



# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

Ref. No. SWCV/App./2020-21/08(a)

Date: 15.11.2020

## Annexure-A

(To be prepared in duplicate & given along with appointment letter to the staff members)

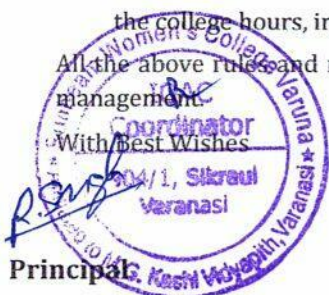
Dear

Please take a note of the following guidelines and norms: -

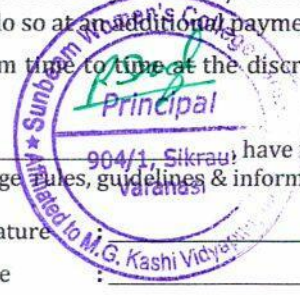
1. You will be given 14 days Casual Leave in an academic year and one Casual Leave per month if you have joined mid-session. You will not be absent from your duty without proper reason, application and information.
2. Medical Leave of 10 days/Annum will be allowed to Admins, Teachers & Office Staff, in cases of chronic medical issues subject to verification against appropriate supporting documents & medical certificate. Admins, Teachers & Office Staff will be eligible for Medical Leave only if they are not covered with E.S.I. (Employees' State Insurance). These Medical Leaves will be considered only after 14 CLs of that particular staff member has lapsed. However, calculation of all medical & casual leave will be done only at the end of the academic year. Sanction of Medical Leaves is under the discretion of management only.
3. You will be entitled to Contributory Provident Fund only if your salary is within the prescribed PF deduction limit.
4. Maternity Leave of 3 months will be given to married women, of which 1 month's salary will be paid in case teacher is having in 3<sup>rd</sup> year of probation. However, staff is having 1<sup>st</sup> year or 2<sup>nd</sup> year of probation may avail the above leave as "Leave without pay" as per management's discretion. In case the teacher comes under E.S.I. scheme she will not be entitled to salary reimbursement and her leave will be "Leave without pay".
5. You will be off for summer break but not entitled for summer vacation pay during the first year of your appointment (if you join on or after 01<sup>st</sup> Nov.).
6. From the second year onwards you will be entitled for summer vacation pay.
7. You will get 30 days leave from the second year onwards during summer break for the college.
8. You have to pay 30 working days salary at the time of appointment during 1<sup>st</sup> year of probation, 60 working days salary (minus the amount deposited with the college already) during 2<sup>nd</sup> year of probation and 90 working days salary (minus the amount deposited with the college already) during 3<sup>rd</sup> year of probation at one go or in installments as security. Incase of installments, the nos. of installments will be decided by the Principal. Also with each increment in salary, you will have to pay the difference of increment of salary to your security deposit so that at any point of time your security deposit will be equivalent to your present salary.
9. You will get the privilege of retirement benefit under the Retirement Benefit Scheme (subject to changes by Sunbeam management) on retirement from the Sunbeam Group of Educational Institutions. You will retire from service on attaining the age of 60 years as per the present norms
10. For enhancing your learning & for personal growth you have to travel along with college teams/for seminars/visits/competitions etc. When travelling along with students you will also have to take care of the students (24 x 7). Such travel will add value to your knowledge and also help you be in sync with changes happening all around in the academic domain. Your travel with students will be at the discretion of management only.
11. If you report late to college, you will be marked "Late" and quarter day's pay/leave will be taken off.
12. You have to take additional direct teaching / remedial classes for Day Scholars / Boarders beyond the college hours, in case the management wants you to do so at an additional payment.

All the above rules and regulations are subject to change from time to time at the discretion of the management.

With Best Wishes



Principal



I, \_\_\_\_\_ have read the Terms of Service, college rules, guidelines & information and accept the same.

