

# **SCHOOL REGULATION FOR TEACHERS**

## **1. Duties and Responsibilities of a Teacher**

The teacher agrees to focus on creating an educational environment conducive to learning. Besides staying on top of the curriculum, the teacher shall perform the following duties and responsibilities:

- Ensuring student safety and welfare.
- Managing behaviour in the classroom, on school grounds, and during field trips.
- Maintaining the records of student's presence in the school daily.
- Ensuring equitable treatment of all students.
- Promoting self-esteem, independence, and self-discipline in students.
- Developing lesson plans that meet top-notch education standards.
- Evaluating student progress and reporting the same to parents during PTMs.
- Covering the syllabus with students to ensure understanding.
- Giving home assignments regularly and ensuring their timely completion.
- Preparing materials, such as classroom notes and lesson plans.
- Helping school organise various educational and cultural activities.
- Reporting any issue or complaints to the administrative authorities.
- Dressing him/her in professional manner.

## **2. Routine Work Schedule**

The teacher agrees to work from Monday to Saturday, except the Govt. Holidays, for **6.5 hours** daily, from **7:50 AM** to **2:30 PM** during *summers* and **8:50 AM** to **3:10 PM** during *winters*. The teacher also agrees to remain available for after-school hours for meetings and student support in exceptional cases.

- Teachers must be present in the school premises at least 5 minutes before the warning bell is rung for morning assembly.
- All the staff has to mention the time of his/her arrival on the attendance register along with the signature. The thumb/finger impression on the biometric machine is must. Salary will be made by seeing the attendance of all staff by biometric details print out only.
- All staff have to submit their cell phones in reception area. Use of mobile phone is strictly prohibited inside the school for selfies. If found violating this rule fine of 200/- will be imposed on concern one.
- All the teachers have to follow the dress code of the school. They should come in sober, simple and tidy clothes. No fashionable or seminude clothing allowed.
- Class teachers have to keep their class attendance register, Teacher's Diary and other paper works complete and up to date.

## **3. Salary and Additional Benefits**

In exchange for the services provided, the teacher is entitled to receive a monthly salary from the school. After rendering services for One year, a year-on-year increment of **10%** shall apply to the salary upon performance appraisal of the teacher.

In addition to the salary, the teacher is entitled to receive ESIC and paid leaves of up to 12 days per year (one paid leave each month).

A teacher's benefits besides a fixed salary might vary as per the school policies. These benefits can include free meals, paid time off, and more. However, it depends entirely on the school and which additional perks they want to provide.

- One month's salary of every teacher shall remain with the school as security which will be returned after his/her resignation/ removal from the school with the conditions as Security Money. This security shall be deducted from the teachers in a maximum of 10 installments i.e. 10% of the salary per month for ten months or as per staff's convenience.
- Those desiring to leave the school One-month Prior notice is mandatory from the concern person otherwise security money will not be issue at any case.
- 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.
- All the new appointments shall be purely temporary and for a maximum period of 10 months i.e. from April to March. After assessing the performance, behavior and conduct of the teacher he/she may be given an extension for next session.
- Increment may be withheld if the teacher's performance is found to be unsatisfactory.

#### **4. Holidays and Provisions for Leave**

The teacher is entitled to receive Government holidays, excluding Sundays and Second Saturday of every month. The teacher agrees that they will not take any leave or holidays during their contract without approval from the school.

They must give the school authorities a justifiable reason for seeking leaves. If the teacher wishes to take sick leaves, they must submit a medical certificate signed by a doctor.

- Those taking half day's leave may be allowed to do so under real and needs only. Two half days leave shall count for one CL. Three late will be counted as one leave.
- Application for grant of C.L. for pre-planned/prescheduled programmes 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 time he/she remains absent.

#### **5. Materials Provided by the School**

The school shall provide the required textbooks and additional resources to the teacher, which can be issued from the school library free of cost. However, if there is any damage to the textbooks and other resources due to the teacher's negligence, they will have to pay a fine of

**₹500 or the Cost of Damage** for every damaged material to the librarian.

## 6. Performance Appraisal

The teacher's performance will be evaluated once a Year regarding their student's progress and feedback from their fellow teachers and students.

