

Mission:

Together we inspire a love of learning,
empowering all students with the
courage, confidence, creativity
and compassion to make
their unique contribution
in a diverse and
dynamic
world.

Overseas-Based Faculty Transition Booklet 2019 - 2020



AMERICAN
INTERNATIONAL
SCHOOL
CHENNAI

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AISC BELIEVES THAT...

- Each person has equal intrinsic value, worthy of dignity and respect.
- We are responsible for our choices and their effect on ourselves, others and the environment.
- Being open to new ideas and challenging experiences enriches our lives.
- Mutual respect, trust and caring foster healthy interpersonal relationships.
- Embracing our diversity makes us a stronger community.
- In an interconnected world, our positive contributions to the community and the environment are essential.
- Individuals thrive in a nurturing environment that provides for their physical and emotional safety.



AISC Celebrated its 20th Anniversary during 2015 - 2016

INTRODUCTION

Welcome to AISC and Chennai. We are excited to have you as part of our school community. We hope this information will answer some of your basic questions about the school, the city, your housing, and moving to Chennai.

Feel free to email us if you have any questions:

Angeline Mohan - mangeline@aischennai.org
(Executive Assistant to the Head of School) or
Sudha Meeran - sudha@aischennai.org (Secretary
- Business Office).

THE SCHOOL

The American International School Chennai (AISC) was established in Chennai (formerly Madras), Tamil Nadu, India in 1995 to meet the educational needs of the growing international community in Chennai.

AISC operates on a non-profit basis under the responsibility of the United States Ambassador to India. AISC is governed by a nine member Board of Directors. Three are appointed by the U.S. Ambassador or designee, two are nominated by the Board and appointed by the U.S. Ambassador or designee, and the other four directors are elected from members of the Association.

AISC is accredited by the Middle States Association (MSA), an affiliate of the Education Collaboration of International Schools (ECIS), Near East South Asia Council of International Schools (NESA), and is approved by the Association of Indian Colleges and Universities.

Enrollment

The current enrollment is 872 students from over 27 nations in Early Years 3 to Grade 12.

Curriculum

AISC offers an American-style curriculum and uses resources in line with those used at top quality schools around the world. Curriculum maps are maintained using Atlas Rubicon. Our reading and writing instruction in EY5-8 is based on a Balanced Literacy approach with Readers and Writers Workshop serving as our foundation. Math instruction is based on a conceptual approach using Math Vision Project and Bridges. AISC offers the Advanced Placement Program (AP) and the International Baccalaureate Diploma Program (IBDP) in the high school.

French and Spanish are taught as a world language and specialist teachers are available for Art, Music, PE, Indian Studies, English as an Additional Language

(EAL) and Learning Support Services (LSS). Technology, digital citizenship, information literacy, and other 21st century learning skills are integrated into classroom instruction with support from technology integrators and librarians. Students from grades 3-12 bring their own devices to school, while other grades have access to classroom devices.

AISC offers a variety of co-curricular activities including the annual musical and theater productions. AISC organizes basketball, volleyball, soccer, swimming, badminton, table tennis, track & field and tennis tournaments. Middle School and High School students also participate in collaborative theater and music festivals. AISC is a member of SAISA and ASIAC, regional athletic and activities conferences. There is also an extensive Arts, Sports and Activities (ASA) program for Elementary and Middle School students. In addition, Model United Nations and many other student-led activities provide a range of experiences for Middle and High School students.

Staff

More than 400 people are employed at AISC, including 8 administrators, 144 faculty, 37 teacher aides, 43 administrative support staff, and 182 others who are involved with maintenance, security, transportation, and housing.

AISC is proud to have a diverse group of staff, and the school believes that we are a stronger community when we embrace this diversity. AISC Board Policy states that no person, otherwise eligible, shall be denied employment at the School on the basis of race, color, religion, gender, creed, caste, sexual orientation, national origin or ancestry.

The School pursues a policy of equal opportunity in the areas of recruitment, selection, placement, training, transfers and promotions, compensation

and benefits, working conditions and termination.

Staff members stem from all walks of life and come from around the world, presently hailing from Australia, Canada, France, India (30% of teaching faculty), Israel, Malaysia, Mexico, New Zealand, Poland, Romania, the United Kingdom and the United States. Staff members range in age from mid-twenties to sixties. Sixty-two percent of our teaching staff is female, while 38% is male. Fifty percent of our overseas staff at AISC are on a single teacher contract, and 50% are here as teaching couples/partners. All faculty have a college degree, with 91% holding an advanced degree. Many faculty members have come to us directly from other international schools, and for some, this is their first teaching assignment overseas.

Campus

Nestled in the heart of Chennai's thriving technology district, the American International School Chennai campus is a vibrant center of teaching and learning. Comprised of over 100 classrooms sitting on 12.64 acres, AISC offers students and school community members a state-of-the-art facility built to meet students' academic, recreational, and social needs.

The school is built using an open concept, allowing us to make the best use of the climate with classrooms spilling out into lush green courtyards. Many chipmunks can be found scurrying along the open hallways to their next destination, be it in the Unity Courtyard or flowering trees on campus. Benches and palm trees throughout campus provide nice shady areas for respite, lunch, and engaging conversation.

Completed in 2003 by world-renowned architects, the Hillier Group, our purpose-built facility was designed to help our students develop in both mind and body. In addition to a multitude of online and digital resources and Wi-Fi across campus, AISC

has well-stocked libraries, carrying a total of over 50,000 volumes in their possession. Our performing arts center includes a theater built in 2012, which seats over 700 people and also houses studios for art, music and drama classrooms. We have 2 purposely designed makerspaces: ES Discovery and Design Studio and MS/HS Design Technology Lab. Our sports and physical recreation facilities include a swimming pool, two playgrounds, tennis courts, a large gymnasium, an auxiliary gymnasium, a climbing



wall, outdoor court, a fitness center, a community garden, and one of the largest school fields in the city which includes a six lane track.

AISC was awarded Gold status by LEED (Leadership in Energy and Environmental Design), making us the first K-12 school in the world to achieve this status using the real-time ARC platform. We currently have over 950 solar panels around campus that provide up to 22% of our daily power. We also try to reduce our energy use by installing motion sensor lights that turn off automatically. For water, we have a catchment that captures the rainfall, and we use that to water plants around campus, and we use it for toilet flushes. We also use a chemical free, German-engineered water treatment process. For waste, we recycle as much as possible. We have recycle bins around campus, but we also recycle materials that come from our campus renewal. The mounds in the Elementary school yard came from construction debris. We also reuse scrap wood from our carpentry shop. We are also using our organic waste in our community garden. Recently,

we've been reducing our consumption of single-use plastic. We no longer use plastic straws or utensils. While we are proud of our environmental efforts, we are not done! We are always looking for ways that we as a campus can be more eco-friendly, and we hope that our efforts will inspire the generations to come.

School grounds also hold a number of support offices, which play an important role in helping our school thrive, including offices for the head of school, admissions, principals, guidance counselors, finance, business, curriculum, purchasing, housing, facilities, maintenance, advancement, communications, and IT. Furthermore, there are other important installations on campus, such as school security, two reception areas, two cafeterias, a café, a full-service kitchen, a juice bar, a crèche, a faculty wellness room and multipurpose meeting rooms. In conjunction with Alexander Architects, and in line with our school Mission, our school continually seeks to redefine what is cutting edge in educational design and takes future projections into account in all campus expansion and refurbishing activities, ensuring that AISC will be a viable center of learning for students living in Chennai for decades to come.

Student Protection at AISC

Student protection is a primary responsibility of schools in all contexts across the globe. The American International School Chennai takes this responsibility with the utmost seriousness and pledges to ensure that all appropriate plans and measures are taken to ensure student safety at all times. AISC recognizes the gravity and difficulty of this pledge and that we must stay committed to integrity, compassion, and self-reflection in the domain of student safety.

School Holidays

The school follows the North American calendar modified to include four long holiday breaks to facilitate overseas travel.

Fall - 1 week; Winter - 3 weeks; Spring - 1 week;
Summer - 8 weeks

Please see the 2019-2020 calendar on the school website under Quick Links.

Emergency Telephone Numbers

When you arrive, you will receive a little yellow card with a list of mobile numbers of all Leadership Team members and other relevant staff.

Should you need to reach us prior to your arrival, please contact, Angeline Mohan (Mobile: +91 99400 29562) or the school +91 44 2254 9000.

In case of an emergency, we activate a telephone tree, which all faculty and staff are a part of. A copy of this telephone tree will be made available to you at the start of school.

We also have a ward system, which places overseas-based overseas-hired faculty in neighborhood groups should there be an emergency.

THE CITY

A map of Chennai and a travel guide to India, will be included in your apartment welcome kit.

Weather

Chennai is located in the South of India along the coast of the Bay of Bengal. The weather varies from warm to hot; it is also quite humid in the summer months. The temperature ranges from 22 - 28 °C (72 - 82 °F) in the months of November - March; and 30 - 40 °C (86 - 104 °F) in the months of April - October. The monsoon hits the coast from October - December. Light cotton clothes may be worn throughout the year.