Signature \_\_\_\_\_

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

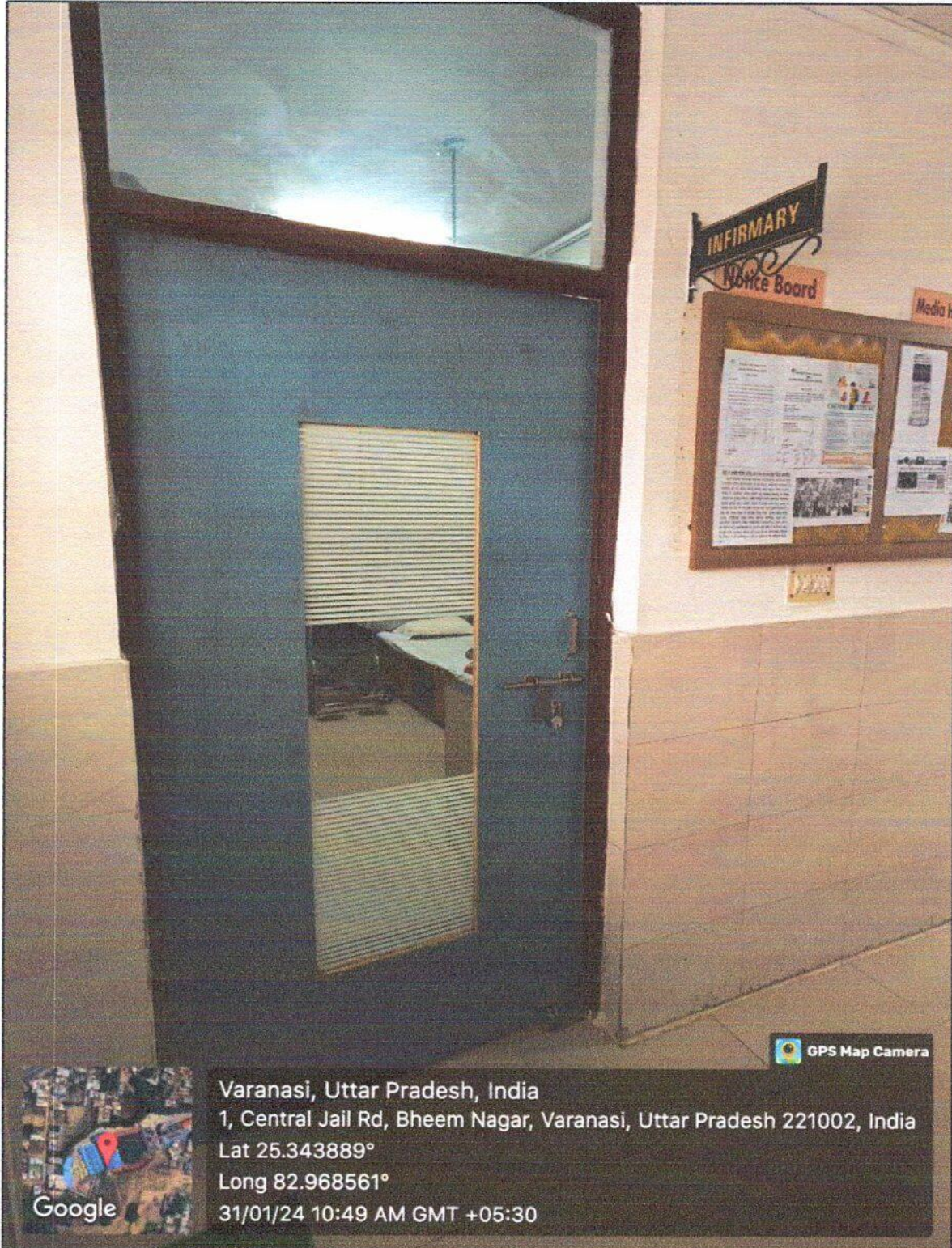
Date : \_\_\_\_\_



# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