## 7. Code of Conduct and Ensuring Discipline

The teacher's foremost responsibility will be maintaining decorum and discipline in the classroom. They can also take disciplinary action **except for physical punishment against students** if they feel it is necessary. The teacher must also protect the students from bullying and other forms of abuse during their classroom period.

## 8. Confidentiality and Proprietary Rights

The teacher may be exposed to the school's confidential information during their employment. Hence, the teacher agrees to maintain the confidentiality of confidential information, materials, and student's credentials.

The proprietary right of such information and materials shall remain with the school only. Therefore, any tangible material shared by the school with the teacher has to be returned within **7 days** from the date of employment period expiration.

## 9. Termination of Agreement

If the teacher wishes to resign voluntarily, they shall not be entitled to receive any benefits or salary for that particular month. Here are the conditions which can lead to the termination of the agreement:

- If the teacher fails to fulfill their duties and obligations as mentioned in this contract.
- If the school fails to pay the monthly remuneration without any reasonable cause.
- If the teacher is found guilty of any mistreatment regarding students or conducts any deceit in their services.
- If the teacher is found guilty of spreading rumours and falsified information about the school and their colleagues
- If the teacher is absent without informing and receiving approval from the school authorities for 7 days.
- If the teacher is found taking private tuitions of the school students.
- Memo – I (warning), Memo – II (Warning with 5 days salary deduction)
- Memo – III (Termination from job from the same date)
- Afore said memorandums depend upon the following criteria:

Absence without official leave for 6 days, Continuous parents' complaint for the same staff, Bad behavior at work with staff or students/parents, continuously negative reports from coordinators/ School admin section, yearly confidential report.

However, School needs to give no notice period or any compensation if it deemed necessary to terminate a teacher's service on grounds of Misconduct, subversive attitude or action or for any incident which is detrimental to the wellbeing and reputation of the school or any member of the school.

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

## **10. Miscellaneous**

- This agreement will be governed by the laws of the CAMBRIDGE HEIGHTS SCHOOL, SAGAR (M.P.).
- Teacher cannot waive any provision, obligations, or rights of this agreement unless established in writing with consent from School authorities.
- 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.
- Students must be discouraged to give personal gifts to the teachers in the school. Any gift/ greeting etc. as on Teacher's Day Guru Purnima shall be collected in the office and later on passed on to the concerned teacher(s).
- Taking proper care of classrooms, almirah, cupboards, school furniture etc. is also the responsibility of the teachers. Any damage caused to them due to negligence or carelessness of the teachers shall be punishable with appropriate fine. This is the duty of those teachers who were having their last period in any class to see the fans/lights were switched off or not.
- Pre-Primary class teachers have to give instructions to Ayah of particular class to clean the class and keep the stuff in proper place.
- In play and activity room area play group teacher has to keep eye on the students to use the soft toys and other things properly. Ayah has to keep the things in proper place daily.
- Receptionist's duty is to be very strict at their reception area. New stuff should be marked properly in stock register. If anyone wants any school item to take from school than permission is required and take their initials after wards.
- Receptionists have to give the gate pass to those who wants to leave in between school hours with duty signed from the office. No students will be entertained after school timings. This is the duty of the receptionists to be very strict regarding the school timings for pre-primary & other sections.
- Admin staff specially computer operators, accountants' duty is to complete their work in given stipulated time. School financial matter depends upon the student school fees only. If the fees will not be there in proper time budgeting will not be there in proper way.

## **11. Notice Period**

If the teacher quits the job on their own will, they will have to give the school authorities a notice period of **60 days or 2 Months**. Similarly, if the school expels the teacher without any justifiable reason, they will provide a notice period of **30 days or 1 Month** alongside the accrued salary to the teacher.

Teacher agrees to the aforesaid terms and conditions with their full awareness and demonstrates the same by signing the credentials below:

Date:

Teacher's Name and Sign: