniors/subordinates.
- (l) Be cooperative and cordial with colleagues and pupils.
- (m) Be temperate and sober in habits and abide by the laws relating to intoxicating drugs and drinks.
- (n) Acquaint yourself with regulations and orders and abide by the rules and regulations laid down by the KGMC and show due respect to authorities.
- (p) Consider school property and funds as if they are placed in your trust and exercise the same prudence and care as you would do so for your own property and funds.
- (q) Inform the Headmistress before leaving the station on holidays.

(r) Don't employ any MTS or use any school vehicle or funds for private purposes.

(s) Report to the Headmistress the full details and circumstances of the case, if arrested or released on bail after being arrested on ground of moral turpitude or criminal case.

0806. The members of teaching staff shall in addition:-

(a) Remain physically active.

(b) Exhibit lively and intelligent interest in general knowledge, games and sports.

(c) Be willing to take students out on excursions and hikes.

(d) Take keen interest in co-curricular activities to get to know the students more intimately and to help them unfold their personalities.

(e) Conscientiously strive to improve the quality of teaching by constantly updating own knowledge and by learning and trying the new techniques evolved for efficiently teaching the subject.

(f) Be methodical and enthusiastic about all that you do.

(g) Be sympathetic and patient with slow learners and weak students.

(h) Remain clear of narrow and sectarian approach in the handling of students, while recognizing the individual needs and characteristics of students.

(j) By precept and personal example, instill in the minds of the students a love for their motherland, regard and respect for the law of the land, and ideals like love for the weak and the down trodden, and universal brotherhood.

(k) Pay special attention to students from weaker section of society with a view to bring them at par, in all respects with others, especially in the initial uptake period.

0807. **Security Deposit.**

(a) All staff will deposit one month's total salary with the school as the security deposit which will be returned to the employee without interest on his / her leaving the school. The deposit will be held back by the school in case a staff leaves the school without one month notice period.

(b) The security deposit is to be paid to the school in two equal installments starting from first salary due to the employee.

0808. **Application for Another Post/Course.** A member of the staff, who wants to apply for a post outside the school, may do so only after notifying the same in writing to the Chairman, NKG. He/she will, however, be relieved of his/her duties for the new post only after the due notice or pay in lieu of notice period.

0809. **Escorting Children to School.**

(a) It shall be the responsibility of respective Class Teacher to ensure that their students are dispersed in a safe and orderly fashion on completion of school hours either by transport as provided by Naval Authorities or duly escorted by parents from the school entrance.

(b) Class Teachers are to ensure that no student is to be allowed to leave school without escort to the provisioned transport, or, under parental escort.

(c) In case of Parents/Guardian not being present to receive the student at the NKG or at designated bus-stops when the school gets over, the Class Teacher and Headmistress are to immediately contact the Parents/Guardians. In such cases, the student is not to be left alone, but is to be retained in the NKG under

the care of the concerned Class Teacher and the HM. If Parents/Guardians cannot be contacted even after sustained efforts by the HM, the matter is to be intimated to OIC NKG, without any further delay.

(d) Parents not using the school buses are advised to send their children to the school and take them back home under their personal care.

(e) The children will not be allowed to leave the school when the classes are in progress without due permission of the school authorities.

(f) Wherever feasible and based on the availability of NKG Fund, private bus can be made available by the school. However, the school bus to have security measures in place as per the State/Union Government guidelines.

0810. **Termination of Service.**

(a) The services of any member of the staff may be terminated by Chairman of the school, after giving one month's notice or one month pay in lieu without assigning any reason.

(b) The services of any member of the staff may be terminated by the Chairman, on any of the following grounds for which an opportunity to show cause will be offered to him/her:-

(i) Professional incompetence or misconduct or an act of moral turpitude or misbehavior.

(ii) Unsatisfactory performance of duty.

(iii) Arrest or conviction by a court of law for any offence.

(iv) Any act prejudicial to security or interest of NKG.

- (v) Unauthorized absence of leave beyond 10 days.
- (vi) Prolonged or habitual absence excluding absence due to medical illness.
- (vii) Breach/Violation of Code of Conduct/Violation of any provision of agreement by the engaged person.
- (viii) Habitual late coming to the school.
- (ix) Any other ground warranting his/her removal from the contractual agreement.

(c) The services of any member of the staff may be terminated by the Chairman, without notice or compensation on grounds of misconduct, which is considered so grave as to render the continuance of the staff in the service seriously detrimental to the interests of the school.

CHAPTER- IX
DUTIES OF PERSONNEL

0901. Duties and responsibilities of NKG employees are given in the succeeding paragraphs.

0902. **Officer-in-Charge NKG**. An officer nominated by the Chairman will be the Officer-in-Charge of NKG and he/she will be responsible to the Chairman for the responsibilities mentioned below:-

(a) **Administrative Responsibilities.**

- (i) Efficient functioning and implementation of rules and regulations laid down by the KGMC.
- (ii) Major repair / maintenance of school building through liaison with concerned authorities.
- (iii) Interaction with Naval authorities to co-ordinate various curricular and extracurricular activities.
- (iv) To advice Headmistress on efficient discharge of his/her duties.
- (v) Formulating and submitting of proposals through Vice Chairman to the Chairman, KGMC, regarding equipment, stationery, furniture, teaching aids etc., for the school.
- (vi) Handling of correspondence between school and outside agencies.
- (vii) Make arrangements for Imparting training and instructions to all newly joined office staff.

(viii) All major projects/works/major procurement cases etc., to be initiated and monitored.

(ix) Recommending disciplinary cases pertaining to the contractual staff through proper channel to the Chairman, Management Committee for approval.

(x) Rounds of school (at least twice in a week) and disciplinary action on personnel involved in suspicious activities through HM.

(xi) Correspondence with Military Engineering Services (MES) wrt major repair and maintenance works and monitoring them till completion of work.

(xii) Any other duty promulgated from time to time by the Chairman / Vice Chairman KGMC.

(b) **Financial Responsibilities.**

(i) The Officer-in-Charge will be the Accounting Officer of the School Fund and will be overall responsible for its proper maintenance.

(ii) Safe custody of cash, stores and preservation of stores / stock through Headmistress and Accountant.

(iii) Ensuring safe custody of Account books and their maintenance according to the instructions issued on the subject.

(iv) Ensuring regular audit of the fund and rendering of balance sheets to the appropriate authority.

- (v) Ensuring timely submission of cash account book and relevant documents to the Chairman for closing of account for month ending on the last day of the month.
- (vi) Ensuring timely implementation of recommendations of KGMC on revision of pay scales and allowances, fee structure and any other financial matters.
- (vii) Ensure up to date maintenance of property ledgers and physical muster of stores on quarterly basis.
- (viii) Verification of entries in the property ledgers/cash account books.
- (ix) Deposition of excess cash in hand/bank in short/long term fixed deposits after due approval by the Chairman, Management Committee.
- (x) Ensuring safe custody of fixed deposit certificates made by school.
- (xi) Preparation and submission of duly vetted School Fund Accounts and Balance Sheets etc., to the Chairman, Management Committee.
- (xii) To incur expenditure strictly in accordance with approved budget and financial powers delegated to various authorities.
- (xiii) Make arrangements for imparting training to Accountant and office staff on their joining of the school on Accounting Procedures, Maintenance of PLLs, conduct of Audits and preparation of Balance Sheet, etc.
- (xiv) To conduct capsule courses for all office staff for maintenance of accounts as per current Navy Orders.
- (xv) He will be the Member of the School Purchase Committee.

(xvi) Verification of salary as per the leave records and put up for approval of Chairman of Management Committee.

(xvii) Ensuring financial approval prior occurring of the events / works.

(xviii) Look after financial management and overall administration of the school.

0903. **Headmistress NKG**. The Headmistress, NKG is responsible to the Management Committee of the school for the following:-

(a) Day to day administration, supervision and efficient functioning of the school.

(b) General discipline, punctuality of the staff members and students.

(c) Planning and execution of the academic, co-curricular and extra-curricular activities of the school as promulgated by NES. The teaching staff and counterparts in other schools may be consulted in these matters.

(d) Admission of children to the school as per the current policy/rules of the schools promulgated by NES.

(e) Preparation of transfer certificates and other reports.

(f) Supervision of orderly reception and dispersal of the students and overall care and security of the students during working hours and recesses.

(g) Ensuring cordial relations between the school staff.

(h) Conducting parent teachers meetings once in a quarter.

(j) Recommending disciplinary actions against erring staff to Oi/C NKG.

- (k) Investigation and reporting of damage/loss of any school property/school building immediately to the Officer-in-Charge of the school.
- (l) Proper maintenance of school admissions, fee, leave records, salary, correspondence registers and circulars etc.
- (m) Observing holidays and vacations in the school as per directives issued by NES/Local Authority.
- (n) Planning the requirement of school staff and intimating the same to the Officer-in-Charge of the school.
- (p) Promulgate school routine and places of duties to the school staff including escort duties.
- (q) Proper accounting and safety of school property purchased or gifted or acquired from public or non-public funds of Navy/school. She will be custodian of all school property.
- (r) To project the requirement of any repairs/maintenance work in the school building to Oi/C for further action and monitor progress/quality of such works during execution and apprise the management accordingly.
- (s) Ensure salary statement is put up every month duly checked and verified at least three working days prior to the last day of the month.
- (t) Preparation of draft budget with the help of Accountant and submitting to Oi/C NKG and KGMC by end Feb.
- (u) Ensure preparation and submission of detailed academic and general feedback report by 05th day of every quarter.

- (v) Annual assessment of teachers and staff as on 31 Mar every year to be submitted to Oi/C School by 30 May.
- (w) Recommendation for renewal of contract of all contractual staff members based on their performance by end Feb every year.
- (x) Initiate and monitor progress/quality of items to be purchased for school as per promulgated budget and apprise the management accordingly.
- (y) Ensure all written off items are disposed off as per laid down policy and sale proceeds deposited in the school account.
- (z) HM will be the Member of School Purchase Committee.
- (aa) To incur expenditures strictly in accordance with the approved budget.
- (ab) To accompany Chairman/Vice Chairman during school rounds.
- (ac) To conduct the dignitaries during rounds including Annual Inspection along with OiC NKG
- (ad) Ensuring upkeep of record of incoming and outgoing mail. HM is to personally ensure that an office staff is earmarked for this purpose.
- (ae) Direct dealing with teachers, coordinators, office-staff, MTS, Ahyas, watchman and security guard.
- (af) Regular school rounds and any information pertaining to suspicious activity to be brought to the notice of Oi/C immediately.
- (ag) Look after academics and administration of the school.