However, if you intend to travel around India, please note that northern India has a cold winter season (November - February) when temperatures can go down to 2 - 4 °C (35.6 - 39.2 °F).

Language Spoken In Chennai

Tamil is the language spoken in Chennai, which is in the State of Tamil Nadu. However, many people understand English to some degree.

Currency

Indian currency is Indian Rupees (Rs.) and Paise. There are 2000, 500, 200, 100, 50, 20, 10 Rupee bills. There are 5, 2 and 1 Rupee coins plus 50 Paise coins equals half a rupee. The current exchange rate is USD 1 = Rs. 71 as of January 2019.

The Mailing System

The Indian postal system is good and most times reliable. The speed post facility can deliver mail, packages, and photographs overseas in 6-7 days. A letter or document will cost you Rs. 25 – 50 to mail overseas (about 50 cents). The approximate cost of sending overseas mail is:

	Book Post (Rs.)	Letter (Rs.)
20 gms	8	15
100 gms	28	45
500 gms	127	227
1000 gms	245	454

These rates may change from time to time. These charges are for ordinary mail. For speed post, which is quick and reliable, please check with the post office. All packages mailed from overseas are subject to customs checks when they are received in India. We, therefore, recommend that you advise your family and friends to insure or register packages that they mail to you. All things mailed should be addressed to you in care of the school, using the school mailing address. We do not

recommend having mail sent to your home address.

For: Your name/title

C/O American International School

100 Feet Road, Taramani, Chennai 600 113, INDIA

Tel: 91-44-22549000.

BEFORE MOVING TO INDIA

Photographs

Please bring one dozen passport size photographs with you as you will need them for various forms. If you cannot, you can get them done here, and it is very inexpensive to do so.

Passports

Each person traveling overseas must obtain a valid passport well in advance of departure since necessary visas cannot be applied for until the passport has been obtained. Separate passports must be obtained for each member of the family. The passports should at least have six months validity in order to obtain your visa.

IMPORTANT: PLEASE MAKE SURE YOU HAVE ALL OF YOUR PASSPORTS INCLUDING INVALID OLD PASSPORTS IN YOUR POSSESSION, NOT IN YOUR SHIPMENT.

Visa for India

You will require an employment visa to work in India, which needs to be obtained in your home country or the country in which you reside if you have been there over 2 years. You are required to obtain a visa through a registered visa services agency or Indian Embassy/Consulate.

Be sure your visa is valid for the date you will enter India. Emphasize that you need a multiple entry employment visa (not a tourist or any other

visa). Your dependents should have an **E-2X Visa**. Duration of visa would normally depend on the period of the contract. Therefore, ask for a two-year employment visa, but you may get less. We will help you to get it renewed the following year.

The validity of the visa commences from the date of issue.

While it is easier to obtain an employment visa in your home country, you may also, in some cases, apply for the visa in the country where you are presently residing. Check the Indian Embassy website (www.indianembassy.org) for details.

Once the visa is received, please check that:

- Your passport number is correct on the visa.
- The category is marked **E-2** for employment and **E-2X** for dependents.
- The visa provides multi-entry.

The school will reimburse the cost of visa fees for the employee and eligible dependents, on actual expense basis, on presentation of receipts. Travel to visa sites is not reimbursed.

An accompanying spouse on a dependent visa cannot work or get paid in India.

Other visa types cannot be converted to an employment visa in India.

You will be contacted by Sudha Meeran (sudha@aischennai.org) who will work with you on your visa timeline and paperwork.

When to arrive and how to arrange air tickets

Plan to arrive on the night of the Tuesday, 23rd July in Chennai. Arrival before this date is strongly discouraged as local arrangements may not be in place. An orientation schedule will be emailed to you in June before we break for summer.

We will book your tickets from your home of record through your closest international airport on the 22nd of July. You may book through us or book your own flight to Chennai and claim reimbursement on arrival. If you are living outside of the United States, we will work with you to book your flight, so that you arrive in Chennai on the 23rd of July night.

On arrival at the Chennai airport, you will be met by our Leadership Team who will take you to your new homes!

HEALTH AND SAFETY

Medical Examinations

Since completion of a general physical examination is a condition of appointment, it should be arranged for as soon as possible. Please submit a letter from your family doctor indicating that you are in good health and have no health conditions or disabilities to keep you from fulfilling your duties as an employee in India.

Immunizations

AISC works in conjunction with Apollo Hospitals, a well reputed local hospital, to identify the required and recommended vaccinations.

Ensure that you have an immunization card filled and signed for future reference for all family members. If you need immunizations, we recommend receiving them here in Chennai because it is safe and affordable. It can be done after your arrival.

If you are in the middle of a series of immunizations, please try and complete them where you began. Formulas and concentrations run differently in different countries.

Wherever you receive your vaccinations, the school will reimburse the cost of immunizations needed for India, for the employee and eligible

dependents, on actual expense basis, after you present the receipts.

Immunization Required For New Hires

Overseas New Hire - Adults, Required Immunizations

1. Hepatitis A
2. Hepatitis B
3. Typhoid
4. dT-(Diphtheria & Tetanus)
5. MMR-(Measles, Mumps, & Rubella)
6. TB Status

Optional Immunization for Adults

1. Rabies. – This is required for anyone volunteering with the local Blue Cross animal shelter.
2. Varicella (Chickenpox)

Overseas New Hire Children joining AISC, Required Immunizations

1. DPT - (Diphtheria, Pertussis, & Tetanus)
2. MMR - (Measles, Mumps, & Rubella)
3. Polio
4. HIB - Hemophilus Influenza (Type B)
5. Hepatitis A
6. Hepatitis B
7. TB Status/BCG

Optional Immunizations for Children

1. Japanese Encephalitis/Meningitis
2. Rabies - This is required for anyone volunteering with the local Blue Cross animal shelter.
3. Varicella (Chickenpox)

Note:

At this time, anti-malarial treatment is not common in India. To avoid mosquito bites use repellents.

First Aid/CPR/AED Training

First Aid/CPR/AED certification is required for all teachers, teacher assistants and administrators and will be funded by the School should you obtain your certification prior to arriving. Please note that AISC also provides training for those who require the certification each year. The preferred training is American Red Cross First Aid/CPR/AED. The American Red Cross recognizes the following (and AISC will accept these certifications) as equivalent training:

- Canadian Red Cross
- American Heart Association
- National Safety Council
- American Safety and Health Institute
- Emergency Care and Safety Institute
- Medic First Aid

Medical Insurance

The School will pay the full premium for an appropriate worldwide medical insurance policy for the Employee and eligible dependents during the period of employment. The insurance policy will include medical evacuation provisions. The decision of the insuring carrier and their rules and procedures will be considered final in determining claims.

Medical Facilities in Chennai

Chennai is known as the Medical Capital of India, with the establishment of corporate multi-specialty hospitals in the private sector. State-of-the-art

equipment and experienced doctors have enabled the private sector to achieve this.

Doctors

The school has consulting doctors, but you are free to choose your own doctor. Most of the established physicians in Chennai see patients by appointment in their own chambers or in the hospital to which they are attached.

A physician and a pediatrician work during the school day at the School's health office and are available for parent, student and staff appointments.

Medical Emergency Contact Procedures

Should you or a family member develop some serious illness, please contact either your Principal, Head of School, or School Nurses. They will guide you on how to proceed and will help you through the process.

If you are familiar with the hospitals in your area, you may go and get admitted, but please keep either your Principal or/and Head of School informed.

School Nurses

Jessy David - 9840729563

Suvitha - 9840972372

Barkath - 9940635823

For ECR and OMR**Apollo Speciality Hospitals**

No. 5/639, OMR,

Perungudi,

Chennai – 600 096.

Phone No: 044-3322 1111/2496 1111

Apollo Medical Centre

2/319, OMR,

Karapakkam,
Chennai – 600 097.
Phone: 044-2450 5700

Global Hospital (Global Health City)

No.439, Cheran Nagar,
Shollinganallur,
Medavakkam Road,
Chennai – 600 100
Phone: 044-2277 7000
Ambulance: 044-2424 2424

For Thiruvannmiyur/Adyar/ Besant Nagar

Fortis Malar Hospital

No.52, 1st Main Road,
Gandhi Nagar,
Adyar,
Chennai – 600 020.
Phone: 044-4289 2222
For emergency: 044-2491 4737 / 2491 4070 / 99624 00300

Apollo Children's Hospital

Thousand Lights,
Chennai – 600 014.
Phone: 044-2829 8282

For General Consultation:

The Apollo Clinic,

Plot No. 46, 7th Street,
Tansi Nagar,
Velachery,
Chennai – 600 042
Phone: 044-2243 4370/2243 3370/2243 2370

The Apollo Clinic,

Old No-42, New No-15,
Gandhi Mandapam Road,
Kotturpuram,
Chennai – 600 085,

Phone: 044-2447 1155 / 2447 1212

Apollo Main Hospital (Greams Road)

21, Greams Lane,
Thousands Light West,
Chennai – 600 006.
Phone: 044-2829 0200

For Dentistry and Orthodontists

Archarya Dental
No. 5, Thirumurthy Nagar,
6 Street Nungabakkam
Chennai – 600 034
Phone 044-4950 1100

SHIPPING

The school will bear the cost of shipping personal and household effects from your home of record or your current place of employment to Chennai at the beginning of employment at AISC and from Chennai back to the home of record (or new destination) on completion of the final contract at AISC. Please see your contract for the benefits.

