

### Rules and regulations to be followed by all the teaching and nonteaching staff of the school.

1. Teachers must be present in the school premises at least 5 minutes before the warning bell is rung for morning assembly.
2. All the staff has to mention the time of his/her arrival on the attendance register along with the signature.
3. No one can leave the school without informing the principal in between teaching hours or in free periods.
4. Those taking half day's leave may be allowed to do so under real and grave needs only. Two half days leave shall count for one CL.
5. **Use of mobile phone** while in the class is **strictly prohibited**. If found violating this rule the mobile phone may be confiscated for the whole day keeping it Switched Off.
6. No personal relations or friends are allowed to visit the teacher in the school premises under any circumstances, whatsoever. Only father/mother/husband/son/daughter/real brother of the staff may be allowed to meet the teachers in the school office at the discretion and satisfaction of the principal.
7. Those desiring to resign or leave the school for any reason must intimate the school manager regarding this at least one month in advance or he/she shall forfeit one month's salary in lieu of the notice. Similarly the school shall pay one month's extra salary if it removes any teacher without giving one month's notice.
8. All the works assigned to the teacher must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
9. **Any one found guilty of financial embezzlement, moral misconduct or any such act which may bring infamy to the school shall be expelled forthwith and such persons shall have no right to claim one months extra salary for his/her instant removal.**
10. **Corporal punishment** is **strictly banned** in the school. Anyone found guilty of giving corporal punishment shall be expelled at once. Legal action by the guardian and or the school may be initiated against him/her.
11. All the class/home work of the students must be properly checked and correction be done/ given for practice. Teacher must put her signature with date after checking the assignments.
12. **Any kind of language mistake- spelling, grammatical errors etc. on the students work by the teacher or on the students' diary while giving notices etc. shall not be tolerated and such teacher who commit this type of mistake shall be warned once or twice and finally removed if he/she has no effect of the warning.**
13. Application for grant of C L for pre planned/prescheduled programmes as interviews/ marriage/ examinations **must be given in advance**. No last minute application for such programmes shall be granted and the teacher shall be treated as absent from his/her duty and salary shall be deducted for the period he/she remains absent.
14. **A total of 10 C Ls and 10 M Ls (total 20) will be given from 1st July to 30th May**. If the leaves are not availed of by the teachers, the remaining leaves may be encashed at the rate of salary as in May. Note: Encashment of the remainder salary is totally at the discretion of the school management.
15. The teachers have to finish the course in stipulated time. The progress of the teaching shall be watched and monitored by the management. **The teachers have to give minimum result as fixed for each subject. Failing to give the desired result will adversely affect their increment/ incentives etc. Deduction from incentives, postponement of increment may be recommended for them.**
16. Teachers must have to cooperate in all school related activities even if these happen to be on **Sundays or Holidays**.
17. Teachers must have to do invigilation duty, evaluation of examination answer books etc without any extra payment. This is part of their duty and they are not entitled to claim any extra payment against this work.
18. No teacher is allowed to give private tuition to the students of this school or at least of the same class which he/she teaches in the school.
19. Students must be discouraged to give personal gifts to the teachers in the school. Any gift/ greeting etc as on Teacher's Day shall be collected in the office and later on passed on to the concerned teacher(s).
20. **No teacher shall be allowed to appear for any interview/take examination during his/ her stay in the school. These interview/examination may however be applied for with the written permission from the manager/secretary of the school.**  
Appointing authorities/Examining bodies may be intimated to initiate action against such persons who do not seek written permission from the school for this purpose. Taking "No Objection" Certificate from the employer is must for applying for any post or appearing at any examination- academic or competitive, whatsoever.
21. All the teachers are governed by the Society of the school and are bound to follow rules and regulations set by the management from time to time.
22. All the **new appointments** shall be **purely temporary** and for a maximum period of nine months i.e. from July to March. After assessing the performance, behavior and conduct of the teacher he/she may be given an extension for next three months.
23. Those appointed in or after November are not entitled for the salary of June of the following year.

24. All the teachers especially ladies have to follow the dress code of the school. They should come in sober, simple and tidy clothes. No fashionable or seminude clothing allowed.
25. Try at your best to inculcate good manners, discipline and high moral character among your students. You, as a teacher, are a role model for them. So first behave yourselves as you desire your students to They will only imitate you, your manners and your behavior. They will also remember you all through their lives, as your impression on the mind of these young and tender kids will be everlasting.
26. **In English medium classes only English speaking is allowed. Any teacher found interacting with the students in Hindi may be expelled from the school. Only Hindi/Urdu teachers are exempted from this rule.**
27. The staff may be given other facilities, incentives, interim relief, special relief, encashment of leaves, overtime for extra duty/work etc at the discretion of the management and provided that the financial condition of the school allows to do so. These incentives are in no way right of the teachers and may be discontinued / withheld at any moment without assigning any reason.
28. Teachers are given handsome increment. Extra or double increment may be considered for extra deserving teachers depending upon their performance.
29. **Increment may be withheld if the teachers' performance is found to be unsatisfactory at any moment.**
30. **One month's salary** of every teacher shall always remain with the school **as security** which will be returned after his/her resignation/removal from the school with the conditions as mentioned in para.7 of this rules. This security shall be deducted from the teachers in a maximum of 10 installments i.e. 10% of the salary per month for first ten months.
31. Cts have to keep their class attendance register, Teacher's Diary and other paper works complete and up to date.
32. Taking proper care of the classrooms, almirah, cupboards, school furniture etc is also the responsibility of the teachers. There should be no misuse of these items. Any damage caused to them due to negligence or carelessness of the teachers shall be punishable with appropriate fine.
33. Teachers have to keep watch that walls of the classrooms, verandah etc are not be made dirty nor any pencil marks, scratches etc made by the students. Train the students accordingly. Laxity on this part is intolerable.
34. **All the teachers will have to fill Teachers Diary on which, syllabus of all the subject which he/she teaches, teaching planning, annual, six monthly and monthly plans will be written. All kind of general information regarding the class, the students etc be also written ion this diary for ready reference to the teachers. Name and causes of the weak students, steps taken to remove their weakness etc shall also be written on the diary.**
35. Any interpretation, amendment relaxation, cancellation etc to the above or any other rule, regulation is the sole right of the management and is binding on all the staff in the school.

Dated: 24th June 2008

Manager/Secretary