- (ah) Counseling teachers and other staff members followed by warning, if need be.

0904. **Teacher/Assistant Teacher**. He/she is responsible to the Headmistress for the following:-

- (a) Efficient execution of curricular and co-curricular activities of the school.
- (b) Class discipline and class cleanliness.
- (c) Preparation of teaching aids and charts and their proper utilization.
- (d) Care and custody of the items in respective classrooms and those issued to them.
- (e) Proper care and security of students under their control during working hours and recess.
- (f) Maintaining good relations with colleagues and parents.
- (g) Conduct of tests, compilation of results and preparation of progress reports as directed by the Headmistress.
- (h) Maintaining attendance register of students.
- (j) Maintaining display boards and other teaching aids in respective classes.
- (k) Conduct of extracurricular activities, playground supervision, games and functions etc.
- (l) Assist Activity Coordinators / HM in conduct of all school events functions.

- (m) To escort children from classroom to their buses/parents/guardians and vice-versa.
- (n) Any other jobs assigned by HM, Officer-in-Charge, Vice Chairman and Chairman of school, from time to time.

0905. **Accountant-cum-Clerk.** He/she will be responsible for the following:-

- (a) Proper maintenance of Accounts of the school fund in accordance with the current rules in force for maintenance of Non- Public Funds in the Navy.
- (b) Custody and maintenance of Cash Account Book, Reconciliation of Bank Statements, EPF Accounts, PLLs, Payment and Receipt Vouchers, Registers and other documents of NKG Fund.
- (c) Proper accounting of all property of the school namely permanent and consumable items, building and gift ledgers.
- (d) Preparation and submission of the school account and balance sheet for quarterly audit.
- (e) Preparation of salary statement and disbursement of salary to the school staff.
- (f) Assist HM in reconciliation of expenditure incurred during school functions.
- (g) Prepare salary statement by 27th of every month. He / She is personally responsible for any discrepancies in salary details, if any (e.g. excess payment to an employee) and the same is to be made good by him/her.
- (h) Preparation of draft budget in consultation with HM.

- (j) Ensure auctioning/destruction of written off items. The sale proceeds of the same to be deposited in NKG fund.
- (k) Custody and safety of all old records pertaining to accounts.
- (l) Assist HM in market survey for procurement of items for school and preparation of Comparative Statement of Quotations/Tenders.
- (m) Custodian of Accounts files and Registers.
- (n) Nodal point for incoming and outgoing mail.
- (p) To incur expenditures strictly in accordance with the approved budget.

0906. **Maintenance-in-Charge**. He will be responsible to the Officer-in-Charge through the Headmistress for the following:-

- (a) Maintenance of all fixtures and fittings of the school buildings and furniture.
- (b) Safe custody of keys of all classrooms and offices etc., after locking.
- (c) Regular liaison with outside vendors, plumber, mason, electrician etc., for routine repairs and maintenance of classrooms, offices and allied facilities, their fittings/fixtures, furniture, equipment; and drinking water facilities.
- (d) Firefighting arrangements at NKG.
- (e) Cleanliness and upkeep of lawn / play areas and common areas in the school premises.
- (f) Ensure smooth conduct of Sanitary/SHO rounds.
- (g) Co-ordination with MT Pool for smooth running of school buses.

- (h) Co-ordinate and supervise day-to-day maintenance of school building.
- (j) Ensure regular supply of water and electricity to school.
- (k) Provide first aid in case of any injury to children.
- (l) Supervise the work of MTS, Gardeners, Sweepers and Watchmen etc.
- (m) Ensure that school building is properly secured daily after school working hours.
- (n) Maintenance of school properties and conclusion of its AMC.
- (p) Ensure regular anti-termite treatment to the school buildings.
- (q) To accompany Oi/C during the school rounds.
- (r) Any other jobs assigned by Oi/C and Vice Chairman from time to time.

0907. **Sahayikas/Ayahs (Helpers)**. The routine and places of duties of the Sahayikas / Ayahs will be promulgated by the Headmistress through School Administrative Circulars. The duties are as follows:-

- (a) Cleaning and dusting of the classrooms, furniture items and their fittings, corridors, balconies, windows and washrooms/bathrooms therein.
- (b) Escort the children to toilets and help them in using them.
- (c) Assist the teachers in dispersal of children.
- (d) To escort children between the school and bus disembarkation point and vice versa.

- (e) Frequent cleaning of bathrooms & toilets of the school to maintain proper hygiene.
- (f) To clean all the common areas including entry gate of the school.
- (g) To maintain the garden, lawn, plants and trees of the school by regularly maintaining, pruning, trimming, manuring, weeding and watering etc.
- (h) Maintenance of all toys, play equipment and play areas.
- (j) Assist teachers during all children activities and functions.
- (k) Proper maintenance of kitchen and items therein.
- (l) Shifting of classroom furniture, almirah etc.
- (m) Serve tea and water to visitors and members of KGMC.
- (n) Circulation/distribution of files, circulars and letters etc within and outside the school.
- (p) Other miscellaneous jobs during vacation/breaks as directed by HM.
- (q) Any other jobs assigned by HM and Oi/C from time to time.

0908. **Multi Tasking Staff (MTS)**. The routine and places of duties of MTS will be promulgated by the Headmistress through School Administrative Circulars. His duties will be as follows:-

- (a) Attending phone calls at reception and connect to the concerned staff.
- (b) Daily routine banking jobs like submission of cheques, deposit of cash, withdrawal of petty cash etc.

- (c) Post office jobs.
- (d) Photocopying of documents as and when required.
- (e) Distribution of files, letters and circulars etc., within and outside school.
- (f) Closing and opening of classrooms, offices and main gates of school.
- (g) To help teachers and other staff in major school events like Annual Day, Annual Inspection, Teachers Day, Sports day and other functions.
- (h) Inward and outward of mails, e-mails etc and distribution of the same.
- (j) Getting quotations and samples etc, for repair of equipment from vendors.
- (k) Any other job assigned by HM, OIC and Vice Chairman of the school from time to time.

CHAPTER - X
LEAVE

1001. **Leave Sanctioning Authority.**

- (a) All types of leave of Headmistress up to three days shall be approved by Oi/C. Leave exceeding three days shall be approved by Vice Chairman.
- (b) Leave of other teaching and non-teaching staff shall be approved by HM.

1002. **Classifications of Staff for the Purpose of Leave.** All members of the staff shall be divided into two following categories: -

- (a) Non vacation staff - HM and other non-teaching staff
- (b) Vacation Staff - All teachers

1003. The vacation staff will be on vacation when the school closes for vacations. They are entitled for vacation pay during the period of summer vacation, only if they complete 10 months of continuous service prior to the commencement of vacation and are in employment of the school both immediately preceding and following the vacation.

1004. **Leave Rules.** Leave cannot be claimed as a matter of right. The discretion to grant leave rests entirely with KGMC. The grant of leave shall, however, be governed by the leave rules given in succeeding paragraphs.

1005. **Earned Leave.**

- (a) The permanent and contract (for three years or more period) teachers, who are categorized vacation staff, would be entitled to 10 days Earned Leave and 50 days Summer Vacation, provided they have completed 10 months continuous service and continue to be in the employment of school.

(b) The non-vacation staff is entitled for 30 days Earned Leave every year.

1006. **Casual Leave.**

(a) One Casual Leave for every 45 days (1½ Month) of service completed may be granted i.e., eight days Casual Leave (CL) in a year may be given to the permanent/ contractual staff. CL may be granted in any unforeseen contingency and grant of this leave will be restricted to a maximum of three days at any one time. However, in exceptional cases, the Management may grant more than three days CL at one time.

(b) In case of adhoc and contract (on one year or lesser period) staff, CL for one day for every two months of completed service may be given at the discretion of the Chairman of the school.

1007. **Maternity Leave for Female Employees.** The extant State/UT Govt rules shall be followed.

1008. **Extra-Ordinary Leave.** Extra-ordinary leave without pay can be granted up to a maximum of three months in special circumstances when no other leave exists to the credit of the employee. The leave will be admissible to employees who have completed five years continuous service on the date of application.

1009. **Absence without Leave.** If any employee is absent from duty unauthorized, no pay and allowances will be admissible for the period of absence unless the same is regularised by grant of authorised leave.

1010. **Leave Salary.** An employee will be entitled to the salary last drawn prior to proceeding on leave, for the period of leave. Any increment falling due during the leave period shall be given effect from the date the individual reports back from leave.

1011. Any leave without pay will not be counted for increment purpose.

1012. **Absence beyond Leave**. An employee who does not apply for further leave within seven days of the expiry of his/her approved leave or has been absent from the school for 10 working days of the school without approved leave, he/she may be deemed to have left the service of the school.

1013. **Extension of Leave**.

(a) In case the request for extension of leave granted earlier is not accepted by the Management or in case of non-receipt of a reply for an extension of leave, it is the responsibility of the employee to join the school and his/her absence without leave in such case shall be treated as leave without pay.

(b) If the request of an employee for extension of the leave granted earlier is not accepted by the Management and the employee continues to remain absent from duty, the period of such overstay of leave will be treated as leave without pay and will not be counted for increment purposes.

1014. **Attendance Pre/Post-Vacation**. It is essential for teachers to be present on the last working day before summer vacation and first working day after summer vacation. In case, a teacher is unable to attend the school on either of the days, special approval of the School Management is to be obtained for grant of leave.

1015. **Leave Address & Contact Numbers**. In case, an employee is changing his residential address during the leave period, the employee is to communicate the same to the Headmistress of the school.

1016. **Encashment of Leave**. Encashment of any type of leave is not permitted.

1017. **Leave Record**. Leave records of all vacation and non-vacation staff are to be maintained in Leave Register. Headmistress is to ensure approval of leave sanctioning authority on the Leave Register prior commencement of leave.

CHAPER - XI
MANAGEMENT OF ACCOUNTS AND STORES

1101. **Sources of Income**. The NKG Fund is a Non-Public Fund of the Support Ship with the following sources of income:-

- (a) Fees collected from the students of NKG.
- (b) Grant from INAF and Command/Station Amenities.
- (c) Interest accrued from Fixed Deposit and Saving Bank A/c of NKG Fund.

1102. **Accounting Instructions**.

- (a) The Oi/C NKG will be the Accounting Officer of NKG Fund and will be overall responsible for its proper maintenance.
- (b) Receipts of fixed deposits and other investments shall be kept in the safe custody of the Oi/C NKG.
- (c) The cash book is to be closed at the end of each calendar month, at the time of change of accounting officer and during surprise muster.
- (d) The Oi/C will be responsible to carry out the following duties concerning the NKG Fund:-
 - (i) To see that the accounting of consumable and permanent stores/property of the school is correctly and properly done and relevant books/ledgers maintained by the HM/concerned staff.
 - (ii) Ensure that the Cash Account Book is written regularly and properly maintained and forwarded to the Chairman, KGMC at the end of the month, for countersignature.

- (iii) Keep in safe custody the cheques, counterfoils of cheques issued, pay-in-slips, statements of account or pass books and other valuable records concerning cash.
- (iv) Ensure the accounts, returns, etc., are submitted to the Management on due dates.
- (v) Reports all cases of loss of cash and stores including cases in which the amount involved has been made good by the employee at fault.
- (vi) Ensure that no account/record is destroyed without obtaining the prior approval of the Vice Chairman/Chairman.

1103. **Audit of Accounts.** The NKG Fund account should be audited every quarter by a Board appointed by the Chairman, Management Committee. The audited balance sheets and statement of accounts should be placed periodically before the Chairman, Management Committee by the Oi/C for quarter ending Mar, Jun, Sep and Dec.

1104. **Bank Account and its Operation.**

(a) The bank account of the school shall be maintained with a nationalized or other bank as specified by the Management Committee. The account shall be a savings account and called NKG Fund account. This account shall be operated jointly by the Oi/C and Chairman of the school.

(b) **Deposits into Bank.** To facilitate audit etc., pay-in-slip books should be obtained from the bank. After money is deposited, the pay-in-slip should be serially numbered each time for identification purposes. It shall be the duty of Oi/C to verify at the time of attestation of entries in cash book that the money deposited in the account have actually been acknowledged by the bank on the pay-in-slips and also in the passbook/bank statement of the account as the case may be.

(c) **Conveyance of Cash**. The Oi/C NKG shall take adequate precaution for the safe conveyance of cash to and from the bank by providing suitable escorts, where necessary, in order to avoid loss of cash in transit. The bank reconciliation statement be incorporated in the cash book at the end of each month and signed by her/him.

(d) **Cash Book and its Maintenance**. The cash book should have entire transaction relating to the school in chronological sequence. For this purpose all receipt, whether by way of cash or cheque or draft relating to the school fund should be entered on the receipt side of the cash book. Oi/C NKG is responsible for proper maintenance of the cash account and is to sign the account at the end of each month. Oi/C NKG has to endorse every entry if the entries are done by the Accountant.

(e) **Receipts and Payments**. All the transactions i.e., receipt of school fees from parents and other collections, as well as payments to staff and vendors etc., are to be carried out by either cheques, online by credit/debit cards or net-banking, or directly credited into respective bank accounts. No cash transaction except to meet petty receipts/payments up to maximum Rs 1000/- per transaction, is permitted.

(f) **Custody of Cash**. The Accountant should not hold cash more than Rs. 1000/- at any one time to meet any contingency.

1105. **Budget**.

(a) An annual budget for recurring and capital account is to be prepared by HM and should be presented to the Chairman by 28 Feb, i.e., one month prior to commencement of new Financial Year.

(b) The budget is to be put up to KGMC by early March for its approval so that it comes into force with effect from 01 April every year.

1106. **Financial Powers.** Financial powers of various authorities are to be based on orders promulgated by IHQ MoD(N), for Non-Public Funds from time to time.

1107. **Ledgers.**

(a) All ledgers/records of the items belonging to the NKG are to be maintained by the Accountant as per extant orders on Maintenance of Non-Public Funds.

(b) All items in these ledgers are to be mustered by the audit boards at the end of audit and discrepancy, if any reported, to be brought to the notice of Oi/C NKG. Accountant of the school is to coordinate completion of audit in time.

1108. **Care and Custody.** Items from school fund are to be bought as on requirement basis and utmost care be taken in using/handling them to avoid any damage/loss.

CHAPTER- XII
DISCIPLINE - STAFF

1201. **General.**

- (a) The HM shall be responsible for administration of NKG School to Chairman/Vice-Chairman, KGMC through the Oi/C of NKG.
- (b) Every other employee of the school will be under the control of the HM.
- (c) Notwithstanding the designation of an employee, he/she can be assigned any task in the interest of the school by the HM, concerning any function, activity or day to day running of the school.
- (d) All school employees including HM will be subject to rules of the school issued from time to time.

1202. **Code of Conduct for Teachers.**

- (a) No teacher shall:-
 - (i) While being present in the school, absent himself / herself (except with the prior permission of HM from the class which is required to attend.
 - (ii) Remain absent from the school without leave or without prior permission of the HM, provided that where such absence without leave or without the prior permission of the HM is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if on return to duty, the teacher applies for or obtain ex-post-facto, sanction for the leave.

(iii) Accept any job of a remunerative nature from any source other than the school or give private tuition to any student or other person or engage him/herself in any business.

(iv) Prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication.

(v) Engage himself as a selling agent or canvasser for any publishing firm or trade.

(vi) Ask for or accept (except with the previous sanction of the KGMC) any contribution, or otherwise associate him/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

(vii) Enter into any monetary transactions with any student or parent, nor shall he/she exploit his/her influence for personal ends, nor shall conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.

(viii) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept, any gift from any student, parent or any person with whom he/she has come into contact by virtue of his/her position in the school. The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no dealing with him in connection with the school. A casual meal, lift or other social hospitality of a casual nature shall not be a gift. On occasions, such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept gift.

- (ix) Practice or incite any student to practice casteism, communalism or untouchability.
- (x) Cause or incite any other person to cause, any damage to school property.
- (xi) Behave or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises.
- (xii) Be guilty of, or encourage violence or any conduct which involves moral turpitude.
- (xiii) Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or employee of the school.
- (xiv) Organise or attend any meeting during the school hours except where he is required or permitted by the head of the school to do so.
- (xv) Knowingly or willfully neglect his / her duties.
- (xvi) Propagate through his teaching lessons or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
- (xvii) Discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of them.
- (xviii) Indulge in or encourage any form of malpractice connected with examination or any other school activity.
- (xix) Make any sustained neglect in correcting class-work or home-work.

- (xx) Abide by the rules and regulations of the school and also show due respect to the superior authorities.
- (xxi) Attend staff meetings convened by the Headmistress and take active part in all extracurricular activities.
- (xxii) Maintain a high standard of discipline in the class and train the children in honesty, good manners, politeness and smart disposition.
- (xxiii) Insist on children being clean and wearing neat school uniforms.
- (xxiv) Be keenly interested in all-round development of the student personality.
- (xxv) Be firm without rigidity and kind without weakness, in enforcement of discipline. The teacher should not make humiliating remarks.
- (xxvi) Be bound to follow the rules and regulations connected with teaching methods. The Headmistress is privileged to make any changes in such rules, which will be circulated among the teachers.
- (xxvii) Corporal punishment should be scrupulously avoided.

1203. The Staff are not to engage in certain activities which are detrimental. Accordingly, members of the NKG staff shall not:-

- (a) Function as active supporters of any political party or contest elections to any of the local/legislative bodies.
- (b) Use their appointment to promote personal views on religion, caste and political affiliations.

- (c) Indulge in any trade or business activity or accept any job of remunerative character from a source other than the school.
- (d) Permit the independent blood relations to pursue any business interest that may directly and indirectly interfere with their performance or of other employees of the school or compromise their position.
- (e) Be under influence of any alcoholic drink/drug during their duty or allow their performance of duty to be affected by such drinks/drugs.
- (f) Apply for any assignment or job outside the school or take any public examination except with the prior approval of the Headmistress.
- (g) To present grievances except through proper channel or canvass any non-official or political influence or support in furtherance or matters pertaining to the service in the School.
- (h) Accept or permit members of their families to accept on their behalf any gift from any pupil, parent, or a person with whom they have come in contact by virtue of their position in the school.
- (j) Give any evidence derived from unpublished official records relating to any of the affairs of the school, except with the permission of the Chairman, KGMC.
- (k) Communicate with the authorities controlling the radio or any other mass media through letters or articles or deliver lectures on controversial issue or having a political slant.
- (l) Lend money to, or borrow it from any other school employee or any other person on interest.
- (m) Gamble or speculate or indulge in a game of chance unless an activity is organized in the school itself on no profit basis and that too exclusively for staff

members and is in the knowledge of the Headmistress. Frequent purchase and sale stocks and shares will tantamount to speculation.

- (n) Execute private work in a school workshop, art room, computer room, etc.
- (p) Undertake proof reading against payment or promote sale of books.
- (q) Get into heavy debt or declare him/herself insolvent.
- (r) Indulge in any activity, which is illegal under the law of the land.

1204. All School employees are expected to observe the highest code of moral conduct and will not indulge in any act unbecoming of a school employee and prejudicial to the interest of the school and the society. They are expected to be exemplary in their conduct, thinking, displaying absolute devotion to duty and integrity which should be emulated by the students of the School in which they are employed.

1205. **Infringement of Code of Conduct**. Non observance of any one or more of the above mentioned conduct rules will be treated as misconduct on the part of the concerned employee and will make him liable to disciplinary action and attract penalties including termination of the contract after following due procedure.

1206. **Parents Meeting**. Members of the staff can invite parents / guardians of the children / outsiders to the school during the school working hours only with the prior express permission of the Headmistress. Any violation of this will be considered as a breach of discipline and action may be taken against the concerned staff.

1207. **Show Cause Notice and Warning**. In case of any breach of discipline or violation of code of conduct, the employee shall be given a show cause notice by the HM, for which the employee will be given reasonable time, not exceeding 14 days, to give a reply if he/she so desires. If the offence/misdemeanor is not of a very serious nature, he may be issued a written warning by the HM. This warning will be kept in the personal dossier of the employee. Where ever the offence is of a serious nature and in the opinion of the

Chairman, deserves imposition of minor or major penalties, then appropriate action will be initiated in accordance with rules.