You may elect to ship your personal and household effects in/out of India either by air or sea freight. The actual amount paid for the benefit by the school however, is limited to the amounts as listed in your contract. The school will pay the freight forwarder directly based on an invoice, or reimburse the employee based on presentation of receipts. This benefit is non-encashable.

You may arrange for shipping of your personal effects through any packing and forwarding agent of your choice.

You are responsible for finding your shipping agent. Try to get 2-3 estimates before hiring anyone. The shipping agent should take care of your packing, moving, storage, and sea/air freight shipments to India. Read the quotation thoroughly for any

hidden/additional costs before communicating your acceptance. Please make sure that your agent gives you a quote including charges for custom clearing, handling and transportation to Chennai, and door-to-door delivery.

The following companies have served our staff here in Chennai and you may wish to contact these companies in your area. Remember to indicate that you are joining American International School Chennai.

In case of any queries please contact our purchase manager, Chandramouli (purchase@aischennai.org)

1. Writer Corporation

Contact : Mr. Indranil Gupta, Deputy General Manager – Corporate Services

Phone : +91 98303 33872 / +91 44 2433 0833

Email : indranil.gupta@writerrelocations.com

2. Universal Relocations

Contact : Ms. Sangeetha Dave, Director & CEO

Phone : +91 72990 78516 / +91 44 4040 8844 / +91 44 4040 8800

Email : sanju@universalrelocations.com

Exports (From India)

Ms. Ranjini Ganapathy

Phone: +91 63799 01599

Email: ranjini@universalrelocations.com

Imports (Into India)

Mr. Saibaba Dattani

Phone: +1 201 787 4088

Email: saidattani@universalrelocations.com

3. Crown Relocations

Contact : Mr. Sabarinath Loganathan, Assistant Branch Manager

Phone : +91 99402 96035 / +91 44 4262 1517

Email : sabarinathloganathan@crowneww.com

4. Allied Pickfords (India)

Contact: Mr. Suresh Anbu Selvan, National Operations Manager

Phone : +91 91760 04174 / +91 44 2476 2819

Email : suresh.selvan@alliedpickfords.com

Air freight usually takes about 2-3 weeks to arrive in Chennai. Sea freight usually takes about 6-8 weeks to arrive in Chennai from the date of shipment from a U.S. port. **Make sure the agent gives you a copy of the Bill of Lading (for sea shipments) and/ or Airway bill (for air shipments) and a copy of the packing list. These are required for customs clearance.** Keep a detailed list of all items in air and sea shipments as well as their value and date of purchase, especially electronic items. The above documents are required to be submitted to clear the shipment.

Consign your shipment to:

C/o Your name,

American International School Chennai,
100 Feet Road, Taramani, Chennai 600 113.

Ph: +91 44 2254 9000.

You will need to be present in Chennai to clear your shipment. We recommend your shipment arrives at least one week after your arrival because you can clear the shipment only after getting a Registration Certificate from the local Immigration Office. This process of getting a Registration Certificate or Residency Permit takes up to five working days. Kindly plan your shipping accordingly as you may incur demurrage charges otherwise.

AISC will assist you in getting your personal effects, sent by sea freight or air freight, cleared through customs through a customs clearing agent. Keep in mind there will be some time and effort involved in going to the airport or seaport to clear the goods.

Due to import duty charges it is not wise to ship

brand new electronic equipment. Most foreign brands of household appliances, computers, and electronic goods like audio and video equipment are easily available in India at comparable US prices. Laptop computers, however, remain significantly more expensive in India and should probably be carried with you.

Anyone coming in on an employment visa is going to be eligible for a Transfer of Residency (TR). The TR allows for a concessional duty, which is a fraction of full duty, and personal effects are duty-free except for those noted.

Customs Rules & Duty Implications On Household Goods

The following electronic items can be imported duty free: one music player, personal computer (desktop) and laptop computer. Only one laptop or desktop per person is allowed.

Duty Free conditions

- The items should be in your possession and already in use for two years or more.
- The combined value of these items must not exceed INR. 500,000 (Indian Rupees Five Hundred Thousand or approximately USD 8000).
- There should be no duplicate items in the shipment.

Notes:

- If there are duplicate items in the shipment, then the duty will be 36.05% on duplicate items.
- Other household items, which are over 24 months in the shipper's possession and used, will be allowed to be imported free of custom duty. However, if these items are less than 24 months in the shipper's possession and used, then the duty on such items will be 36.05% of customs assessed value.

- Duty concessions are not allowed on spices, cooking oil and toiletries.
- Artifacts, paintings will be treated as commercial items and charged duty.
- Music instruments will be charged under full duty.
- Import of wine and spirits is dutiable at 150% and 182% respectively on the customs assessed value. In addition, fines/penalties are applicable at customs discretion. You are usually allowed to bring in two bottles of wine/spirit without paying duty.
- Owner's presence is required during customs clearance, therefore, the owner should have arrived into India before the shipment arrives else demurrage/container detention charges will accrue.

List of restricted and prohibited goods

- Firearms, ammunition and weapons unless licensed in advance.
- Obscene literature, photographs or films.
- Politically undesirable literature.
- Narcotics.
- Antiques.
- Cigarettes exceeding 200, cigars exceeding 50, or tobacco exceeding 250 grams.
- Gold or silver, in any form, other than jewelry. It is ideal to hand-carry such items and not include the same in the shipment. Should this be included in the shipment, shipping companies will not be held responsible for loss or damage.

Food-stuff

For a foreign national, food stuff, up to a value of INR 120,000 (USD 2000), can be cleared free of

duty with your employment visa and a residence permit.

Q & A on What to Import

Q. Do I have to pay any customs duty on import of personal effects and household goods into India?

Personal effects such as used clothes, shoes, books, bedding, blanket etc. are allowed to be imported free of duty to any passenger whether the same is imported along with the passenger or as unaccompanied baggage shipment. Other articles are dutiable if they exceed the duty free allowances.

Q. What are the requirements that a foreign national has to fulfill if he is coming to India on employment and has his personal effects and household goods shipment coming in to India?

A foreign national has the same duty concessions available as to a returning non-resident Indian if he/she had not been employed in India in the preceeding 4 years. If the foreign national is coming to India on employment, his/her household goods will be cleared free of customs duty or with concessional duty. However items contained in Annexure I & II will not be cleared free of duty

Q. What are the items in Annexure I & II?

Annexure I:

1. Fire Arms.
2. Cartridges of firearms exceeding 50
3. Cigarettes exceeding 200 or cigars exceeding 50 or tobacco exceeding 250 grams.
4. Alcoholic liquor (and wines) in excess of 1 lt.
5. Gold or silver, in any forms other than ornaments.

Annexure II:

1. Color Television/Monochrome Television.
2. Video Cassette Recorder/Video Cassette Player /Video Television Receiver.
3. Electrical/Liquefied Petroleum Gas Cooking Range (other than electrical/Liquefied Petroleum Gas stoves with not more than two burners and without any extra attachment)
4. Dish washer
5. Deep Freezer
6. Video Camera or the combination or any such video camera with one or more of the following goods, namely:
 - Television receiver
 - Sound recording or reproducing apparatus
 - Video reproducing apparatus
7. Fax machine
8. Vessels
9. Aircraft
10. Gold or Silver, in any form, other than ornaments
11. Drones
12. Ivory/Artefact Animal Parts

Q. Do I have to pay any customs duty on old and used personal effects and household goods?

If claiming transfer of residence concessions, no duty is to be paid on old and used personal effects and household goods except on those items that appear in the Annexure II.

Q. Why do I have to pay import duty on major electronic appliances even if they have been used?

Most major electronic appliances figure in the Annexure II of Baggage Rules, 1998 and have been specifically mentioned that these items cannot be cleared free of duty. If such items are used, allowance for depreciation can be claimed from the customs authorities.

Q. Can I bring more than one items of Annexure II and claim a concession on both?

No. The concessional rate of duty is applicable on only one item. In case you bring two televisions or two air conditioners etc., you have to pay the concessional rate of duty 36.05%.

Q. Is there any value limit to the amount of goods that can be imported on a TR?

For items appearing in the Annexure II, you are allowed to import goods up to a limit of Rs. 150,000/- (US \$ 3500/-) only. If your goods exceed this limit, then you will have to pay the normal rate of duty on the excess evaluation. The aggregate value of all goods imported should not exceed this limit if you want to pay only the concessional rate of duty.

Q. What documents are required for clearing a shipment through customs?

The importers original passport(s), original bill of lading (duly endorsed on reverse), original delivery order (duly endorsed on reverse), detailed packing list showing make, model number, quantity, year of purchase and value of each items, purchase receipts for the major items are required for clearing a shipment through customs.

