

PROBATION

- 1) Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of one year from the date of his/her joining the duties. In the period of probation may be extended by the Manager by a further period not exceeding one year. Services of an employee during probation may be terminated by the manager without assigning any reason by giving one month's notice in writing or one month's salary including all allowance.
- 2) If an employee desires to be relieved during the period of probation, it will be necessary for him to give one month's salary including all allowances unless and otherwise the Manager permits relaxation under special circumstances.

CONFIRMATION

- 1) If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfills other requisite condition
- 2) The employee shall be informed of his confirmation within three months of the completion of probation period.

TERMINATION OF SERVICE DUE TO ABOLITION OF POSTS ETC.

- 1) If an employee at any time confirmation intends to resign he/she shall give three month's notice in writing or three month's salary including all allowances to the Management.
- 2) The Manager shall also be competent to terminate the services of a confirmed employee only in the case of abolition of a post due to closing down of school/ a class or reduction in the number of sections of a class or discontinuation of a teaching subject by giving three months notice in writing or three month's salary including all allowances.
- 3) The Manager shall have the power of to relax the period of notice or payment of salary in special circumstances.

Retirement

- 1) Every employee shall retire from service on attaining the age of sixty.
- 2) The Manager may grant extension if the employee has no mental or physical disabilities and his/her services are beneficial to the institution.

WORKING DAYS AND WORKING HOURS

- 1) The working days and holidays will be as per the school callender
- 2) The working hours will be such as may be specified from 9.30 am to 3.45 P.M.
- 3) Working hours of the non-teaching staff is from 9. 00 A.M to 4.15 P.M
- 4) As and when required an employee assigned any special duty even in it is to be done beyond the normal working hours in the interest of the school.
- 5) An employee is also required to conduct and organize co-curricular programmes and perform other duties even beyond the normal working hours.

NUMBER OF TEACHING PERIODS

- 1) Normally a teacher should be engaged as a full time employee expect in special cases bacuse of the nature of a subject where the work load does not justify a whole time teacher
- 2) Every teacher shall devote in a year not less than 1200 hours to teaching of students, out of which not more 200 hors may be required to be devoted for the coaching in the premises, of a week or gifted students whether before or after the school hours.
- 3) Provided that if any teacher is require to more than 1200 hours to the teaching of students extre remuneration shall be paid to him at such rate as may be determined by the managing committee, for every hour in excess of one 1200 hours devoted by him to the teaching of students.

MAINTENANCE OF RECORD BY THE TEACHERS

- 1) A teacher is expected to maintian the following documents and also any other record as may be specified from time to time.
 - a) Attendance register of the class for which he/she is the class teacher.
 - b) Personal Log book & Class Log Book, Programming of Instruction and leeson Plan
 - c) Cumulative result of his class
 - d) CRB (Cumulative record Book) of the class for which he/she is a class teacher.

ATTENDANCE OF EMPLOYEES

- 1) Every employee is expect to reach the school punctually and sighn the attendance register on arrical before the working of the school begins also mark the time of departure.
- 2) An employee who has not sighned the attendance register as above is liable to be considered absent from duty for that date.

SALARY

Salary to the employee shall be paid..... monthly in the scale allowed by the state Government.

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CONTRIBUTORY PROVIDENT FUND

Employees expect those employed to temporary vacancies and on part-time service will be required to become members of the contributory Provident Fund Scheme as required under the Employees Provident Fund and Miscellaneous Provisions act, 1952.

Representations

Representation to the Manager may be made only through Principal in case of teachers/other employees.

Application for Another Post.

No member of the staff shall apply for employment elsewhere without notifying through the Principal in writing to the Manager, who may grant such permission.

PRIVATE AND OTHER TUITIONS

) No Staff member shall undertake private or any other tuition without prior permission in writing of the Principal. Head of the institution.

LEAVE.

1. Every employee shall be entitled to such leave as are admissible to the employee of a corresponding status in Government Schools.
- 2) Encashment/accumulation of leave shall also be allowed as per Government rules.

GRANT OF LEAVE

- 1) Leave cannot be claimed as a matter of right.
- 2) Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal/Manager.
- 3) Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reasons should reach the Principal on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.

NOTE: An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought. If any employee does not apply within seven days of the expiry of leave for further leave. or has been absent from the school without leave for ten school days, the employee may be deemed to have deserted his post.