1208. **Penalties and Appeals.**

(a) The following penalties may be imposed by the KGMC on members of the staff of the school:-

(i) Censure.

(ii) Recovery from pay, the whole or part of any pecuniary loss caused by him/ her to the Non-Public Fund/the Govt of India.

(iii) Withholding of one or more increment.

(iv) Removal / termination from service.

(b) **Procedure for Dealing with Case of Misconduct.**

(i) The employee is to be served with a charge sheet, clearly stating the imputation of misconduct against him/her and calling upon him/her to Show Cause as to why one or more of the punishments included in these guidelines should not be awarded to him/her..

(ii) The reply to the charge sheet, if any, is to be duly considered by the Chairman, KGMC.

(iii) If the employees so desires, he/she is to be heard in person and is also to be allowed to cross examine witness against him/her or produce witness in his/her defence.

(c) The following disciplinary procedure shall be adopted for dismissal/discharge of an employee on account of misconduct or disciplinary

grounds in accordance with the principle of natural justice as applicable on case to case basis :-

- (i) Issuance of Charge Sheet.
 - (ii) Appointment of Inquiry Officer.
 - (iii) Holding of an Inquiry.
 - (iv) Perusal of the report of Inquiry Officer by the Disciplinary Authority.
 - (v) Issuance of Show Cause Notice.
 - (vi) Issuance of Order of Punishment.
- (d) In the event of the service of a legally qualified person being utilized by the management/establishment to present their case before the Inquiry Officer, the same opportunity must be offered/afforded to the delinquent employee. However, the employee can utilize the assistance of one of his colleagues to present his/her case before the Inquiry Officer.
- (e) After considering the Inquiry Report, if misconduct is established the Disciplinary authority shall proceed to take appropriate action. However, the Disciplinary Authority is not bound to accept the Inquiry Report, but while awarding the punishment, the authority must state its reasons for not accepting the Inquiry Report.
- (f) The Chairman, KGMC shall, before issuing an order of punishment, call the person concerned to explain his/her conduct or institute an inquiry for the purpose. Such explanation or report of inquiry shall form part of the record to decide upon the penalty to be imposed. In such cases, an initial report is to be made by the HM with her specific recommendations.

(g) An employee on whom any punishment is imposed shall have the right of appeal to the Chairman, KGMC, who may at his discretion allow a personal hearing. The decision of Chairman shall be final in all such cases.

(h) All appeals must be submitted through the Headmistress who shall append her remarks and forward the appeal expeditiously to the Chairman, KGMC through Officer-In-Charge, NKG and Vice Chairman.

1209. **Redressal of Grievances.**

(a) A member of the staff may represent any grievance/complaint through the Headmistress to Chairman, KGMC through proper channel.

(b) The Headmistress of the school is to forward the grievance/complaint of an employee with her detailed comments to the Chairman through Oi/C.

1210. **Withholding Increments of Salary/Arrears.**

(a) An increment/revision of salary/arrears of pay shall ordinarily be drawn by an employee in due course unless withheld.

(b) Withholding of increment will be resorted to only on completion of the disciplinary proceedings against an employee.

(c) On completion of disciplinary proceedings where an increment is ordered to be withheld without cumulative effect, the normal increment may be drawn after period for which the increment was withheld.

(d) An order withholding an increment with cumulative effect shall have the effect of permanently postponing the next increment as specified in the orders.

CHAPTER- XIII
SETTING UP OF NEW SCHOOLS

1301. Any Naval authority intending to set up a NKG on/in Defence land/building is to be guided by Naval Headquarters Letter WK/0603/34/W-V dated 06 Jul 2001 and Para 3.40 of the Scales of Accommodation, 2009, amended from time to time. As per SADS, provision of KG Schools in stations where such facility is not available in close vicinity may be considered on merit by GOC Area or equivalent.

1302. All Educational Institutions meant for providing schooling facilities primarily to the children of Naval personnel and set up on defence land / building or elsewhere are to obtain recognition of Navy Education Society (NES) as early as possible but not later than three months from the commencement of the first academic session. A format for NES Recognition is placed at **Appendix 'H'**. However, the recognition of NES will not be used as a certificate for grant of Children Education Allowance for wards of civilian personnel.

1303. Administrative Authorities are to consider opening of school based on the need, availability of infrastructure and assured patronisation by parents for availability of adequate students strength in both LKG and UKG so as to make the school financially sustainable.

1304. The schools seeking permanent recognition from NES are to:-

- (a) Apply on prescribed format.
- (b) Obtain No Objection Certificate for setting up of the school from respective State/UT authorities.
- (c) Observe all conditions and create necessary infrastructure as per the criteria laid down in this Guidebook.

(d) Mobilise adequate resources so as to ensure continued functioning of the school on self sustaining basis.

(e) Observe guidelines promulgated in this guidebook in all matters of school administration and functioning.

CHAPTER - XIV
ANNUAL PERFORMANCE APPRAISAL REPORTS

1401. The aim of the Annual Performance Appraisal Reports (APARs) is to record an objective assessment of an employee's demonstrated performance and of his potential, as observed during the academic session under report. The annual report should not be influenced by any previous knowledge about the individual or by the other ulterior considerations.

1402. APARs are to be prepared in single copy after the end of the academic year. There should be no erasures or over writings. The amendments, if any, are to be initialled. No report need to be initiated on employee appointed against contingent vacancies.

1403. Subject to the provisions of respective State/UT Education Act /Rules, the reporting channel for APARs will be as follows:-

(a) Headmistress

(i) Initiation Officer – Oi/C NKG

(ii) Reviewing Officer - Vice Chairman, KGMC

(iii) Senior Reviewing Officer - Chairman, KGMC

(b) Teachers and other School Staff

(i) Initiation Officer – Headmistress

(ii) Reviewing Officer - Oi/C NKG

(iii) Senior Reviewing Officer - Vice Chairman, KGMC

1404. The APAR reports are to be rendered on forms given at **Appendix 'J'**

1405. It is the duty of the Initiating Officer to know the good and bad qualities of employees serving under him. He should invariably apprise the members of staff of their deficiencies / shortcomings in the course of the year under report and endeavour to eradicate them rather than having to record them. While mentioning any shortcomings in the report, the initiating officer should also give an indication of the efforts made by him by way of guidance /admonition to reform the employee.

1406. The Initiating Officer shall submit APARs to Reviewing Officer. If, while going through a report, he finds that it contains adverse remarks, these should be communicated to the employee in writing informing him that he may appeal against it if he so chooses within 15 days of receipt. This should be done, as far as possible, within one month of the completion of the annual report and a record to this effect should be kept in the APAR File of the individual, together with its acknowledgement / receipt by the concerned school employee.

1407. On receipt of an extract of the adverse remarks recorded in his / her APAR, the employee may submit his representation against the adverse remarks within a period of 15 days of receipt. Such a representation, if received, should be forwarded to the Vice Chairman as the case may be for further disposal. The Vice Chairman will dispose off appeals against adverse remarks.

Appendix 'A'

(Refers to Para 0102
of Chapter I)

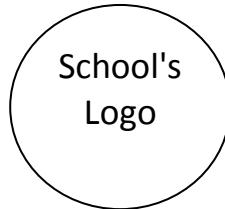
LIST NAVAL KINDERGARTENS (NKGs)

Ser	Name of the NKG	Command
1	NKG Colaba	HQWNC
2	NKG Ghatkopar	
3	NKG Karanja	
4	NKG TS Mahul	
5	NKG Mankhurd	
6	NKG Okha	
7	NKG Karwar	
8	NKG Goa	
9	NKG Porbandar	
10	NKG Port Blair (Vijay Baug)	HQANC
11	NKG Kardip (Minnie Bay)	HQENC
12	NKG Vizag	
13	NKG Rajali	
14	NKG 1-N Det	
15	NKG Kalinga	
16	NKG Adyar	
17	NKG Netaji Subhash	
18	NKG Kattabomman	
19	NKG Maduravoyal	
20	NKG Sunabeda	
21	NKG Valachi	
22	NKG NAO Visakhapatnam	
23	NKG Arrakkonam	
24	NKG PTC Kalpakkam	
25	NKG Kochi	HQSNC
26	NKG Agrani	
27	NKG Dronacharya	
28	NKG Mandovi	
29	NKG Shivaji	
30	NKG Chilka	
31	NKG Hamla	
32	NKG Valsura	
33	NKG Zamorin	

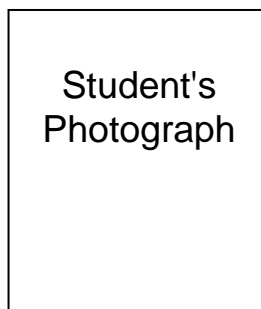
Appendix 'B'

(Refers to Para 0202 (b)
of Chapter II)

NAVAL KINDERGARTEN, _____



PROGRESS REPORT CARD SESSION: _____



Name	
Class	
Section	
Admission Number	
Date of Birth	
Father's /Guardian's Name	
Mother's Name	
Residential Address	
Email Id	
Telephone Number of Father	
Telephone Number of Spouse	
Specimen Signature of Parent/Guardian	

Communication Skills	Grade	Remarks by Class Teacher
Speaks clearly		
Responds to direct questions		
Follows routines		
Understands opposites		
Social/Emotional Skills	Grade	Remarks by Class Teacher
Knows first and last name		
Knows age		
Follows directions		
Shares well with others		
Listen well		
Reading /Writing Skills	Grade	Remarks by Class Teacher
Knows how to say ABCs		
Recognises ABCs		
Can write first name		
Can write last name		
Colours /Shapes	Grade	Remarks by Class Teacher
Knows primary colours		
Knows shapes		
Understands sizes (big/small)		
Numbers	Grade	Remarks by Class Teacher
Recognises number one to ten		
Understands empty and full		
Understands more or less		
Motor Skills	Grade	Remarks by Class Teacher
Can hold and use a pencil		
Can hold and use a crayon		
Can hold and use scissor		
Can hold and use a glue stick		
Can hold and use a paint brush		
Can bounce a ball		
Can kick a ball		

Can jump up and down		
Can throw a ball		
Can swing without help		
Can skip		
Can button shirt		
Can tie shoe lace		
Health Aspects	Measure	Remarks
Height at day 1 of school		
Weight at day 1 of school		
Height on last day of the school		
Weight on last day of the school		
Attendance	Days	Remarks
Present		
Absent		

Grading Scale:

Grade	Description
A+	Outstanding
A	Excellent
B+	Very Good
B	Good
C	Above Average
D	Average
E	Scope for improvement

General Remarks and Signature of Class Teacher.....