IMPORTANT: PLEASE MAKE SURE YOU HAVE ALL OF YOUR PASSPORTS (OLD AND CURRENT) IN YOUR POSSESSION, NOT IN YOUR SHIPMENT.

Q. What is the procedure to be followed once the goods land at any Indian port or airport?

After arrival at any Indian port, goods are generally de-stuffed from the container (Less than Container Load (LCL) shipments) and then moved to the customs warehouse for clearance. Full Container Load (FCL) containers are directly placed outside the customs warehouse and have to be de-stuffed here, or direct delivery can be obtained from the container or even the loaded container can be taken to the residence for delivery (only some cities/ports).

Q. Will the customs officials open and check every package?

Customs officials are normally supposed to open and inspect each package. However sometimes, they open 10%-20% of packages at random if a proper packing list (package wise and prepared by professional packing & moving companies), and if they find things as per the declaration and packing list, they may not open everything.

Q. Are my goods safe while they are lying in the port?

All over the world, ports are noted for pilferage, rough handling of goods and theft. Indian ports are equally susceptible. Therefore, we recommend that you crate the goods where possible. Hence, we recommend that all high value goods and electronic items should be crated.

Q. How do I prepare a packing list for loose loaded container?

Mark each package with your name and number all packages separately and serially. List the contents in each of the oblique carton.

Q. If I delay the customs clearance after the goods arrive will I be required to pay any additional charges (demurrage or container detention)?

Indian law says that goods must be cleared within 30 days of landing otherwise they become liable for

confiscation. If your goods remain in the shipping container, then very heavy additional charges apply from the date of arrival of the vessel.

Q. Will my goods be delivered to my door in the container itself?

Shipments are allowed in to the country on submission of all required documents and payment of appropriate customs duty and other taxes. General practice is to de-stuff the goods from the container and deliver them in trucks or vans. However, certain provisions do exist where containers can be taken out to the residence for delivery.

Q. Will my shipment be cleared at the entry port itself or can I have it custom cleared at an inland destination.

Generally all shipments have to be cleared at the Chennai port.

Q. Normally how long does a shipment take to clear customs and be delivered to my house after the vessel arrival at the port/airport in India?

FCL containers are placed at the customs warehouse within 7-10 days after the arrival of the ship. Add another 5-7 days for de-stuffing, customs clearance and delivery procedures. LCL shipments generally take much longer, 2-3 days for placement of the container and de-stuffing and 10-15 days for moving to customs and delivery formalities.

Q. Can I ship my goods only up to the port or should I have my shipment on a door-to-door basis?

Generally professionally packed shipments always move on a door-to-door basis. It is recommended that shipment be done in this way.

Q. Is it easy to find reliable and reputed

agents once I arrive in to India to clear my shipment?

Generally it is quite easy to find reliable and reputed agents. Please check for credentials and reputations before entrusting your job to any company. Memberships to international organizations, client lists, financial stability, infrastructure, number of years in operation are few handy ways to judge the reliability of a company and its reputation.

Q. To avail concessional customs duty, can the issue date of the first passport of the importer be less than two year old?

No.

IMPORTANT: PLEASE MAKE SURE YOU HAVE ALL OF YOUR PASSPORTS IN YOUR POSSESSION, NOT IN YOUR SHIPMENT.

Checked Luggage

Checked luggage arrives with you and is convenient for items that you need immediately. You are generally allowed to check in two pieces of luggage at a weight of 23 kg. each. (Check with your airline carrier.) Sometimes airline carriers allow an extra bag at no charge. When flying from the US on a through ticket, you are usually charged a flat rate per extra piece up to approximately 70 lbs. If your flight is broken into segments and you have to clear and check-in your baggage again, you may be required to pay additional overweight charges at each step. The costs differ from airline to airline.

International Renters Insurance

Clements International provides global insurance solutions. Our overseas staff recommends them for shipments, luggage, and apartments. Everything can be done online. Their website is <http://www.clements.com>.

Animals

To bring an animal into India, the following papers are required: certificate of ownership, certificate of health and current immunization record (rabies and distemper). Check with our Purchase Manager, Chandramouli (purchase@aischennai.org) for any specific regulations regarding your pet. He will be in touch with those that have pets directly. Bring any papers to show that the animal is a personal pet. There is no quarantine upon arrival if the animal is in good health and properly immunized. Check whether the animal will be quarantined en route.

Shipping of pets will be at your own cost and arrangements are to be made in such a way that the pet arrives with you. Check that the airline will carry live cargo and that it will give water to your pet sometime during the trip.

IT IS RECOMMENDED NOT TO BOOK THE PETS AS CARGO.

Here is the procedure for bringing in pets to India:

1. The pet will have to be vaccinated by a Government approved veterinarian against diseases like Aujeszky's disease, distemper, rabies, leishmaniasis and leptospirosis (as may be applicable).
2. All pets should be provided with a micro-chip and a certificate obtained. The micro-chip will be arranged by the veterinarian.
3. Obtain a certificate from the Government approved veterinarian indicating the following details of the vaccinations provided (a) Name of the vaccine (b) Serial number of the vaccine and (c) Date on which the vaccine was provided. Please note that the vaccines must be provided at least one month before your departure but not later than 12 months.
4. Also obtain a certificate from the vet indicating

that the pet is fit to travel.

5. Based on the above certificates from the vet, obtain a No-Objection certificate from the US Dept of Agriculture (USDA) Animal Health Inspection Services (if you are coming from USA) or from authorized government department of the country you come from.
6. Send a copy of the No-Objection certificate, the certificates from the vet and declaration by email to (purchase@aischennai.org) at least 10 days before your departure. Also send two copies of a picture of the pet to be submitted to the local quarantine office.
7. A copy of the last 2 years health record of the pet may also be sent.
8. A copy of your passport (all pages including previous travel), Indian visa and airline ticket. A letter addressed to Indian Quarantine Officer. A format of the letter will be provided.
9. A certificate from the vet. A format of the certificate will be provided. Please use the appropriate form for cats/dogs as the case may be.

Good veterinarians are available in Chennai. For animal lovers, many breeds of dogs and cats are available locally. You can even adopt a pet from the Blue Cross.

LOCAL VETERINARIAN CONTACT DETAILS

NAME: DR. M.CHANDRASEKAR

MOBILE: +91 9840107696

EMAIL: chandrasekarvet@yahoo.com

WHAT SHOULD YOU BRING?

This is one of those areas where opinions vary due to personal preferences. Remember that this is

a real commitment even if your initial contract is only for two years. Do you want to treat it like a permanent change of residence? Can you put some belongings into storage? Will everything in your shipment survive two or three months in transit? Are you hoping to continue teaching in overseas schools outside of your home country? Do you want to bring old items and discard them when you leave? Remember these are the only shipments that the school will sponsor during your stay in Chennai.

A good way to see what is available in Chennai is to visit online shops. This will also give you a sense of what things cost here.

www.amazon.in

www.flipkart.com

www.pepperfry.com

www.urbanladder.com

These are just a selection of online stores.

Personal Items

This depends on your particular habits, tastes and interests.

- Bring a few familiar things to make you comfortable and feel at home.
- Enough toiletries and personal items to last you a few weeks as you get oriented to the city.

Technology

AISC will reimburse returning and newly hired teachers up to \$1,000 USD for a laptop they bring, one that meets the minimum specifications for work and learning at AISC as part of the AISC BYOT (Bring Your Own Technology) program.

Program details include the following:

- \$1,000 USD reimbursement per

teacher every three years of continuous employment.

- Reimbursement can cover hardware, warranty, insurance, and additional software.
- Reimbursements can be submitted in May or August.
- Teachers can purchase any laptop that meets the minimum specifications outlined by the IT department.
- IT will honor an acceptable device already purchased within the last year and with a valid receipt.
- Device is fully owned by teacher after 1 year of employment by contract date.
- Eligibility for a new reimbursement occurs after 3 consecutive years of employment from previous reimbursement.
- Teachers may opt-out of program and be issued a school laptop instead.
- IT can install Microsoft Office.
- Teacher is responsible for warranty, insurance, repair or replacement costs.
- IT Department will provide same level of software and troubleshooting support.
- Many, but not all of our classrooms, have projectors where you connect via an application and a special cable is not necessary.

When a faculty member has a child in Grades 3-12, the family will need to provide the appropriate device for that child.

The Director of Technologies and Innovation will be contacting new hires with the list of recommended devices.

Personal Care

- Sunscreen 30 SPF and over. You can find it here, but bring some to get you started.
- Deodorant (Stick deodorant is not common here).
- Personal hygiene items (if you're brand specific). Dove, Head and Shoulders and many other popular brands of shampoo and conditioner are widely available here. OB is the tampon brand available here.
- Makeup (if you're brand specific). There is MAC here, and a Sephora just opened in the mall.
- Hair coloring (many salons carry light colors, but if you plan to do it at home, bring it with you).
- Mosquito repellant, especially for young children, should be brought from home. We do have a local brand called Odomos, but if you have young children, it is better to bring it from home.