## Infirmary



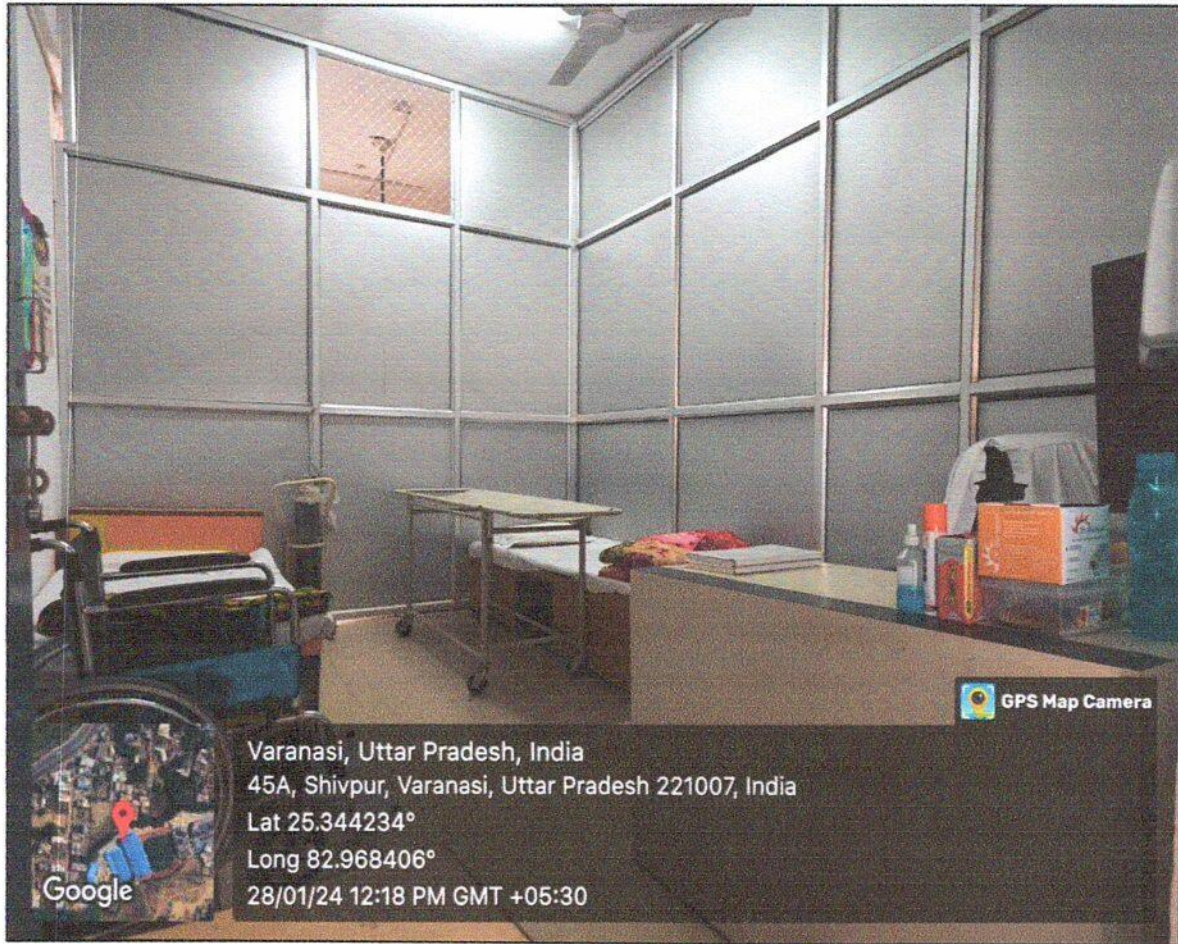
Varanasi, Uttar Pradesh, India  
1, Central Jail Rd, Bheem Nagar, Varanasi, Uttar Pradesh 221002, India  
Lat 25.343889°  
Long 82.968561°  
31/01/24 10:49 AM GMT +05:30



