

SAINIK SCHOOL AMETHI
STANDARD OPERATING PROCEDURE (SOP)

CADETS LEAVE

GENERAL

1. Sainik School Amethi is a residential school where cadets stay in the Hostels inside the school Premises. If Cadets require to go on leave under certain circumstances like medical etc. then this SOP gives out procedure for processing leave of cadets.

GENERAL INSTRUCTIONS

2. (a) Cadets can request for maximum 05 days as a leave in an academic year i.e. from 1 Apr to 31 March of the next year.
- (b) Cadets will get leave only under following **three (3)** conditions:-
- (i) **Medical leave:-** Medical leave can be granted to the cadet if he/she is suffering from a condition in which it is required for the cadet to visit home. The prescription of School Doctor/Nursing Assistant is mandatory in this case.
- (ii) **Death of a close family member:-** Cadet can be granted leave on the death of close family member.
- (iii) **Extreme compassionate grounds:-** Cadet can be granted leave on Extreme compassionate grounds decided by Principal.
- (c) **No Leave** will be granted **for occasions, religious grounds, festivals, tourism, exams, personal reasons etc.**
- (d) Cadets who are very poor in academics generally not allowed to go on leave. However, leave may be granted to them if circumstances are unavoidable.
- (e) Leave approving Authority for all types of leave will be Principal.
- (f) Leave not availed in an academic year will be lapsed on 31st March.
- (g) School has the full right to reject or grant any leave. Just falling under any of the above mentioned criteria does not give the cadet right to avail the leave.
- (h) Strict Action will be taken for those cadets who will be absent without proper leave.
- (j) Cadets and Parents are strongly advised not to take any leave, as it hampers their studies unless it is very necessary. Application for leave and custody of cadets on sanctioning leave will always be given to parents only and not any relative.

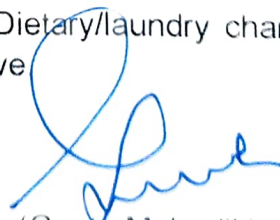
PROCEDURE

3. (a) Parents will send the leave application in proper manner by clearly mentioning the Name and Class of Cadet, reason for applying leave (with supporting documents) and duration of leave. Leave applications will be sent at least a week prior, except emergency on email id amethisainikschoolup@gmail.com.

Parents may inform about leave application to the concerned House Master/Class Teacher after sending email

- (b) In case due to health issues any cadet is required to send home for proper medical care and rest in such situations nursing sister / doctor will inform the concerned housemaster and the house master will inform the parents of the cadet and will ask them to forward an application mentioning the medical issues.
- (c) Senior master will take print out of the leave application and attach leave application form then hand it over to Class Teacher. Class teacher to fill up the requisite details of the cadet as per the prescribed format. Class teacher will examine the necessity of leave and forward it to House Master along with his recommendation.
- (d) House master will examine the necessity of the leave and will forward it to the Senior Master along with his final recommendations. Senior Master will write his recommendation and hand it over to Training Clerk. Training Clerk will put up the leave application to the Principal for the approval. If the leave is rejected the matter will close and information will be conveyed to the House Master by Training Clerk. The house Master will collect the rejected application from Training Clerk and put that application in his record.
- (e) After approval of the leave, the information will be conveyed to House Master by Training Clerk. House Master will fill the Out Pass of the concerned cadet and sign the form along with signature of the parent and handover the cadet to the parent.
- (f) Cadet will collect the Cadet's copy of Out Pass signed by House Master. Cadet's Copy of Out Pass will be submitted by the cadet at Main Gate. Cadet will report to house master after completion of leave period approved by the Principal.
- (g) House Master will maintain Cadet Leave Register separately for their future record and reference. Approved copy of leave application should be collected by House Master from Training Clerk and will be maintained in separate files. If cadet leave is of utmost importance which needs to be reflected in its record, it will be submitted to Training Clerk for updating Cadets Dossier.
- (h) Cadets reporting date should be clearly conveyed to the duty master of that day in advance by the respective House Master. If cadet does not report on the day of completion of his leave, his name is to be forwarded to Senior Master by House master, such that strict disciplinary action can be taken against him.
- (j) No exemption will be granted in any of the Dietary/laundry charges during leave if cadet remains absent without approval of leave




(Geeta Mahadik)
Lt Col
Principal