.....

Remarks and Signature of Headmistress.....

.....

Signature of Parent/Guardian.....

School reopens for the next session on:.....

Appendix 'C'

(Refers to Para 0202 (c)
of Chapter II)

APPROVED LIST OF NKG BOOKS

Nursery/LKG Class

Ser	Title of Navy Edition Textbook
1	Navy Edition-NUR-Enjoy & Learn (EVS)-0A
2	Navy Edition-NUR-Enjoy & Learn (Maths)-B P-1
3	Navy Edition-NUR-Enjoy & Learn (Maths)-B P-2
4	Navy Edition-NUR-Enjoy & Learn (Alphabet)-A P-1
5	Navy Edition-NUR-Enjoy & Learn (Alphabet)-A P-2
6	Navy Edition-NUR-Fun with Alphabet- CPL P-1
7	Navy Edition-NUR-Fun with Alphabet- CPL P-2
8	Navy Edition-NUR-Fun with Alphabet- SML P-1
9	Navy Edition-NUR-Fun with Alphabet- SML P-2
10	Navy Edition-NUR-Jingle (Rhymes & Stories)
11	Navy Edition-NUR-Khelo aur Shikho-A P-1
12	Navy Edition-NUR-Khelo aur Shikho-A P-2
13	Navy Edition-NUR-Meri Fulbaari-0B
14	Navy Edition-NUR-Pattern Writing
15	Navy Edition-Smile (3105) LKG Term-1
16	Navy Edition-Vibgyor-0A
17	Navy Edition-English W.B.-1
18	Navy Edition-English W.B.-2
19	Navy Edition-English W.B.-3
20	Navy Edition-Maths W.B.-1
21	Navy Edition-Maths W.B.-2

UKG Class

Ser	Title of Navy Edition Textbook
1	Navy Edition-NUR-Enjoy & Learn (A Phono Drill)
2	Navy Edition-NUR-Enjoy & Learn (Maths)-C P-1
3	Navy Edition-NUR-Enjoy & Learn (Maths)-C P-2
4	Navy Edition-NUR-Khelo aur Shikho-B P-1
5	Navy Edition-NUR-Khelo aur Shikho-B P-2
6	Navy Edition-NUR-Enjoy & Learn (EVS)-C P-1
7	Navy Edition-NUR-Enjoy & Learn (EVS)-C P-2
8	Navy Edition-Smile (3129) UKG Term-1
9	Navy Edition-Smile (3136) UKG Term-2
10	Navy Edition-Vibgyor-0B
11	Navy Edition-NUR-Jingle (Rhymes & Stories)
12	Navy Edition-NUR-Meri Fulbaari
13	Navy Edition-English W.B.-4
14	Navy Edition-Maths W.B.-4
15	Navy Edition-Maths W.B.-5
16	Navy Edition-Hindi W.B.-2
17	Navy Edition-Hindi W.B.-3
18	Navy Edition-EVS W.B.

APPENDIX 'D'

(Refers to Para 0214 of
Chapter II)

CHECK-LIST ON SAFETY AND SECURITY AGAINST PHYSICAL, EMOTIONAL & SEXUAL ABUSE

Physical Safety

Ser	Statements	Yes/No	Remarks
1	Are the electrical fitments in the classrooms and corridor working properly?		
2	Switch Board/main switches working properly, are the switch board covered and cautioned?		
3	Whether checked Water Coolers and other electrical gadgets transferring shock? If yes than remedial measures taken or not?		
4	Any case of electric shock or problem of any type encountered by the staff/student?		
5	Any Sparks or Short circuit occurred in past one week?		
6	Are the corridors and staircases clear of obstruction?		
7	Have you ensured limited access to the area of electrical installation only to those who are required?		
8	Fire extinguishers are in place or not?		
9	Water quality from the filter is proper?		
10	Has toilet cleanliness maintained?		
11	Whether ceiling tiles or plaster hanging from the wall/roof?		

Trauma Management

Ser	Statements	Yes/No	Remarks
1	Do you have the staff sensitized on trauma management		

	to meet any accident or disaster?		
2	Do you have the contacts available for trauma management?		
3	Are you or any senior persons in the school aware of the telephone number of the hospitals, ambulance and the fire stations near your play school?		
4	Do you have a separate rest room for children		

Protection against Sexual Abuse

Ser	Statements	Yes/No	Remarks
1	All teaching, non-teaching, contractual and other staff is sensitized on the mechanism against child abuse and exploitation		
2	All teaching and non-teaching staff is specifically trained to be alert to signs and indicators of child abuse		
3	All parents and students have been sensitized on the mechanism against child abuse and exploitation		
4	There is an active Parents Teachers Association in place and school actively consults and encourages participation of families in child protection issues.		
5	School has a qualified Child Counsellor/Psychologist part time or full time or on call consultant one can access when there is a requirement or an emergency.		

Social and Emotional Safety

Ser	Statements	Yes/No	Remarks
1	Children are sensitized to recognize and deal with negative peer pressure		
2	The school addresses and does not tolerate issues of bullying, harassment and discrimination/prejudice against students on basis of religion, caste, gender, language,		

	physique or disability or any other factor		
3	Misconduct and inappropriate social behaviour is monitored and addressed .Like stealing /needless writing on the walls/ harming another student physically or emotionally and displaying any antisocial behaviour		
4	There is a ban on corporal punishment and emotional harassment of students by teaching and non- teaching staff		
5	Positive disciplinary modes and measures are adopted and followed by the teachers and school authorities		

Appendix 'E'

(Refers to Para 0406 (a)
of Chapter IV)

NAVAL KINDERGARTEN,

Book No.....

Ser No.....

TRANSFER CERTIFICATE

Admission No.....

1.	Name of Pupil	
2.	Mother's Name	
3.	Father's Name/Guardian's Name	
4.	Date of Birth(in Christian Era) according to Admission Register(in figure & in words)	
5.	Nationality	
6.	Whether the candidate belongs to SC/ST	
7.	Date of first admission in School with class	
8.	Class in which the pupil last studied/is studying (in figures and in words)	
9.	Whether qualified for promotion to higher class(in figures and in words)	
10.	Month upto which the pupil has school fees	
11.	Any fee concession availed, if so, the nature of such concession	

12.	Total no. of working days in the academic year	
13.	Total no. of working days the pupil was present in the school	
14.	Any game/ extra-curricular activities the pupil took part in (mention achievement level there in)	
15.	General conduct	
16.	Date of application of Transfer Certificate	
17.	Date of Issue of Certificate	
18.	Reason for leaving School	
19.	Any other remarks	

Signature of Class Teacher

Checked by
(With full Name &
Designation)

Signature of Headmistress
(With Date and School
Seal)

Countersigned by Chairman/VC, KGMC

APPENDIX 'F'

(Refer to Para 0602 (d) of Chapter VI)

SNo. _____

Tele: _____

File -----

Date:

Mr./Mrs. _____

APPOINTMENT LETTER OF TEACHING / NON-TEACHING STAFF

Dear Sir / Madam,

1. The Management Committee, Naval KG _____ is pleased to inform you that you have been engaged as _____ (designation) Trained Category / Un-trained Category in the school with effect from _____ (date). You will be a regular employee of NKG, _____, which is funded from Non-Public Fund (Regimental Fund / Non Governmental Fund) of _____.

2. Your appointment **will be on probation for a period of one year (12 months) from the date of joining duty at school.** During the period of probation, you are under observation and KGMC may terminate your services, without assigning any reason. During probation, you are not entitled for any arrears/concession/perks whatsoever. Your probation period may be extended if performance is not found satisfactory.

3. Your appointment shall be confirmed on successful completion of your probation. If no confirmation is made at the end of initial or extended probation period, it will be deemed to have been extended. According to terms and conditions, you shall render services continuously for a period of at least one year from date of joining on receipt of contractual appointment letter.

4. One month payment shall be recovered from you in two equal installments as security deposit during the initial two months of probation period which will be refunded to you without interest on your leaving the school. Further, you are not permitted to resign during the middle of the academic year, failing which you will forfeit the security deposit (one month's pay) and you would not be issued with experience certificate from the school.

5. In case you leave the service within one year we shall have the right to deduct, as liquidated damages, an amount equivalent to one month's salary or the expenses incurred in your training whichever is higher, from the money that may be due to you.

6. You are required to be present at NKG for providing your services **from_____ to _____ every day** (except Saturdays, Sundays and holidays), subject to any specific routine to be followed by the school as decided by KGMC. **In case of non-teaching staff, 1st and 3rd Saturday of every month will be a half working day.** You may be assigned any special duty in the interest of the school even if it is to be done beyond the normal working hours. Staff appointed as teachers are also required to conduct and organize co-curricular programmes/activities as applicable.

7. Further, KGMC shall also have the powers to terminate your services in case of abolition of the post due to closing down of school/class/section or discontinuance of teaching of the subject by giving you two months' notice in writing or one month payment in lieu. **Similarly, you will be required to forego one month's pay or give two months notice** in lieu before resigning from your job. The notice period will not include either full or part of school vacation/breaks.

8. In matters relating to discharge, retrenchment and termination of contract, the decision of KGMC shall be final and binding.

9. Your leave will be admissible in accordance with the leave rules promulgated by the Management Committee of the school. Other terms and conditions governing the appointment are as laid down in the NKG Guidebook amended from time to time.

10. **Your contractual engagement is subjected to:-**

(a) Verification of all your academic, co-curricular activities and experience & age certificates, which should be in accordance with policy laid down by the Management Committee.

(b) Original certificate of Diploma of Montessori pass and Graduation in case of teaching staff, and original Graduation certificate and date of birth in case of the non-teaching (ie office staff and class X pass, date of birth certificate in case of MTS) to be deposited with Headmistress. The Headmistress will then issue acknowledgement for the same. These certificates will be returned on leaving the school.

(c) Production of medical fitness certificate from a government hospital within one month from the date of joining the school.