Food

Indian supermarkets have a selection of Western foods. If you can't live without something though, please bring it. Otherwise you can find a substitute here. Some spices and mixes from home are easy to bring.

Medical

- Many prescription drugs are available here for a fraction of the cost that you would pay for them at home, but some are not available. Email the school nurse with any questions (schoolnurse@aischennai.org). Knowing the chemical/generic (not brand) name can be useful for pharmacies here, as

brand names vary.

- If you have allergies, it might be a good idea to bring those things that you use that are tried and true. The same brand or a suitable substitute may not be available here, though many over-the-counter drugs are available and very inexpensive in generic form.
- Pepto-Bismol or similar – available here but bring some to get you going.
- Tylenol Cold – there doesn't seem to be a good substitute for this.
- Robitussin Flu medication if you are traveling with children.
- First aid kit.
- If you have children, bringing lice treatment and lice comb can be helpful.

Clothing and Shoes

As far as clothing goes, bring light cotton clothes for daily use. Chennai has no winter season, but bring some warm clothing if you intend to travel during the winter months. You will also probably not have a dryer - only a washing machine - and it will take a toll on your clothes. Bring clothes that can stand up to this. Remember that you are essentially wearing summer clothes for work all year long; make sure you are comfortable with the level of professionalism in these clothes.

Western clothing is commonly found in Chennai. You can find brands such as GAP, H&M, Zara, Brooks Brothers, Decathlon and Marks and Spencers.

Generally, men can acceptably wear shorts and sandals on weekends. Men need to have long pants and closed-toed shoes to get into nicer restaurants/bars.

Women can wear open toed sandals/shoes everywhere. Women will probably be uncomfortable in anything that shows their knees, spaghetti strap tops (sleeveless tops are okay as long as they cover most of the shoulder), or anything that is cut low in Chennai.

Men and women can have items including suits, dresses, etc. made locally. Bring ideas, pattern books or fashion catalogues and some basic styles that you like and that fit you. Local tailors can copy these for you at a moderate cost.

Swimming trunks/suits, hiking clothes, exercise clothes can be found here, but if you are particular, you should bring them from home.

During the rainy season, you may like to wear rubber crocs or rain boots to work since you may have to wade a bit to get to school if you're walking, and then change to other shoes once inside. You may want to bring rubber boots with you as roads flood during the monsoons.

Shoes

Shoe stores are plentiful in Chennai. Shoe stores range from high end western brands to sandals from the local market. In general, branded shoes have limited options and tend to be more expensive compared to US prices. If you are particular about a certain brand or a shoe type, you should bring them with you.

Women's sizes over 8 may be difficult to find here.

Faculty Dress

The AISC community of students and parents look to the faculty, as the educational professionals, to model appropriate dress. Our school community is highly diverse and as such our faculty and staff should be mindful of the range of cultural perspectives when choosing their dress for school.

Three core elements should provide guidelines for dress at AISC:

- Present a neat and professional look appropriate for a multi-cultural school in South India.
- Abide by student Dress Codes.
- No shorts or t-shirts.

Generally, faculty dress is professional with casual Fridays.

Male faculty wears pants and short sleeved shirts with the very occasional tie thrown in (the Head of School, Leadership Team and Managers wear a tie). Closed shoes are the norm for the men. However, a few events are called "black tie" and most men wear suits.

Women faculty often wear capris, slacks, and skirts. Short sleeved shirts and sleeveless shirts work well. Ladies generally wear sandals at work. Most of the Indian women wear sarees or salwar kameez (a knee length top with baggy pants underneath). There are a few dressy events each year - notably around Christmas time, so bring a nice dress/jacket and dancing shoes.

Special Costumes

We do celebrate the nationalities that are represented in the school and suggest you bring clothing from your country/state for UN International Day of Peace and International Day. Bring a Halloween costume if you are working in the elementary or middle school. Each Section celebrates a spirit week, where each day has a different dress up theme. Please contact your Principal for what has been done in the past.

Electronics

Check on the device to see if it is dual voltage (i.e. 110-220/240v). If not, you might not want to bring

it, unless it is a special item.

Items that are 110v will require a transformer. You can buy one here.

Laptops should be dual voltage automatically, but some desktop machines require you to flip a special switch before going to 220/240v. Computers and phones can be expensive in India, so you may want to bring one with you.

The plug shapes here are unlike other places (including Europe and Africa). You can buy plug adapters here for little money (15 Rs.). However, if you think you'll be bringing your portable electronics to other countries, go ahead and bring along an international plug adapter kit.

A voltage smoother is also a good idea for high end electronics, as surges can short the electronics out.

Housewares

In general housewares here are limited in selection, and the quality may be different than you are used to. If you are particular, you should consider bringing what you like.

King-sized pillows are challenging to get. Ziploc bags are available, but not the quality of the US ones and can be expensive.

Name brand grills are available here, but more expensive than in the US.

Classroom Supplies and Instructional Materials

Despite the heaviness of books, you may want to bring your favorite teaching aids. In addition to the allowance for relocation, you will be reimbursed \$500 (on presentation of receipts) to purchase and/or ship instructional materials for your classroom. Consider scanning worksheets and books into a PDF file that you can then electronically bring with you in order to avoid shipping costs.

ON ARRIVAL

Customs/Immigration

At the airport

Before landing, the stewardess will give you a Disembarkation Form to complete and present at the immigration desk. Have the address of your home in Chennai as you will need to fill that information in on your arrival card:

- Fall in line at the immigration desk “For Foreign Passport Holders”. Please find all of your possible patience at this time as the wait may be long.
- After you have your stamp in your passport, keep that page marked as you will need to show it again to leave the immigration hall.
- Scan your hand baggage before entering baggage claim.
- Collect baggage from conveyor belt. There are free carts to collect your things.
- The only Duty Free is in this baggage claim area.
- Walk to the end of the hall.
- Pass through customs and exit. There is no customs line or form.

Transport to Apartment

The Leadership Team members will be there to greet you. You will see them after you exit the baggage and customs area and head outside. There will be many people, do not worry if you do not see the school personnel right away, just keep walking. Be sure to carry with you important contact information.

SETTLING IN

Orientation

The week before school reopens, you will be taken shopping to purchase food and other basics for your apartment and also on some short trips around the city to help you get acquainted with your new environment. You will also have sessions in school to help you learn about AISC, as well as the necessary trip to register your arrival in India.

You will receive a settling in allowance of USD 1500 paid in equivalent rupees. Our Purchase Manager will assist you with the purchasing of electronic equipment like televisions, stereos and computers. Almost all international brands are available here at reasonable prices.

AISC will assist you in interviewing house staff, sorting out transportation issues, setting up your bank account and working with cell phone companies.

Residence Permit

When you arrive in India, we will assist you in processing a Residence Permit, which authorizes you to stay in India as a temporary resident and also to enter and leave the country during the period of your approved stay in India.

Grocery Shopping

Indian supermarkets do not carry the same selection that can be found in your home countries. However, with a sense of adventure and patience you will find what you need. Fresh fruits and vegetables are plentiful and can also be purchased from street vendors and shops at a minimal cost. Vegetarian staples are easily found, including grains, beans and legumes, tofu, curd (yogurt-like), veggie burgers, and soy milk. Frozen meat is available in some markets, though some of our staff prefer to

use a butcher. Alcohol cannot be found in stores freely as in other cities/countries. It is available at hotel restaurants and government “wine shops”, which are called “Tasmac” here in Chennai. The selection is limited, and the cost is often double of what you would pay in the US.

There are online grocery stores, and the websites listed below are popular:

www.bigbasket.com

www.green-goblin.in

theshopofgoodtaste.com

HOUSING UTILITIES

The apartment/house will be provided with basic amenities consisting of towels, bed linen, crockery, utensils and a few groceries to hold you over until you go shopping.

The school pays for water, electricity and cooking gas up to a reasonable limit.

Water

The water that is piped into the apartment/house is either from the government water reservoirs or bore well water. This is used in the toilets and for washing. The school pays for this water.

The tap water is not safe to drink. Water filtered through the Aqua Guard (in your kitchen) is considered safe to drink, but most people take the added precaution of boiling this water.

We recommend using bottled water for drinking. For cooking, you may use the water from the Aqua Guard or bottled water.

Triple sterilized mineral water is available in huge plastic bottles (approximately 24 liters), which will be provided with a dispenser. This drinking water can be delivered to your home and costs approximately \$1.50 per bottle. AISC Purchase

Manager will assist you in getting additional bottles as needed.

Power

Please switch off fans, lights and air conditioners when not required, especially if there is no one at home. This is not only because the cost of electricity is high, but because the frequent voltage fluctuations could short circuit any of the electrical fittings/appliances and cause a fire.

It is likely that you will have power cuts, especially in the summer or when there are heavy rains. Some apartments have common generators to run lights and fans during a power cut. Others have inverters installed, which will run lights and fans until particular time depending on the usage.

Keeping the empty spaces in your fridge filled with water and ice helps maintain the condition of your fresh food during outages.