CODE OF CONDUCT FOR EMPLOYEES

- 1) Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct:
 - i) Habitual late coming and negligence of duty.
 - ii) Use of abusive language, quarrelsome and riotous behaviour.

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- iv) Disrespectful behavior, rumour mongering and character assassination.
- v) Making false accusations or assault either provoked or otherwise.
- vi) Use of liquor or narcotics on the school premise.
- vii) Embezzlement of funds or misappropriation of school property or theft or fraud.
- viii) Mutilation/destruction of school records and property.
- ix) Conviction by a court of law for criminal offence.
- x) Possession in school premises of weapons, explosives and other objectionable materials.
- xi) indulging in or encouraging any form of malpractice connected with examination or other school activities.
- xii) Divulging confidential matters relating to school.
- xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
- xiv) carrying on personal monetary transactions among themselves, with the student and/or with the parents.
- xv) Taking active part in politics.
- xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- xvii) Making sustained neglect in correcting class work or home work.
- xviii) Taking private tuitions without permission of school authorities.
- xix) Organising or attending any meeting during school hours except when he is required or permitted by the Head of the School to do so.
- xx) Absenting from work when through present in the school premises or absent without leave.
- xxi) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as selling agent or canvasser for any publishing firm or trader.
- xxii) Asking for or accept, expect with the precious sanction of the Manager, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, expect subscription from the members of any association or teachers.

However representation is not made in rude or indecorous language.

All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the school or the Boars. He shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

Service Books and Confidential Rolls

1. Service book containing factual of the employee, salary scale, increments, promotions, leave record, any disciplinary action or reward etc., shall be maintained for each employees on the form prescribed by the State Government. The signature of the employee shall be obtained for entries in the service book. Service book should be duly attested by the Head of the School in the case of employees and by the manager in the case of held of the institution

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2. Annual confidential roll shall be maintained by the school for every employee including the Head of the Institution. The confidential roll will contain assessment of work of the employee during the academic year including the results. Confidential rolls for the employees shall be written by the Head of the Institution and for the head of the Institution by the Manager.

3. Confidential rolls should be maintained in the form prescribed by the Department and should be kept confidential. Any adverse entry in the confidential roll should be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The representation will be considered by the next higher authority and if the higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the ACR.

4. Personal files shall be maintained by the school for each employees after verification and photostat copies kept in the personal files.

Disciplinary Procedure

Suspension.

1. The Manager may place an employee under suspension where:

- a) disciplinary proceedings against him are contemplated or pending.
- b) a case against him/her in respect of any criminal offence is under investigation or trial;
- c) he/she is charged with cruelty towards any student or any employee of the school;
- d) he/she is charged with cruelty towards any student or any employee of the school;
- e) he/she is charged with misbehavior towards any parent, guardian, student or employee of the school;
- f) he/she is charged with a breach of any other Code of conduct.

2. No order for suspension shall remain in force for more than six months unless the Manager, for reasons to be recorded by him in writing, directs the continuation of the suspension beyond the period of six months.

3. An employee shall be deemed to have been placed under suspension by an order of the Manager.

a) with effect from the date of the detention, if he/she is detained in custody for a period exceeding forty-eight hours on a charge of an offence which in the opinion of the Manager involves moral turpitude;

b) with effect from the date of his/her conviction, if in the event of a conviction for an offence involving in the opinion of the Manager, moral turpitude, he/her is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent on such conviction.

An order of suspension made or deemed to have been made under these rules may, at any time be modified or revoked by the Manager.

Subsistence Allowance: An employee under suspension shall in relation to the period of suspension, be entitled to a susstance allowance as per the rules in force in the State.

Penalties:

1. The following penalties may, for good and sufficientt reasons, including the breacg of one or more of the provisions of the Code of Conduct may be imposed upon an employee;

a) Minor penalties:

- i) Censure;
- ii) recovery from pay, the whole or part of any loss cause to the school by negllligence or breach of oreders;
- iii) withholding of increment of pay;

b) Major penalties:

- i) reduction in rank;
- ii) compusory retoremment;
- iii) removal from service, which shall not be a disqualification for future employment in any achool run by Society.

Procedure of Imposing Minor Penalty

1. No order imposing any major penalty on any employee shall be made except after an enquiry is held.
2. No oreders with regard to the imposition of a major penalty shall be made by the Manager except after consulting the governing body.

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