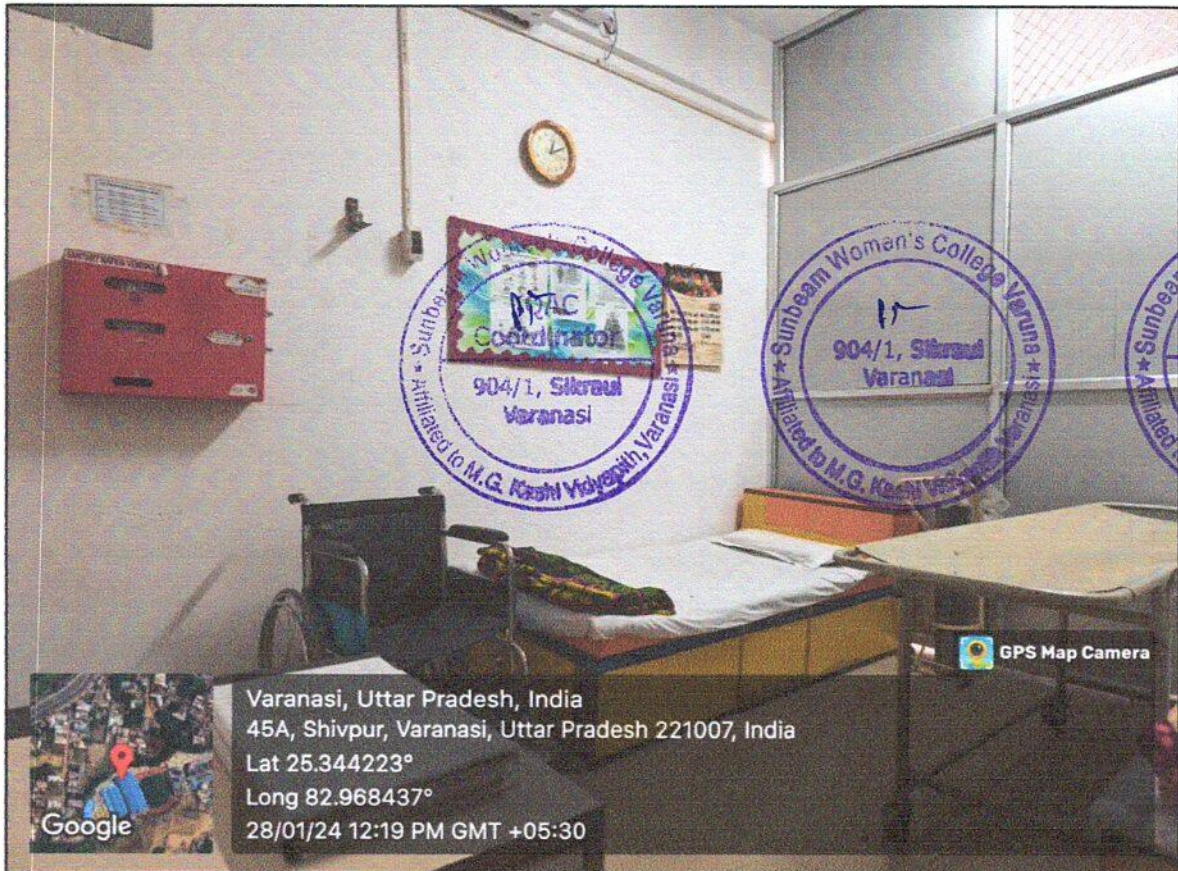


# Sunbeam Women's College Varuna

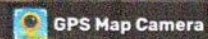
(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com



Varanasi, Uttar Pradesh, India  
45A, Shivpur, Varanasi, Uttar Pradesh 221007, India  
Lat 25.344234°  
Long 82.968406°  
28/01/24 12:18 PM GMT +05:30



Varanasi, Uttar Pradesh, India  
45A, Shivpur, Varanasi, Uttar Pradesh 221007, India  
Lat 25.344223°  
Long 82.968437°  
28/01/24 12:19 PM GMT +05:30