Electricity

The electricity available in India is 240 volts. In Chennai, it is a good idea to protect all of your home appliances with surge protectors that you can purchase locally from electrical shops. Furthermore, most outlets have on/off switches that normally should be turned off to protect your items from surges. The School provides surge protection on AC units in your apartment/house.

Your home computer should have a UPS (uninterruptable power source) with a surge protector unless you use a laptop. Laptops will have their power cubes burned in a surge, but the laptop should normally be protected by the cube.

Adapters and “step-ups/step-downs” can be purchased fairly inexpensively at local electronic shops. (Adapters can start at 90 Rs. and step-ups at 350 Rs.) If you have a Mac, your computer will

automatically convert; you will just need to buy an adapter to fit the plugs here. Some PC's have a switch that may need to be flipped to adapt to 240 volts. You can check the voltage of your computer and other appliances easily by reading the information on the power cord.

Cooking Gas

The apartment is provided with two gas tanks (cylinders) connected to the burners. When one gas tank runs out, send a work request to housingsupport@aischennai.org. The housing team will arrange to supply a replacement tank the next day.

As a safety precaution, you are advised to turn off the switch on the gas tank at night and when the tank is not going to be used for long periods.

Phones

Apartments/houses come with a landline phone with local and international dialing ability. Mobile sim cards will be provided to you on arrival. You may want to bring your own cell phone, however, check compatibility. Charges accrued from using the cell phone are the responsibility of the faculty member.

Internet Connection

All school apartments/houses have telephones with an internet connection installed. The school pays the basic telephone rental charges (which includes up to 150 local calls for 2 months) and the cost of the internet charges which costs approximately US \$300 per year for unlimited usage. All call charges above this and international telephone calls are to be borne by the employee.

AISC bears the cost of telephone rental and official calls only.

The telephone bill will be deducted from your paycheck every month.

Satellite TV

Satellite TV is available at a reasonable cost. This cost is borne by faculty member. The satellite operator beams over 100 channels, at least 30 in English; BBC, CNN and Star News for news; Star Sports and ESPN for sports; HBO and Star Movies. Most staff have installed Tata Sky satellite TV connections in their apartments. The housing team will help you get the connection setup.

Netflix is now available in India. People also use Hulu and Amazon Prime Video.

HOUSING MAINTENANCE

Household Help

You may hire household help to sweep, mop, cook, wash/iron if you wish, for anything ranging from \$150 - \$200 a month depending on the size of the apartment, duties and work days. During orientation there is time to research, find and hire someone with help from AISC.

Faculty with small children are recommended to start the process of finding a nanny prior to your arrival in Chennai and be ready to hire a nanny within the week of your arrival in Chennai. The School will help you connect with potential nannies.

Laundry/Ironing

Dry cleaning is inexpensive in Chennai, but finding a high quality dry cleaner can be tricky. However, most people wash and iron their clothes at home. The apartment/house is furnished with a washing machine.

For ironing, you will see clothes ironing carts on the roadside. Every few streets have an ironing

cart. They are cheap and quick. Check with your watchman for the closest ironing cart. Some prefer to buy an ironing board and iron themselves or hire a maid to do the job.

Electrical/Plumbing Repairs

The school's Housing Manager will assist with major electrical and plumbing maintenance. All work requests for your home may be routed to housingsupport@aischennai.org. Please give adequate time to get the job done.

DO NOT ALLOW ANYONE TO ENTER YOUR APARTMENT/HOUSE in the guise of plumber/electrician. Check for the school's ID card or immediately call Saravanan, Housing Manager (9790931417).

TRANSPORTATION IN CHENNAI

The streets can be busy and chaotic. You have several options for transportation.

Transition Vehicle

The school will provide a transition vehicle for each family starting from the orientation days through the end of August. This will give you time to decide your personal transport situation. The transport coordinator will work with you to finalize your personal transportation needs.

Public Transport

The public transport in Chennai is run by the State Transport or the MRT which connects only a small part of the city. Public transport is often very crowded.

Auto-rickshaws (Tuk-tuks)

Three-wheeler vehicles which carry up to three

passengers are an easy means of transport, but sometimes drivers do not use meters. You will need to agree on a price before departing. You can hire a regular driver to pick you up from and take you to school for very little money – generally your conveyance allowance covers it.

Taxis

UBER and OLA are both available in Chennai and have become popular choices among faculty. In order to use these services, you will need to have the apps on your phone.

Private Vehicle

Some staff find it more convenient to purchase a car and hire a driver or self-drive. Our Transport Coordinator will assist you with buying a car. You may want to bring an International Driver's License which is available through the American Automobile Association (AAA).

Scooters and Bicycles

Staff members are cautioned against riding bicycles or scooters. Helmets here are not made to US safety standards. If you anticipate that you will ride a bike, scooter or motorcycle, please consider purchasing a DOT quality helmet from the US and bring it in your shipment.

SALARY / TAXES / BANKING

Salary

Salary is paid in equal monthly installments, on the 26th of each month (the working day before, if the 26th is a holiday or weekend).

Your salary will be paid in US Dollars. You will want Indian Rupees for your local expenses as India has foreign currency restrictions. Hence, at the beginning of the year, you need to give the

finance department the dollar amount you wish to exchange as Indian Rupees to cover your living expenses for each month.

Banking

You will have to open a local Rupee account with AXIS/HDFC Bank. Our finance department will assist you with the process. On completion of this process, the Rupee portion of your salary will be credited directly into your Rupee account with the local bank. There is an AXIS bank ATM machine and a HDFC bank ATM machine located on the school's campus.

You will want to retain your home country bank account for transfer of the U.S. Dollar amount to your overseas account. Please obtain complete wire transfer details from your bank and provide these to the finance office when you get here. These details should include your bank name and address, account number and swift code. You should check what your bank in the U.S. will charge you for a wire transfer fee. Salary can only be credited into the account of the employee.

Local Taxes

Salary shall be subject to statutory deductions, as may be applicable. The remuneration payable to the employee for the first two years' of employment with the School is exempt from income tax as per the provisions of Double Taxation Avoidance Treaty signed by India with the country of residence of the Employee. However, the exemption is subject to the employee producing the Tax Residency Certificate (TRC) from the tax authorities of his/her country of residence to the School. Chief Business Officer, Alankrit Arora, will contact you with more information regarding the TRC. If such Tax Residency Certificate is not produced/ submitted to the School, the income tax arising out of the first two years of employment

shall be borne by the Employee. As per the School Policy, the income tax liability of the employee after the second year of employment (i.e., from the third year) will be met by the School. The employee shall be personally liable to discharge the liability, if any, on account of personal taxes on other income and other direct taxes under the laws of any other country in pursuance of or as a consequence of this contracted service. The School shall not be called upon to pay, reimburse, or share in any manner in the discharge of any such tax liability on behalf of the Employee, over and above the withholding tax obligations under Indian law.

RECREATION

Sports in the Community

- Tennis
- Bowling
- Surfing/Kite Surfing
- Yoga
- Dancing
- Horse-back Riding
- Golfing

Gyms and Fitness Centers

Some people join gyms or clubs. Some are expensive and hard to get into, while others seem to be open to anyone who wants to join. Some of the hotel health clubs offer a discount for members of the staff. AISC has a partnership with the health clubs at the Park Hyatt and Taj Gateway Hotel. There are several corporate discounts available through the year. Check with the School as opportunities are changing all the time.

The school pool, tennis courts, soccer field, and exercise room are available for staff use outside of school hours.

AISC has an established faculty wellness program and one component is the Wellness Academy. Each semester, faculty can participate, for free, in a range of classes offered through the academy, by other faculty members.

Restaurants and Other Activities

There are lots of restaurants to try if you enjoy dining out. Some of our faculty members regularly go to hotel nightclubs on weekends, while others are involved in parties, plays, music performances, weekend travels, etc. You just have to decide what you are comfortable with and go do it.

Movies – Chennai offers several theaters showing recent popular movies (sometimes showing at the same time as in the States, but usually one to two months after US openings).

Beaches – There are many beach options, south of Chennai for a day or weekend getaway.

Cafés – The café culture in Chennai is growing. Recently many teachers enjoy spending a few hours, working or socializing in places like Chamiers Café, and Amethyst, and there always seem to be new ones popping up.

Socializing – We use google+ to share invitations open to the entire faculty. In addition, faculty get-together at each other's houses to celebrate birthdays, play poker or for a meal. Faculty in general have a very active social life, and there's something for everyone.

Staff celebrations – AISC faculty values a strong sense of community. The school hosts two socials for faculty and spouses/partners, one during December and another towards the end of the school year in May. Both events are fancy and festive.

Excursions - As part of the Faculty Wellness Program, the school offers a series of excursions

for faculty ranging from a nature tour to quiz nights to trips to local markets. These are open to faculty and at a nominal cost if any.

Places of Worship - There are Hindu, Christian and Muslim places of worship in Chennai.

Other cultural events include theatre productions, orchestra and ensemble concerts, and craft bazaars in the city.

Holidays

Start thinking about where you want to go for your holidays. We have a one week Fall and Spring Break, and a three week Winter Break. There are also a few 3-4 day weekends throughout the school year.