(d) If the verification reveals that certificate produced in support of educational qualification and others are false, your services will be terminated immediately without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

(e) You are also informed that if any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you will be liable for termination of service and/or such other action as deemed necessary by KGMC.

12. Your terms and conditions will be governed as follows:-

(a) Service Agreement **Annexure - 1**

(b) Code of Conduct for Employee **Annexure - 2**

13. You are requested to:-

(a) Acknowledge the receipt of this appointment letter to HM along with enclosed Service Agreement, indicating your acceptance to the above terms and conditions of the appointment specified therein, failing which your appointment will stand cancelled.

(b) Read relevant orders of the school and sign on the copy held with the Headmistress / Accountant.

14. Your date of appointment will be effective from _____ (date) in compliance with the above terms and conditions.

(Appointing Authority)

ACCEPTANCE

I have read and understood the terms and conditions contained in the offer of Appointment Letter as well as the agreement issued to me and pleased to accept this appointment on these terms and conditions and shall be bound by the same.

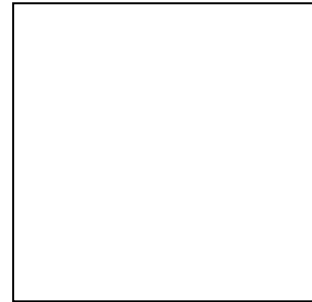
Signature of the Appointee

Name :- _____

Date:- _____

Annexure 1

[Refers to Para 12 (a) of letter]



**SERVICE AGREEMENT (FOR TEACHING/NONTEACHING STAFF) BETWEEN
STAFF AND CHAIRMAN, MANAGEMENT COMMITTEE OF NKG RUN
FROM NKG NON PUBLIC FUND**

THIS AGREEMENT made at **NKG, (_____)** on this _____ between **Chairman, Management Committee, NKG, _____** (place with full address) hereinafter called the _____ of ONE PART and Shri/Smt/ _____ (Name of the Engaged Person) Son/Daughter/Wife of _____ resident of _____ (give address), hereinafter called the “Engaged Person” of the OTHER PART.

(A) Whereas, **Chairman, Management Committee, NKG, _____** intends to hire services as _____ (designation or nature of work) for **NKG, (_____)** (place) **on contractual basis for a period of 12 months** with the following terms and conditions:-

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The Chairman, NKG _____ (place) hires the services of Shri/Smt _____ (name of staff hired), as _____ (designation or nature of work) for **NKG** at _____ (name of place) and Shri/Smt _____ (name of

the hired person) has agreed to provide his/her professional services in that capacity at the above mentioned School /Dept from the date he / she joins duties.

2. The engagement of the Engaged Person for rendering his/ her professional services shall be entirely contractual in nature and will be on probation for 12 months initially for the new entrant and thereafter renewed for the further period of two years. For the existing staff probation period will not be repeated. The renewal of contract will be subject to continued good conduct and performance of the Engaged Person and existence of the requirement for services of the Engaged Person at NKG, _____ (name of place). **A fresh Agreement will be executed after every 36 months.**

3. The hired person will be paid the total consideration for his services in the form of **consolidated contractual remuneration of Rs. _____ (amount) per month or as revised from time to time** from NKG Fund which is purely Non Public Fund and no other financial gain, assistance, facilities, perks, allowances, HRA etc, will be admissible to him/her. **The said engaged person hired on contractual basis will not be entitled for gratuity, incentive pay or terminal benefits whatsoever.**

4. The payment of consideration shall be made by **NKG Non Public Fund** to the engaged person up to the **10th** day of each succeeding month or thereafter. Engaged Person will deposit one month's payment with the school as Security Deposit which will be returned back without interest on his/ her leaving the school. **The deposit will be held back by the school in case engaged person leaves the school without notice.** The amount is to be paid to the school in two installments starting from 1st payment due to the engaged person.

5. The engaged person will devote full time of tenure of his/her duty, skill and attention to promote the interest of **NKG**, _____ (name of place). He/she shall adhere to the timings, working hours and other discipline of the Dept. as laid down by the Management. Engaged Person will be required to remain present at NKG for his/her services, **from _____ to _____ every day** (except Saturdays, Sundays and holidays for **all Non-Teaching Staff**, subject to any specific routine to be followed by the school as decided by the Management. **In case of Teaching Staff, 1st and 3rd Saturday of**

every month will be working half day. In addition, the Engaged Person shall promptly attend to any emergency duty outside ordinary working hours when at his/ her residence.

6. During the period of contract, the engaged person shall not engage in any private business or profession/consultation during working days.

7. The hired person will be eligible for _____ (description of Leave Entitlements) with full consideration as per Clause 3 above on completion of his/her tenure of contractual agreement for services of 12 months with prior approval of leave sanctioning authority. Pro-rata deduction in total monthly consideration shall be made for any excessive absence without prior notice/approval. Services of the engaged person may be terminated by the appointing authority, in case the extraordinary leave (absence) period exceeds 60 days.

8. The engaged person will be not be eligible for **Vacation Pay (for Non-Teaching and Teaching Staff)**

9. If the engaged person shall at any time be in-capacitated by illness or accident arising out of any act, default, negligence on the part of Engaged Person or other unavailable cause from efficiently performing his/her duties pursuant to this Agreement. His/her monthly consideration on pro-rata basis shall not be payable during the time of such incapacity or absence from duty.

10. The engaged person declares that he/she would not leave the school during middle of the academic session except in case of spouse transfer or medical reasons which make it impossible for him/her to attend the school. Further, in case of spouse transfer (transfer letter copy to be attached), the Engaged Person would give at least two month's notice and in case of medical reasons he/she will submit appropriate medical documents issued by service/civil hospital. **All engaged person are to give at least two months' notice to school prior leaving school.**

11. The engaged person would be liable to forfeit the security deposit in case she renders his/her resignation during middle of the academic session for reasons otherwise mentioned at Para 10 above.

12. The engaged person would be entitled for leave (if due) during notice period on pro-rata basis only (not full leave).

13. The engaged person shall always perform duties under the direction and supervisions of Headmistress/Officer In-charge/KGMC and he/she will carry out the assignment and duties as detailed in the job specification issued with this agreement and any other duties associated with his/her profession as may be entrusted to him/her by KGMC from time to time.

14. The KGMC shall have the right to terminate this agreement by giving two months' notice to the engaged person or one month's consideration as pay in lieu thereof without prejudice to the generality of the right of termination may be on any of the following grounds for which an opportunity to show cause will be afforded to him/her:

- (a) Professional incompetence or misconduct or an act of moral turpitude.
- (b) Unsatisfactory performance of duty.
- (c) Arrest or conviction by a court of law for any offence.
- (d) Any act prejudicial to security or interest of the organization NKG.
- (e) Unauthorized absence of leave beyond 10 days.
- (f) Prolonged or habitual absence including absence due to medical illness.
- (g) Inadequate work load.

- (h) Breach / Violation of Code of Conduct/Violation of any provision of this agreement by the Engaged person.
- (j) For leakage of official secrets under the Official Secret Act.
- (k) Habitual late coming to the school.

15. The Engaged Person will also have the right to terminate this agreement before the expiry of tenure of contractual appointment by giving two month's notice or by forgoing one month's contractual amount as consideration for engagement of services. **Further, in case of office staff and accountant, the engaged person is to submit their educational qualification, certificates of graduation and Birth Certificate to HM of NKG, for safe custody. In case of teachers, the engaged person is to provide original certificate of Montessori and graduation to Headmistress for safe custody. The Headmistress will issue acknowledgement.** The same would be returned along with security deposit refund (as applicable) at the time of outgoing from NKG.

16. The engaged person will conduct herself/himself in a professional manner with highest ethical, moral and financial standards. The engaged person shall handle all equipment, instruments machinery, Electronic and Electrical gadget, Xerox Machine etc and other assets and school property with adequate professional care and condition and shall be responsible for any loss caused due to negligence or recklessness on his/her part and will not indulge in any malpractices, unethical practices and financial misappropriation, misuse of organization's property or administrative irresponsibility.

17. The engaged person declares and acknowledge that this agreement does not amount to permanent employment with the **NKG Fund** or the Navy or Govt. of India not confer any right on the engaged person nor any representation or obligation on **NKG** or the Navy or Govt. of India as to possibility or performance in employment or any further engagement in **NKG** (Dept) or elsewhere at any time in future.

18. The engaged person shall indemnify Chairman (_____) against all third party claims or proceedings in respect of his/her professional negligence, misconduct or deficiency in service.

19. Your appointment is **on probation for a period of (12 months) one year (for new entrant)** which may be extended for the further at the discretion of the KGMC based on assessment of your performance by Coordinators/HM/OI/C. **After successful completion of probation period, your contract may be renewed for further period of 24 months (two years). For existing staff probation period will not be repeated. A fresh Principal Agreement will be executed after expiry of 36 months from the date of execution of this agreement subject to continuous good conduct, performance and existence of the requirement for services.** You will abide by the rules and regulations and Bye-Laws of the school that are in force and as amended from time to time.

IN WITNESS whereof the parties aforementioned have executed this agreement on this day and year first above mentioned.

(Signed by **Oi/C**)
for and on behalf of Chairman,
KGMC)
Address _____
Mobile No. _____

(Signed by the **engaged person**)
Shri/Smt _____
Address (_____),
Mobile No. _____

WITNESSES

1. _____
Name _____
Address _____

2. _____
Name _____
Address _____

Annexure 2

(Refers to Para 12(b) of
Letter _____)

CODE OF CONDUCT FOR NKG EMPLOYEES

1. Every employee shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:-

- (a) Habitual late coming and negligence of duty.
- (b) Use of abusive language, quarrelsome and riotous behavior.
- (c) Insubordination and defiance of lawful order.
- (d) Disrespectful behavior, rumour mongering and character assassination.
- (e) Making false accusations or assault either provoked or otherwise.
- (f) Use of liquor or narcotics in the school premises.
- (g) Embezzlement of funds or misappropriation of school property or theft or fraud.
- (h) Mutilation/destruction of school records and property.
- (j) Conviction by a court of law for criminal offence.
- (k) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- (l) Divulging confidential matters relating to school.

