

**Internal Ranking**

A.B.V. Govt. Degree College Sunni

4. Institutional Management

* 1. **Proper maintenance of office records**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No | Activity | Distribution of  scores | Scores |  |
| 4.10.1 | Cash Books | Yes=10 | 10 |  |
| 4.10.2 | **Stock** register |
| 4.10.3 | Fund Register |
| **4.10.4** | **Leave Records** |
| 4.10.5 | Fine Funds |
|  |  |  |  |  |

**4.10.4 Leave Records**

The government provides various types of leave facilities to officers and employees to discharge humanitarian and social responsibilities, skill development and to deal with emergency situations.

Leave records contain the record of absence and working hours of any officer, employee and student. Leave records are important and necessary for both the employee and the employer.

In Government Colleges, the leave records of officers, employees, servants and students are maintained in compliance with the Government leave rules. The leave records are maintained by the Principal and the authorized officer.

The following kinds of leave would be admissible to permanent teachers and employee.

1. Casual leave,
2. Special casual leave,
3. Duty leave;
4. Earned leave,
5. Half-pay leave,
6. Commuted leave;
7. **Child-care leave**
8. **Paternity leave**
9. **Study leave**

The following kinds of leave would be admissible to contact teacher or employee.

1. casual leave,
2. medical leave
3. special leave