There is much to see in India: Kerala (“God’s own country”) in the South, the beaches of Goa in the West, the Taj Mahal in Agra and mountains and deserts in the North. While train service is good and is definitely a cultural experience, you may prefer to take a plane.

There are also great trips, for fairly reasonable airfares, within the region including Thailand, Sri Lanka, Oman, Nepal, Indonesia, Malaysia, etc. There are many good beach holiday spots in neighboring countries.

OVERSEAS-BASED OVERSEAS-HIRED HOUSING GUIDELINES

Overview

These housing guidelines describe approaches to the provision of housing to overseas-based faculty and their families at the American International School Chennai. It includes the type of housing, furnishing, appliances, maintenance programs, and services which the school will provide.

Our top priorities in identifying and maintaining OBOH faculty housing is safety, location, comfort, diversity of choice, space, and cost. These priorities make the important task of assuring housing for our overseas-based faculty appropriately challenging – every home in Chennai has its own advantages and drawbacks. No home is ideal in all six priorities.

Inevitably, this approach means that there will be differences in size, location, and space. It is not the school's intention to create these differences, but instead it is a result of the parallel priorities that we embrace. We humbly request the understanding of our overseas-based faculty in this regard. And, we ask that when you feel that these priorities are in imbalance for you, let us know and perhaps we can help.

General Accommodation Expectations

Single status employees will be accommodated in a two or three bedroom apartment/house.

Teaching couples with or without dependent children will be accommodated in three+ bedroom apartment/house.

Geography/Neighborhood Dynamics

There are several principal areas of the city which AISC finds to be beneficial for housing overseas-hired teachers. Each area has its pros and cons.

1. Besant Nagar/Adyar

Pros: Many shops and restaurants, easy access to the populous Elliot's Beach, closer to downtown, much local cultural flavor during holidays, easy to catch taxis and rickshaws.

Cons: Crowded and densely populated, noisy, heavy traffic especially at holidays and during inclement weather, expensive leases mean smaller apartments.

Power issues: Less compared to ECR. Inverters for lights and fans for limited hours.

Unit types: Mostly apartments in 4-6 floor buildings.

Average evening commute home: 30 minutes.

Closest Medical Clinics: Fortis Malar Hospital, Adyar, Phone: 044-4289 2222

2. East Coast Road (ECR) – Thiruvanimiyur, Kottivakkam, Palavakkam, Nee-lankarai, Vettuvankeni, Injambakkam

Pros: Quiet, less densely populated, all homes are close to the beach, shorter commute to school, several grocery stores, quickly-growing and quickly-changing section of the city, easy drive southward out of the city.

Cons: Far from the city and nightlife.

Power issues: More compared to Besant Nagar/Adyar. Inverters or generator back-up for lights and fans for limited hours.

Unit types: Apartments in 2-4 floor buildings, houses with garden.

Average evening commute home: 20 minutes.

Closest Medical Clinics: Apollo Specialty Hospital, Perungudi, Phone: 044-2450 5700

3. East Coast Road (ECR) – Akkarai, Panaiyur, Uthandi

Pros: Very quiet, very nice, all homes close to quiet beaches, many larger houses with gardens within budget, very easy drive southward out of the city towards Mahabalipuram and Pondicherry.

Cons: Very far from the city and nightlife, far from school, few shops or restaurants, longer commute to school.

Power issues: More compared to Besant Nagar/Adyar. Most houses come with generator back-up.

Unit types: Mostly three- and four-bedroom houses

Average evening commute home: 35 minutes.

Closest Medical Clinics: Apollo Medical Centre, Karapakkam, Phone: 044-2450 5700 and Global Hospital (Global Health City), Shollinganallur, Phone: 044-2277 7000

4. East Coast Road (ECR) – Kanathur

Pros: High-end apartments with many benefits: power, exercise room, pool and access to the beach.

Cons: Very far from the city and nightlife and school.

Power issues: Has generator back-up.

Unit types: Apartment.

Average evening commute home: 40-45 minutes.

Closest Medical Clinics: Apollo Medical Centre, Karapakkam, Phone: 044-2450 5700 and Global Hospital (Global Health City), Shollinganallur, Phone: 044-2277 7000

Housing

You will be provided with a furnished two or three-bedroom apartment/house. All apartments/houses are provided with major household furniture, refrigerator, oven, water filter, cooking range, washing machine and a land line connection with internet.

The furniture provided is intended to be temporary and, should you wish, it can be replaced with pieces of your own. If you wish to bring your own furniture, please keep Saravanan, our housing support manager informed (asaravanan@aischennai.org).

All apartments/houses are on a one year lease; hence, you will not be allowed to change your apartment/house within that year unless there are serious issues like security and safety. At the end of the first year, you may move to another apartment/house of your choice if you so desire.

Housing Queue/House Shift

If there is a house or apartment you like that is currently under lease by the school (i.e., a colleague), please notify the Housing Manager, and you will be put on a list of faculty who are interested in that accommodation, should it ever become vacant. The list is generated on a first-come-first-served basis. Sometimes the school cannot hold a house or apartment after a vacancy. We may not renew the lease for safety/security, financial or other reasons. The responsibility of a lease belongs to the school. The decision to renew a lease is purely the decision of the school.

Anyone who agrees to take a house or apartment must work within the housing budget or make up additional costs on their own. AISC will assure that each overseas-based faculty member has a semi-furnished abode upon arrival to Chennai at the start of contract.

If a faculty member wishes to move, AISC will assist and fund the cost one time. Subsequent moves must be the responsibility of the faculty member. In the event that a teacher be required to move due to reasons out of their control (for example, non-renewed lease, increasing cost, decreasing security, poor building maintenance), the school will assist with and fund a move at no cost to the faculty member.

Lease of Dwellings

AISC will arrange for the leasing of all apartments/houses. The school will keep the quality and condition of the furnishings and the interior and exterior surfaces of the apartments/houses at as high a standard as possible.

AISC is a large and reputable leaser of properties in Chennai. We have a long-term interest in maintaining a strong and positive reputation with the highest standards. AISC leased dwellings are to be used purely for residential purposes. No other uses of AISC leased properties are acceptable. AISC leased properties cannot be sub-let.

Activities associated either directly or indirectly with commercial and/or profit-making enterprises are not permitted in any AISC leased accommodation. If any overseas-based faculty member has a question regarding these guidelines, they should be addressed directly to Alankrit Arora, Chief Business Officer (aalankrit@aischennai.org).

Furnishings Provided for Dwellings

Living Room:

- 1 Sofa set - 1 three seater and 2 single seaters
- 1 Coffee table

- 2 End tables
- 1 Cabinet with drawers and shelves for TV
- Window curtains

Dining Room:

- 1 Dining room table (with 6 chairs)
- Window curtains

Master Bedroom:

- 1 King sized bed & mattress set
- 2 Bedside tables
- Window curtains

Guest Bedroom #1 if a two bedroom Apartment/House:

- 2 Twin size bed and mattress or one Queen Bed
- 2 Bedside tables
- Window curtains

Guest Bedroom #2 if a three bedroom Apartment/House:

- 1 Twin size bed and mattress or one Queen Bed
- 2 Bed side tables

Note: For single status employees only two bedrooms will be furnished)

Appliances:

- 1 Refrigerator
- 1 Cooking range
- 1 Oven / microwave
- 1 Washing machine
- Air conditioners (living room & bedroom)

Responsibilities for Furnishings

It is the responsibility of the employee to see that all items provided by the school are used and cared for in a proper manner.

The employee will be asked to sign the Housing Policy Agreement. In signing this agreement, the employee assumes responsibility for the furnishings and appliances listed in the Housing Policy. When the employee arrives and leaves AISC the inventory will be checked by a school representative for discrepancies. If any item/s have been removed from the accommodation without the school's approval or damaged beyond repair due to negligence, the employee will be responsible to replace the item/s with furnishing of the same value and quality (to be determined by the school) or an equivalent amount will be deducted from your salary account.

Scheduled Maintenance for Dwellings and Furnishings

The school reserves the right for its representative to enter any AISC property if it is thought that damage might be taking place to the employee's personal property or school-owned property, due to breakdown of services. Reasonable notice will be given to the employee when possible.

Painting - AISC will be responsible for repainting the interior of the apartment/house per the following guidelines. Painting will be considered after four years of occupancy when requested by the tenant. Accommodations will be repainted only when the condition of the paint warrants repainting. If the employee chooses to paint the interior of their apartment/house, it will be done at their own expense and they are required to have the interior repainted at their expense to the same standard which is acceptable by the school before the employee leaves AISC.

Furniture - The reupholstering of school furniture will be considered for recovering every four years and only if the furniture displays exceptional wear. The decision to reupholster will be at the discretion of the school. Cleaning is also an option. After approval from the Housing Manager, the employee may ask the school to assist with the arrangements.

Appliances - All appliances will be maintained under company contract for servicing.

Garden - The employee will be responsible for the upkeep of their house front and back gardens, if applicable.

Emergency Contact - Please contact Saravanan, the Housing Manager at 97909 31417 or email housingsupport@aischennai.org to report any emergency problems. Please do not email or phone for problems that can be dealt with during the monthly visit.