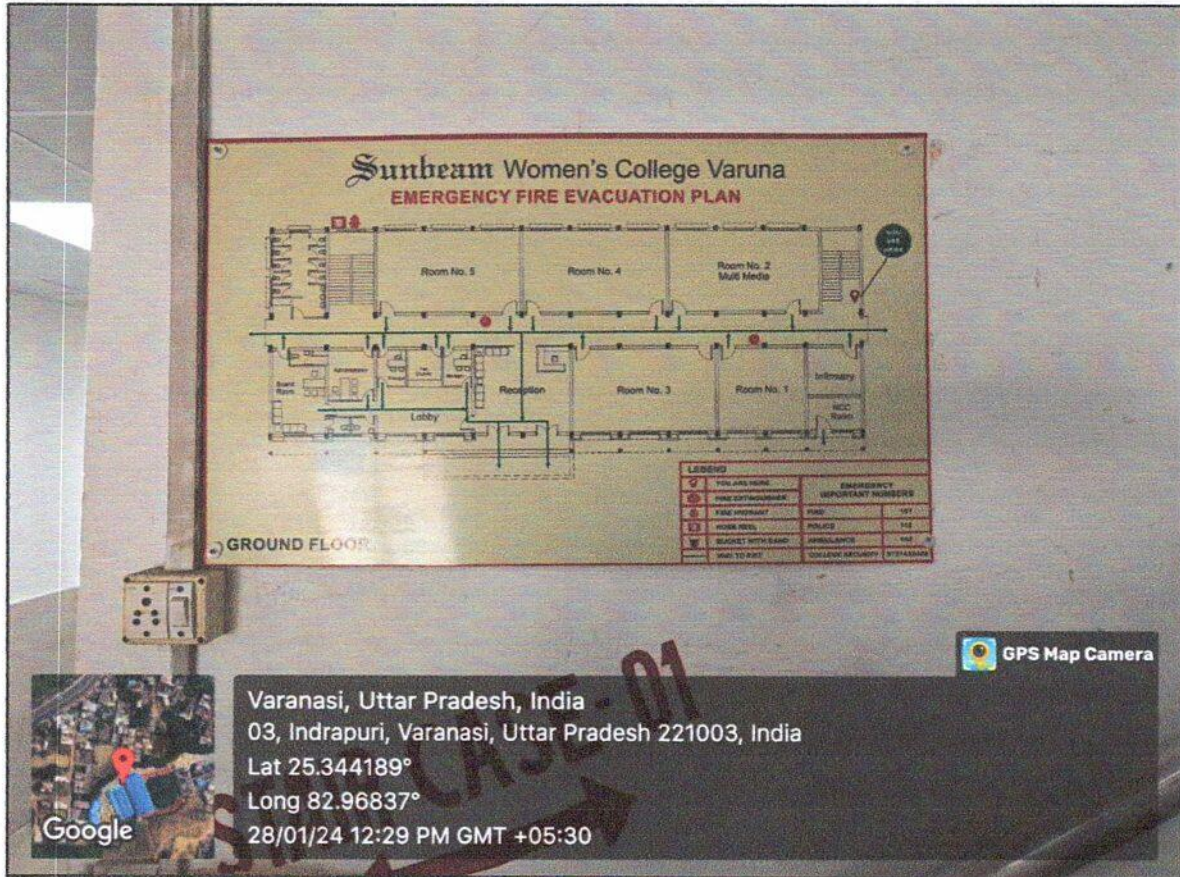


Estd. 1972

# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

## Fire Safety Equipment





# Sunbeam Women's College Varuna

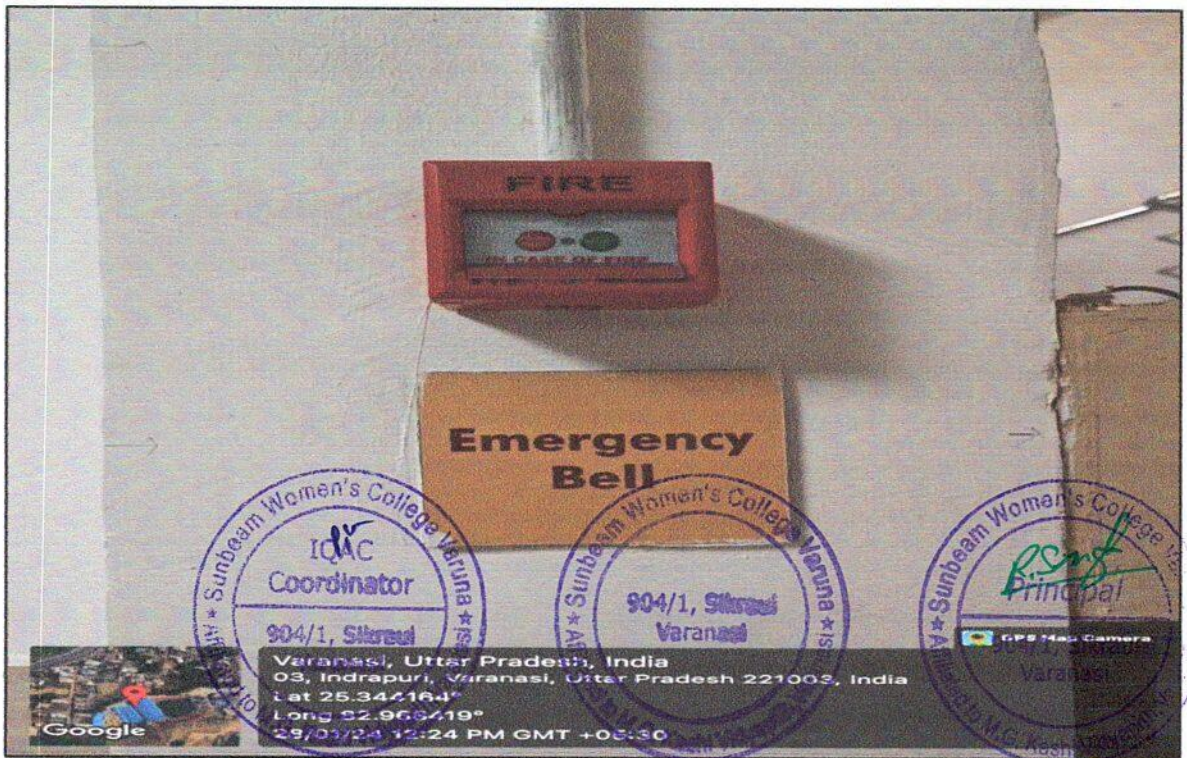
(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com





# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com





Estd. 1972

# Sunbeam Women's College Varuna


(Affiliated to M.G. Kashi Vidyapith, Varanasi)

904/1, Central Jail Road, Sikrauli, Varanasi-221002

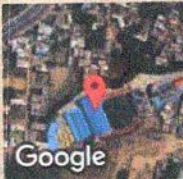
www.sunbeamwcv.com

email : info@sunbeamwcv.com

## Transport System for Faculties

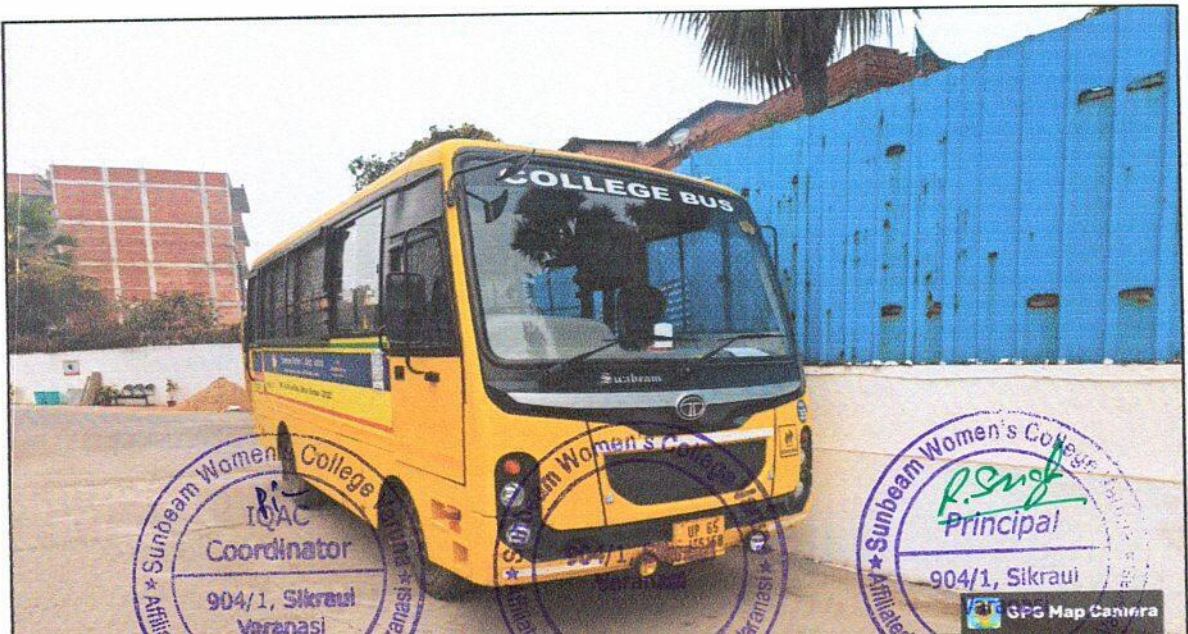


GPS Map Camera




Google

Varanasi, Uttar Pradesh, India  
 45A, Shivpur, Varanasi, Uttar Pradesh 221007, India  
 Lat 25.344126°  
 Long 82.968564°  
 31/01/24 10:45 AM GMT +05:30



GPS Map Camera



Google

Varanasi, Uttar Pradesh, India  
 45A, Shivpur, Varanasi, Uttar Pradesh 221007, India  
 Lat 25.344152°  
 Long 82.968598°  
 31/01/24 10:47 AM GMT +05:30



Estd. 1972

# Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)  
904/1, Central Jail Road, Sikraul, Varanasi-221002  
www.sunbeamwcv.com email : info@sunbeamwcv.com

## Transport Vehicle for Admins

