



LAXMI PUBLIC SCHOOL

LAXMI VIHAR , BEL ROAD , OBRA , AURANGABAD (BIHAR)-824124

(Affiliated to C.B.S.E, New Delhi, Aff. No. 330795)

WEBSITE – www.laxmipublicschool.in E-mail – lbsobra@gmail.com Mob.- 7542834724

Term & Services Conditions For Staff Appointment

1. Appointments to all categories of employee shall be made by managing Committee either by direct recruitment or by promotion through a Selection Committee Constituted by the School Society and in accordance with and upon such conditions as the Managing Committee may decide which shall be consistent with the norms of the Board/Bihar Government if statutory provision exists.
2. The Selection Committee shall include: -
 - (a) In the case of recruitment of the Head of the School:
 - The President of the Society.
 - The Chairman of the managing Committee
 - An educationist nominated by the managing committee
 - A person having experience of administration of school commented by the Managing Committee.
 - (b) In the Case of recruitment of Teacher and Librarian :
 - The Chairman of the Managing Committee
 - The Head of the School
 - An educationist nominated by the managing committee.
 - A Subject expert
 - (c) In the Case of recruitment clerical staff/lab Assistant:
 - The Chairman of the Managing Committee or any member of the managing committee nominated by the chairman
 - The Head of the School
 - Manager / Correspondent Managing Committee
 - (d) In the Case of recruitment of others
 - The Head of the institution
 - A nominee of school Managing Committee
3. The Selection Committee shall regulate its own procedure and in the case of any different of opinion amongst the members of the selection committee on any matter. It shall be decided by the society running the School.
4. Where any Selection made by the Selection Committee is not acceptable to the managing committee of the school. The managing committee shall record its reason for such none acceptance and refer the matter to the society running the school and the society. as the case may be shall decided the same.

MEDICAL CERTIFICATE AND CHARACTER CERTIFICATE

5. Every employee shall be required to produce the following certificates on appointment in the school:
 - (a) Medical Certificate if Fitness from a hospital established or maintained by the Government of local authority.
 - (b) Two Certificates from educationists or any other respectable members of society, not related to the candidate certifying the character and conduct to the satisfaction of the school authorities.
 - (c) Original Degree/Diploma certificates along with Certificates of experience if any with attested photocopies there of original certificate will be returned after verification.



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PROBATION

6. 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 him/her joining the duties. The period of probation may be extended by the Managing Committee by further period not exceeding one year. Services of an employee during probation may be terminated by the Managing Committee without assigning any reason by giving one month's notice in writing or one month's salary including all allowances.
7. If any employee desires to be relieved during the period of probation. it will be necessary for him to give one month's notice in writing or one month's salary including all allowances unless and otherwise the Managing Committee permits relaxation under special circumstances.

CONFIRMATION

8. If the Work and conduct of any 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 fulfils the other requisites conditions.
9. The employee shall be informed of his confirmation within three months of the completion probation period.

RETIREMENT

10. Every employee shall retire from services on attaining the age of 58 years.
11. The Managing Committee may grant extension if the employee has not mental or physical disabilities and his/her services are beneficial to the institution.

WORKING DAYS AND WORKING HOURS

12. The Working hours will be such as may be specified from time by the principal.
13. Working hours may be different for teaching and non-teaching staff as may be specified by the principal.
14. As a When required an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the School.
15. An employee is also required to conduct and organize co-curricular programs and perform other duties even beyond the normal working hours.

MAINTENANCE OF RECORDS BY THE TEACHERS

16. A Teacher is expected to maintain the following documents and also any other record as may be specified from time to time Attendance Register of the class for which he/she is the class teacher. Teacher's dairy (Log Book/Lesson Plans) Cumulative result of his class attendance dairy of optional subject in case of teachers teaching such optional subjects Stock Register of properties held by him/her. CRB (Commutive Record Book) of the class for which he is class teacher. Fee Collection Book of the class.

ATTENDANCE OF EMPLOYEES

17. Every employee is expected to reach the school punctually and sign the attendance register on arrival before the working of the school begins and also mark the time of departure.
18. An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date. On arrival in the morning all teachers will meet the principal.

CONTRIBUTORY PROVIDENT FUND – PENSION SCHEME

19. Employee expect those employed in 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 or shall be eligible for pension and gratuity if adopted by the school.



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PERMISSION TO ADD QUALIFICATION

20. No Teacher shall be permitted to apply for adding qualifications before completing two years service.

21. Individual cases duly recommended by the principal may be considered when due by the Managing Committee as also under special circumstances before completion of two years.

PRIVATE AND OTHER TUTIONS

22. No Staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the Institution Group tuitions in the school shall not be allowed.

CODE OF CONDUCT FOR EMPLOYEES

23. Every employee shall be governed by the code of conduct .The following acts shall constitute breach of code of conduct:-

- Habitual late coming and negligence of duty (more than three times in a year).
- Use of abusive language quarrelsome and riotous behavior.
- Insubordination and defiance of lawful order
- Disrespectful behavior, rumor mongering and character assassination.
- Making false accusations or assault either provoked or otherwise.
- Use of liquor or narcotizes on the school premises.
- Embezzlement of funds or misappropriation of school property or theft or fraud.
- Mutilation/destruction of school records and property.
- Conviction by a court of law for criminal offence.
- Possession in school premises of weapons explosives and other objectionable materials.
- Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- Divulging confidential matters relating to school.
- Obstructing other member on the staff from lawful duties and indulging in any short of the staff from lawful duties and indulging in any short of agitation to coerce or embarrass the school authorities.
- Carrying on personal monetary transactions among themselves,with the students and/or with the parents.
- Taking active part in politics.
- Propagating through teaching lesson or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- Making sustained neglect in correcting class work or home work.
- Organizing or attending any meeting during school hours except when he is required or permitted by the head of the school to do so.
- Absenting from work even though present in the school premises or absent without leave.
- Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
- Asking for or accept with the previous sanction of the society any contribution or otherwise associate himself with the raising of funds of any kind of make any condition whether in cash or in kind pursuance of any object. What so ever expect subscription from the members of any association of teachers