Monthly Maintenance Visits - The maintenance staff will visit your home on a monthly basis to assess any potential problems. These problems will be reported for repair to the appropriate department and you will be contacted when the repair will be scheduled. Repairs will be made at a time convenient to both parties.

Air Conditioning - The maintenance staff will service air conditioning units periodically. Service will take place at a time convenient to both parties.

Pest Control - Pest control will be done on a yearly basis, usually during summer break. Our Housing Manager will be sure to work with AISC employees who own pets to assure their safety during pest control.

Light Bulbs and Fixtures - It is the responsibility of the employee to purchase light bulbs and the housing support staff will replace them during their scheduled monthly visit.

Alterations - Alterations, in any form, to school housing by employees are prohibited unless prior approval is obtained from the Housing Manager.

FAQs:

1. Why do some people have houses and others have apartments?

This is typically a function of preference – there are advantages and disadvantages to both. Cost would also factor into this. The farther one goes away from Chennai down the ECR, the less one pays (all other variables being equal).

2. Why do some people have gardens/ yards and others don't?

It depends on the variety of factors: cost, location, availability and other dynamics at the time of leasing. AISC tries to ensure that the dwelling allocated to the staff at a particular point of time meets their needs within cost.

3. Why are some dwellings big and others smaller for the same number of people?

Our top priorities in identifying OBOH faculty housing are safety, location, comfort, diversity of choice, space, and cost. Timing of the lease closure can be a factor for location, cost, and size. The school tries to optimize personal needs, cost, and location at the time of taking the lease.

4. Why do some neighbourhoods have consistent power supply and others don't?

This is part of the fun of living in India! Properties in some sub-divisions have more outages than others. The school works very hard to secure properties with central power back up as much as possible and the school

does provide essential back up for lights/fans.

5. If I want to move, how can I do that?

Please discuss the prospect of moving with the Housing Manager.

Housing Policy Agreement

In signing this agreement, the employee assumes responsibility for the furnishings and appliances listed.

Furniture:

- One king size bed & two bedside tables
- One queen size bed or two single beds with two bedside tables
- An additional queen size bed for teaching couples
- One dining table set
- One couch and chairs set
- One coffee table
- TV table

Appliances:

- Refrigerator
- Washer
- Cooking range with cooking gas
- AC in two bedrooms & living room for single teacher
- AC in three bedrooms and living room for teaching couple
- Water purifier
- 25-liter bottled-water dispenser
- Ladder

- Water heater in two bathrooms & in the kitchen

Other:

- Telephone with international & local calling facility with wireless internet
- Inverter to support one light & one fan in each room for four hours
- Mosquito nets for all windows. (Additional like balcony to be paid by the teacher)
- Curtains for all windows
- One set of bed linens for each bedroom
- One set of towels
- Basic cooking utensils, plates, mugs and glasses will be provided

What will the School crew maintain?

- Any minor plumbing, electrical & carpentry work
- Periodic servicing of all air conditioners, water purifiers & inverters
- Telephone & broadband service
- Replacing of cooking gas tanks

Of note: Crew is not responsible for any power outages or any unfortunate incidents like water logging in the neighbourhood, dogs barking & disturbance from a nearby construction site.

What the school expects from staff members?

- Switch off all the electrical appliances & air conditioners other than the refrigerators when they leave the apartment. Electricity is expensive here. Please keep in mind that not all international schools pay for their

employees' home energy usage.

- Do not keep air conditioners on in the entire house for pets/maids during the day.
- Any appliance repair charges due to misuse to be paid by the staff member.
- Any garden maintenance to be paid by the staff member.
- Avoid pets from damaging/scratching school property, the apartment doors, walls, etc.
- Not to change any color of the walls. If color of wall needs to be changed, then the painting of the walls to be paid by the staff member and it should be painted back in original color before handing over to landlord.

Note:

- Apartment staff have a right to check/enter any house in case of an emergency without notice to the faculty member.
- Normal wear and tear is acceptable.
- Seepages are quite common in India due to tropical weather conditions. Major damage to walls will be attended to.

Home Security:

- Do not share any personal information with anyone other than colleagues.
- **Do not allow any stranger into the apartment/house.**
- **Verify ID cards of service personnel before admitting them in to your home.**
- Check that all windows and external doors

are closed and locked every time you leave home.

- If your home includes padlockable steel gates, please leave one key for the padlock with the housing manager so that school maintenance personnel can perform maintenance in your home.

Accepted

Name: _____

Date: _____

NANNY/DRIVER/MAID AGREEMENT

AISC will assist you in finding a nanny, driver and maid.

Normally a maid is paid in the range of USD 150 to 250 per month depending on the jobs she will have to do. Full time cooks are a little more expensive, maybe approximately USD 300 for the month. Nannies are in the range of USD 200 to 300, depending on their experience and knowledge of English. This is for a 10 hour work day.

Drivers are paid in the range of USD 250 to 300 and this is for an 11 hour work day.

All of these categories work six days a week. Overtime pay will need to be paid for work beyond the specified hours. Sunday and festival days are holidays, but if required to work, will have to be paid overtime.

A sample contract for any of these categories is on the following pages. This is only a guideline. You may change according to your requirements.

Should you have any questions with regard to this, please contact Angeline Mohan or Sudha Meeran in the Business Office.

APPENDIX I: NANNY/DRIVER/MAID AGREEMENT

Contract Number: _____

CONTRACT

Between

And

This contract is made and entered into on DATE by and between _____, located at _____, India, hereinafter called the “EMPLOYER” and _____, hereinafter called the “Employee” who hereby mutually agrees to the following terms and conditions:

1. PERIOD OF THE CONTRACT

This contract shall be valid from _____. The Employer reserves the right to terminate the contract at any time with one month’s notice, or one month’s salary in lieu of notice. However, in case of termination for cause, neither a notice will be issued, nor one month’s salary in lieu of notice will be given to the Employee. The Employee also will not be eligible for bonus or gratuity.

The Employee may terminate this contract at any time by giving one month’s written notice to the Employer.

2. PROBATIONARY PERIOD

The Employee will serve a probationary period of three (3) months. During the probationary period, the contract may be terminated immediately by the Employer without notice to the employee. Benefits, as stipulated in this contract, will be accrued by the Employee during the three-month probationary period. On successful completion of the three-month probationary period, the employment will be confirmed.

3. SERVICES TO BE PERFORMED

The Employee agrees to perform the services for the Employer as the _____ Such services shall include, but are not limited to the following: _____

4. HOURS OF WORK AND SALARY

Work schedules will be flexible, according to the needs of the employer. The Employee will work six full workdays per week. One work-day will have 9 hours, excluding break time. Reasonable hours of work and rest shall be observed. Work performed beyond this limit will be given as compensatory time-off or overtime. Scheduling of work and time off will be at the discretion of the Employer.

The Employer will pay the Employee for work performed at Rs. _____.
The salary will be paid before 5th day of every month.

NOTE: 1 Day's salary = 1 Month's salary/30 days.

5. FESTIVAL LEAVE

The Employer can grant at any time and in varying amounts during the year dependent upon the employee's requests and the approval of the Employer, Festival Leave of up to 12 days per calendar year, as mutually agreed for major religious festivals.

6. HOLIDAYS

As per Indian guidelines, the following are mandatory holidays:

January 26 (Republic Day)

August 15 (Independence Day)

October 2 (Mahatma Gandhi's Birthday)

If the Employee is required to work on any of these holidays, the Employer will grant compensatory time off on a subsequent day to be mutually agreed upon.

7. SICK LEAVE (As per the local practice)

Sick leave will be granted as agreed upon by employee and the employer.

8. ANNUAL BONUS

The Employer shall grant the Employee a bonus equivalent to one month's total salary every year after completion of one year of continuous service. The bonus will be paid on Diwali or Christmas at the option of the Employer.

9. HOUSING

Housing for the Employee is at the discretion of the employer.

10. CONDITION OF EMPLOYMENT

This agreement is solely between the employee and the employer and does not include any third party.

11. NEGLIGENCE

Damage to, or loss of, the Employer's property, when it is due to the Employee's negligence, may result in the Employee being held liable for repair, replacement, or payment thereof. All issues will be decided by the Employer.

12. DISCIPLINARY ACTION

The Employee may be separated by the Employer for any of the following:

- Misconduct;
- Insubordination;
- Negligence; including negligence in personal hygiene;
- Unsatisfactory performance;
- Non-performance of duties;
- Absence without official leave;
- Theft;
- Unauthorized use of employer's property;
- Violent behavior;
- Alcohol abuse,

13. TERMINATION OF CONTRACT

The contract will be automatically terminated when the Employer permanently leaves the post of his/her assignment. The Employer will issue termination notice at least one month before his departure failing which he/she will be required to pay one-month salary in lieu of notice. All seniority pay earned during the period of the contract will also be paid at this time.

In witness hereof, the parties below subscribe their names this _____ day of _____ 2019.

Employee

Employer

[illegible]

[illegible]



AISC

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