- (m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
- (n) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.
- (p) Taking active part in politics.
- (q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any students to indulge in communal sectarian activity.
- (r) Making sustained neglect in correcting class work or home work.
- (s) Organizing or attending any meeting during school hours except when it is required or permitted by the Head of the school to do so.
- (t) Absenting from work even though present in the school premises or absent without leave.
- (u) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
- (v) Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any object whatsoever, except subscription from the members of any association of teachers.
- (w) Practice or incite any student to practice casteism, communalism and untouchability.

(x) Be guilty or misbehavior or cruelty towards any parent, guardian, student, teacher or employee of the school.

2. All employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth committee to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to his/her by the HM/Management. He/she shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

(Signed by Engaged Person)

Name_____

Address_____

Date_____

APPENDIX 'G'

(Refer to Para 0602 (d) of
Chapter VI)

OFFER OF APPOINTMENT AS _____ ON CONTRACT BASIS

NAVY KINDERGARTEN SCHOOL, _____

1. The Management Committee of NKG _____ is pleased to inform you that you have been appointed as _____ **on contract basis** for a period of _____ in the school with effect from _____. You will be an employee of the NKG _____, which is funded from the Non-Public Fund (Regimental fund).
2. You are not permitted to resign during the contractual period, failing which your security deposit of one month's pay would be forfeited and you would not be issued with any experience certificate from the school.
3. Your total Consolidated Pay comprising of Basic Pay and DA will be **Rs. _____ Per Month.** w.e.f _____ or the date of your actually reporting for duty. You are not entitled for any other allowances and perks. Your pay will be revised every year by adding one increment and prevailing DA at that time. In the case of your reappointment/extension/renewal after initial contract period, your original seniority and current salary will be protected.
4. You are required to carry out the duties pertaining to the NKG _____, as assigned by the HM of the school.
5. The Chairman of the Management Committee shall also have the powers to terminate your services without notice on ground of misconduct or neglect of duties, which may be detrimental to the interest of the school.
6. You may please note that your services are liable to be terminated without assigning any reason by the Chairman of Management Committee by either giving you one month's pay or furnishing one month's notice in lieu. Similarly, you will be required to forego one month's pay or give one month's notice in lieu before resigning your job. The notice period will not include neither full nor part of school vacations.
7. Further, the Chairman of the Management Committee shall also have the powers to terminate your services in case of abolition of the post due to closing down of school/class/section or discontinuance of teaching of the subject by giving you three months' notice in writing or three months' salary including allowances in lieu.

8. Your leave will be admissible in accordance with the leave rules promulgated by the Management Committee. Other terms and conditions governing the appointment are as laid down in the School's Bye-Laws, as amended from time to time.

9. All teachers will be governed by POCSO Act 2012. Kindly read and understand. Regarding discipline and conduct of all staff kindly refer to NKG Guide Book. A copy of the same is kept in the school for reference.

10. Your appointment is subject to verification of all your original academic, co-curricular activities, experience and age certificates, which should be in accordance with the CBSE guidelines and policies laid down by the Management Committee. You will also be required to undergo a medical examination or produce a medical fitness certificate within one month from the date of joining the school.

11. In view of the forgoing, you are hereby requested to include the enclosed Terms and condition in the Contract Agreement if agreeable to you in non judicial stamp paper of Rs 100/- in compliance to enable putting the appointment in effect.

12. If the above terms and conditions are acceptable to you, you should submit formal acceptance in writing along with the documents as per list enclosed so as to reach the undersigned within a week of the date of this letter, failing which this offer of appointment stands cancelled.

13 You are requested to kindly acknowledge receipt of this letter.

For & On behalf of the Management of
Navy Kindergarten _____

12. Your terms and conditions will be governed as follows:-

(a) Service Agreement **Annexure - 1**

(b) Code of Conduct for Employee **Annexure - 2**

13. You are requested to:-

(a) Acknowledge the receipt of this appointment letter to HM along with enclosed Service Agreement, indicating your acceptance to the above terms and conditions of the appointment specified therein, failing which your appointment will stand cancelled.

(b) Read relevant orders of the school and sign on the copy held with the Headmistress / Accountant.

14. Your date of appointment will be effective from _____ (date) in compliance with the above terms and conditions.

(Appointing Authority)

ACCEPTANCE

I have read and understood the terms and conditions contained in the offer of Appointment Letter as well as the agreement issued to me and pleased to accept this appointment on these terms and conditions and shall be bound by the same.

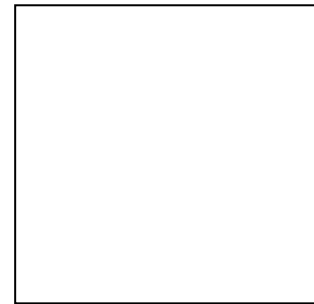
Signature of the Appointee

Name :- _____

Date:- _____

Annexure 1

[Refers to Para 12 (a) of letter]



**SERVICE AGREEMENT (FOR TEACHING/NONTEACHING STAFF) BETWEEN
CONTRACTUAL STAFF AND CHAIRMAN, MANAGEMENT COMMITTEE OF NKG
RUN FROM NKG NON PUBLIC FUND**

THIS AGREEMENT made at **NKG, ()** on this _____ between **Chairman, Management Committee, NKG, _____** (place with full address) hereinafter called the _____ of ONE PART and Shri/Smt/_____ (Name of the Engaged Person) Son/Daughter/Wife of _____ resident of _____ (give address), hereinafter called the “Engaged Person” of the OTHER PART.

(A) Whereas, **Chairman, Management Committee, NKG, _____** intends to hire services as _____ (designation or nature of work) for **NKG, ()** (place) **on contractual basis for a period of 12 months** with the following terms and conditions:-

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The Chairman, NKG _____ (place) hires the services of Shri/Smt _____ (name of staff hired), as _____ (designation or nature of work) for **NKG** at _____ (name of place) and Shri/Smt _____ (name of

the hired person) has agreed to provide his/her professional services in that capacity at the above mentioned School /Dept from the date he / she joins duties.

2. The engagement of the Engaged Person for rendering his/ her professional services shall be entirely contractual in nature and will be on probation for 12 months initially for the new entrant and thereafter renewed for the further period of two years. For the existing staff probation period will not be repeated. The renewal of contract will be subject to continued good conduct and performance of the Engaged Person and existence of the requirement for services of the Engaged Person at NKG, _____ (name of place). **A fresh Agreement will be executed after every 36 months.**

3. The hired person will be paid the total consideration for his services in the form of **consolidated contractual remuneration of Rs. _____ (amount) per month or as revised from time to time** from NKG Fund which is purely Non Public Fund and no other financial gain, assistance, facilities, perks, allowances, HRA etc, will be admissible to him/her. **The said engaged person hired on contractual basis will not be entitled for gratuity, incentive pay or terminal benefits whatsoever.**

4. The payment of consideration shall be made by **NKG Non Public Fund** to the engaged person up to the **10th** day of each succeeding month or thereafter. Engaged Person will deposit one month's payment with the school as Security Deposit which will be returned back without interest on his/ her leaving the school. **The deposit will be held back by the school in case engaged person leaves the school without notice.** The amount is to be paid to the school in two installments starting from 1st payment due to the engaged person.

5. The engaged person will devote full time of tenure of his/her duty, skill and attention to promote the interest of **NKG**, _____ (name of place). He/she shall adhere to the timings, working hours and other discipline of the Dept. as laid down by the Management. Engaged Person will be required to remain present at NKG for his/her services, **from _____ to _____ every day** (except Saturdays, Sundays and holidays for **all Non-Teaching Staff**, subject to any specific routine to be followed by the school as decided by the Management. **In case of Teaching Staff, 1st and 3rd Saturday of**

every month will be working half day. In addition, the Engaged Person shall promptly attend to any emergency duty outside ordinary working hours when at his/ her residence.

6. During the period of contract, the engaged person shall not engage in any private business or profession/consultation during working days.

7. The hired person will be eligible for _____ (description of Leave Entitlements) with full consideration as per Clause 3 above on completion of his/her tenure of contractual agreement for services of 12 months with prior approval of leave sanctioning authority. Pro-rata deduction in total monthly consideration shall be made for any excessive absence without prior notice/approval. Services of the engaged person may be terminated by the appointing authority, in case the extraordinary leave (absence) period exceeds 60 days.

8. The engaged person will be not be eligible for **Vacation Pay (for Non-Teaching and Teaching Staff)**

9. If the engaged person shall at any time be in-capacitated by illness or accident arising out of any act, default, negligence on the part of Engaged Person or other unavailable cause from efficiently performing his/her duties pursuant to this Agreement. His/her monthly consideration on pro-rata basis shall not be payable during the time of such incapacity or absence from duty.

10. The engaged person declares that he/she would not leave the school during middle of the academic session except in case of spouse transfer or medical reasons which make it impossible for him/her to attend the school. Further, in case of spouse transfer (transfer letter copy to be attached), the Engaged Person would give at least two month's notice and in case of medical reasons he/she will submit appropriate medical documents issued by service/civil hospital. **All engaged person are to give at least two months' notice to school prior leaving school.**

11. The engaged person would be liable to forfeit the security deposit in case she renders his/her resignation during middle of the academic session for reasons otherwise mentioned at Para 10 above.

12. The engaged person would be entitled for leave (if due) during notice period on pro-rata basis only (not full leave).

13. The engaged person shall always perform duties under the direction and supervisions of Headmistress/Officer In-charge/KGMC and he/she will carry out the assignment and duties as detailed in the job specification issued with this agreement and any other duties associated with his/her profession as may be entrusted to him/her by KGMC from time to time.

14. The KGMC shall have the right to terminate this agreement by giving two months' notice to the engaged person or one month's consideration as pay in lieu thereof without prejudice to the generality of the right of termination may be on any of the following grounds for which an opportunity to show cause will be afforded to him/her:

- (a) Professional incompetence or misconduct or an act of moral turpitude.
- (b) Unsatisfactory performance of duty.
- (c) Arrest or conviction by a court of law for any offence.
- (d) Any act prejudicial to security or interest of the organization NKG.
- (e) Unauthorized absence of leave beyond 10 days.
- (f) Prolonged or habitual absence including absence due to medical illness.
- (g) Inadequate work load.

- (h) Breach / Violation of Code of Conduct/Violation of any provision of this agreement by the Engaged person.
- (j) For leakage of official secrets under the Official Secret Act.
- (k) Habitual late coming to the school.

15. The Engaged Person will also have the right to terminate this agreement before the expiry of tenure of contractual appointment by giving two month's notice or by forgoing one month's contractual amount as consideration for engagement of services. **Further, in case of office staff and accountant, the engaged person is to submit their educational qualification, certificates of graduation and Birth Certificate to HM of NKG, for safe custody. In case of teachers, the engaged person is to provide original certificate of Montessori and graduation to Headmistress for safe custody. The Headmistress will issue acknowledgement.** The same would be returned along with security deposit refund (as applicable) at the time of outgoing from NKG.

16. The engaged person will conduct herself/himself in a professional manner with highest ethical, moral and financial standards. The engaged person shall handle all equipment, instruments machinery, Electronic and Electrical gadget, Xerox Machine etc and other assets and school property with adequate professional care and condition and shall be responsible for any loss caused due to negligence or recklessness on his/her part and will not indulge in any malpractices, unethical practices and financial misappropriation, misuse of organization's property or administrative irresponsibility.

17. The engaged person declares and acknowledge that this agreement does not amount to permanent employment with the **NKG Fund** or the Navy or Govt. of India not confer any right on the engaged person nor any representation or obligation on **NKG** or the Navy or Govt. of India as to possibility or performance in employment or any further engagement in **NKG** (Dept) or elsewhere at any time in future.

18. The engaged person shall indemnify Chairman (_____) against all third party claims or proceedings in respect of his/her professional negligence, misconduct or deficiency in service.

19. Your appointment is **on probation for a period of (12 months) one year (for new entrant)** which may be extended for the further at the discretion of the KGMC based on assessment of your performance by Coordinators/HM/OI/C. **After successful completion of probation period, your contract may be renewed for further period of 24 months (two years). For existing staff probation period will not be repeated. A fresh Principal Agreement will be executed after expiry of 36 months from the date of execution of this agreement subject to continuous good conduct, performance and existence of the requirement for services.** You will abide by the rules and regulations and Bye-Laws of the school that are in force and as amended from time to time.

IN WITNESS whereof the parties aforementioned have executed this agreement on this day and year first above mentioned.

(Signed by **Oi/C**)
for and on behalf of Chairman,
KGMC)
Address _____
Mobile No. _____

(Signed by the **engaged person**)
Shri/Smt _____
Address (_____),
Mobile No. _____

WITNESSES

1. _____
Name _____
Address _____

2. _____
Name _____
Address _____

Annexure 2

(Refers to Para 12(b) of
Letter _____)

CODE OF CONDUCT FOR NKG EMPLOYEES

1. Every employee shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:-

- (a) Habitual late coming and negligence of duty.
- (b) Use of abusive language, quarrelsome and riotous behavior.
- (c) Insubordination and defiance of lawful order.
- (d) Disrespectful behavior, rumour mongering and character assassination.
- (e) Making false accusations or assault either provoked or otherwise.
- (f) Use of liquor or narcotics in the school premises.
- (g) Embezzlement of funds or misappropriation of school property or theft or fraud.
- (h) Mutilation/destruction of school records and property.
- (j) Conviction by a court of law for criminal offence.
- (k) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- (l) Divulging confidential matters relating to school.

- (m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
- (n) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.
- (p) Taking active part in politics.
- (q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any students to indulge in communal sectarian activity.
- (r) Making sustained neglect in correcting class work or home work.
- (s) Organizing or attending any meeting during school hours except when it is required or permitted by the Head of the school to do so.
- (t) Absenting from work even though present in the school premises or absent without leave.
- (u) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
- (v) Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any object whatsoever, except subscription from the members of any association of teachers.
- (w) Practice or incite any student to practice casteism, communalism and untouchability.

(x) Be guilty or misbehavior or cruelty towards any parent, guardian, student, teacher or employee of the school.

2. All employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth committee to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to his/her by the HM/Management. He/she shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

(Signed by Engaged Person)

Name_____

Address_____

Date_____

Appendix 'H'

(Refer to Para 1302
of Chapter XII)

NAVAL KINDERGARTEN,

**ANNUAL PERFORMANCE APPRAISAL REPORT FOR HEADMISTRESS/TEACHING
STAFF/OFFICE STAFF FOR YEAR**

Part I : Personal Data and Responsibilities

1. Name :
2. Date of Birth :
3. Date of joining :
4. Period of absence from duty on leave :
5. Duties & responsibilities of the post : In order of importance.

Part II : Self – Appraisal (To be filled in by the Staff reported upon)

1. The workshops/training capsules attended during the academic year.
2. Enumerate items of task and targets for completion during the year/period from _____ to _____.
3. Achievement during the year _____.
(It should not exceed 300 words)

Part III: Assessment of Headmistress/Officer-in-Charge

1. Does the Headmistress/Officer-in-Charge agree with all that is recorded under part-II by the staff. If not, enumerate precisely the extent of disagreement with reasons therefore.

2. General comments on the results achieved & the quality of performance (Comment clearly & in unambiguous terms on the following attributes of the staff in relation to his/her performance).

3. Evaluation of academic & co-curricular programme.

4. Intelligence & understanding.

5. Zeal, diligence & sense of responsibility.

6. Any extracurricular work has been entrusted to him/her if so give details.

7. Punctuality in attendance.

8. Organizational ability and financial management (only for H.M.)

9. Honesty & integrity.

10. Other observation (this space may be utilized for remarks which will complete, corroborated or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report & any other aspect not covered in the performance given above which the Reporting Officer considers worth mentioning may also be indicated here)

Sign of the Reporting Officer : _____

Name in block letters :

Designation :

Date :

Part IV : Remarks of the Reviewing Officer

1. Length of service under the Reviewing Officer :

2. Does the Reviewing Officer fully agree with the remarks of the Reporting Officer recorded in part III of the proforma? If he does not agree with any adverse remarks of the reporting officer, those remarks should be specifically mentioned for expunction or modification.

3. Aptitude & potentials of the teacher reported upon & suggestion for possible lines of growth & development.

Sign of the Reporting Officer : _____

Name in block letters :

Designation

Date :

Part V : Remarks of the Senior Reviewing Officer

4. Length of service under the Senior Reviewing Officer

5. Does the Senior Reviewing Officer fully agree with the remarks of the Reviewing Officer recorded in part IV of the proforma? If he does not agree with any adverse

remarks of the reporting officer, those remarks should be specifically mentioned for expunction or modification.

6. Aptitude & potentials of the teacher reported upon & suggestion for possible lines of growth & development.

Sign of the Reporting Officer : _____

Name in block letters :

Designation :

Date

Appendix 'J'

(Refers to Article 1404 of
Chapter 14)

(Through Respective Command)

Tele: _____

Ref: _____

Date _____

The Chairman
Navy Education Society
Directorate of Naval Education, IHQ-MoD(N)
West Block -V, RK Puram,
New Delhi -110066

APPLICATION FOR GRANT OF RECOGNITION BY NES

1. Refer to Article _____ of the NKG Guidebook of NES.
2. A duly filled Application in the prescribed format for grant of recognition from NES to (name of NKG) with effect from, is forwarded herewith along with requisite enclosures.
3. It is requested that the requisite recognition for set up of NKG _____ from NES be granted.

Signature.....

Name & Designation of the Chairman
of the KGMC

Enclosures:-

1. Completed Proforma
2. NOC from State /UT
3. School Bye-Laws
4. Land Drawings and Details
5. Building Drawings and Details
6. Others

PROFORMA – APPLICATION FOR SEEKING RECOGNITION FROM NES

1. Name and complete address of the NKG.
2. State/UT Education Authority under whose jurisdiction the School falls.
3. Has “No Objection Certificate” been obtained from the above Education Authority.(enclosed a copy) .
4. Need for opening of the school with reference to the suitability and sufficiency of the existing schools in the locality and the probable effect on them.
5. Has any survey been carried out to assess the response from the target population ? Furnish details.
6. Stage upto which educational facilities provided (LKG/UKG)
7. Medium of instruction at various stages.
8. Names of the Schools of the same categories already functioning in that locality.
10. Details of other NKG in the station, if any.
11. Whether the school is run on commercial basis for profit to any individual or group of individuals.
12. Constitution of the School Management Committee together with the names of the members of the Committee and their occupations. Please furnish a copy of the School Bye –laws.
13. Has the school its own building or is housed in rented/defence building?

14. Is the School located on defence land ? If so provide details together with drawing of the site.

15. Total area of the school campus with the total built-up area.

16. Accommodation provided in the school building (dimensions to be indicated in all cases).

- (a) Number of classrooms with seating capacity in each
- (b) Details of furniture, fans, ventilations, provided in each class-room
- (c) School library and reading room
- (d) School Hall
- (e) Staff Room
- (f) Room for Head of the School
- (g) Office Room
- (h) Visitor's Room
- (j) Storeroom
- (k) Bath rooms and lavatories for day scholars
- (l) Drinking Water Facilities

17. Total area of play grounds and details of the courts /sports facilities available in the school.

18. Details of Activity Rooms for:
 - (a) Drawing, Painting, etc
 - (b) Music Instruments
 - (c) Activities
19. Number of books in the Library.
20. Is there a separate section of library for teachers?
21. Amount spent on the purchase of books for the library every year from the date the school was opened.
22. Financial position of the school:-
 - (a) Reserve Fund.
 - (b) Average monthly income from
 - (i) Fees
 - (ii) Grants
 - (iii) Donations
 - (iv) other sources (sources to be specified)
 - (c) Total monthly income.
 - (d) Total monthly expenditure (details to be given).

23. Number of Students:-

Name of the class	Number of sections	Number of students in each section	Average attendance in each section during the last six months
LKG			
UKG			

24. Admission policy being followed .

25. Whether any religious instruction is imparted and if so, whether it is compulsory.

26. Details of curriculum and syllabus followed in each class.

27. Rates of fees and other funds charges (class-wise).

28. Details of staff including Head of school:

Name	Date of Birth	Academic qualifications, training, previous teaching experience, if any	Subject teaching at present	Date of appointment	Present pay With the Scale of pay	Whether whole Time or part time
1	2	3	4	5	6	7

29. Medical facilities for students.

- 30. Details of co-curricular, cultural and other activities organised in the school.
- 31. Any other information.

Signature.....
Name & Designation of the Chairman
of the KGMC

Place.....

Date.....