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24. The following shall not be deemed as a breach of the code conduct.
 - [a] To appear at an examination to improve his qualification with the permission of the employer.
 - [b] To become or to continue to be a member of any religious, literary scientific or professional organization or cooperative society.
 - [c] To organize or attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises.
 - [d] To make any representation to the management for the redresses of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.
25. Punctuality services of staff who are habitually late /absent without sufficient cause of may be terminated after due notice.
26. All staff especially teachers are expected to display exemplary conduct, especially in case of the children and in extending due courtesy to the parents.
27. Beating/abusing of the children strictly prohibited counseling or parents/students will be the mode adopted for reformation.
28. A child may be expelled from the school if his conduct if his conduct has adverse effect on the children. The Managing Committee will forward its recommendation to the Director for cases of this kind. The decision of the Director will be final.
29. weaving of shawls knitting private reading doing correction work when the children are in class shunning duty etc bring disrepute to the school and strictly forbidden.
30. 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 time should be an inspiration of youth Committee to their care The teacher shall attend to his duties with care and commitment with the duties assigned to him by the head of the school or the board. 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

31. Annual confidential roll shall be maintained by the school for every employee including the Head of the employee during the academic year including the institution and for the Head of the institution by the Manager/Secretary/Correspondent.
32. Confidential rolls should be maintained in the form prescribed by the Education Department of the State/U.T. concerned 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.
33. Personal files shall be maintained by the school for each employee. The original certificate /degrees shall be returned to the employees after verification and Photostat copies kept in the personal files. School Authorities should not keep the original certificate with them.

DISCIPLINARY PROCEDURE

34. Suspension. The school Managing Committee may place an employee under suspension where:
 - (a) The 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 embezzlement
 - (d) He/she is charged with cruelty towards any parent guardian student or employee of the school.
 - (e) He/she is charged with a breach of any other Code of Conduct.



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35. No order for suspension shall remain in force for more than six months unless the Committee, for reasons to be recorded by it in writing directs the continuation of the suspension beyond the period of six months.
36. Where the Principal/Manager intends to suspend any of the employee such intention shall be communicated to the Chairman of the School, Managing Committee and no such suspension shall be made except with prior approval of the Chairman of the Committee provided that the Principal/Manager may suspend an employee with immediate effect and without prior approval of the Chairman of the Committee if he/she satisfied that such immediate suspension is necessary by reason of the gross misconduct within the meaning of the Code of Conduct or involves moral turpitude.
37. Provided further no such immediate suspension or the suspension made with the approval of the Chairman of the Committee shall remain in force for more than a period of fifteen days from the date of suspension unless it has been communicated to the committee and approved by it before the expiry of the said period. Where the intention to suspend or the immediate suspension of an employee is communicated to the committee, it may if it is satisfied that there are adequate and reasonable grounds for such suspension accord its approval to such suspension.
38. An employee's shall be deemed to have been placed under suspension by an order of the " school managing committee"
39. with effect from the date of 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 committee involves moral turpitude.
40. with effect from date of his /her conviction, if in the event of a conviction for an offence involving in the opinion of the committee moral turpitude he / she 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.
41. Explanation: the period of forty eight hours referred to in this rule shall be computed form the Commencement of detention or conviction as the case may be and for this propose intermittent periods of detention shall be taken into account.
42. Where a penalty Or dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence of, or, by decision of a court of law. And the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee. on the same allegations on which the penalty of dismissal, removal, or compulsory retirement was originally imposed such an employee shall be deemed to have been placed under suspension by the committee from the date of original order of dismissal, removal compulsory retirement and shall continue to remain under suspension until further orders.
43. Provided that no such further shall be ordered unless it is intended to meet a situation
Where the court has passed an order purely on the technical grounds without going into the merits of the case.
44. An order of suspension made or deemed to have made in these rules shall continue o remain in force until it ids modified or revoked by the committee.
45. When an employee is suspended or is deemed to have been suspended and anyother
Disciplinary proceedings is commenced against him during to continuance ofb the suspension, the Committee may for reason to be recorded by it in writing direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.
46. An order of suspension made deemed to have been mad e under these rules may, at any time be modified or revoked by the committee



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47. Subsistence allowance: an employee under suspension shall, in relation to the period of suspension, entitled to the following payments, namely:
- (a) A subsistence allowance at an amount equal to one half of the pay last drawn by him/her and in addition to such pay, dearness allowance at an appropriate to be paid in the same manner as the salary.
 - (b) Any other compensatory allowance admissible from time to time on the basis of which the employee was in receipt on the date of suspension.
48. Provided that the employee shall not be entitled to the compensatory allowance unless the committee is satisfied that the employee continued to meet the expenditure for which such compensatory allowance is admissible.
49. Provided that where the period of suspension is extended beyond three months .The committee shall be compare into vary the amount of subsistence allowance for the period of first three months as follows:
- (a) The amount of subsistence allowance may be increased by a suitable amount not exceeding fifty percent of the subsistence allowance admissible for the period of the first three months in the opinion of the committee to be recorded in writing; the period of suspension has been prolonged due to reason not directly attributable to the employee.

 - (b) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence admissible during the period of the first three months. if in the opinion of the appointing Authority. the period of suspension has been prolonged due to reasons be recorded in writing directly attributable to the suspended employee.

 - (c) No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation.
50. Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension and who fails to produce such a certificate for any period or periods during which he/she is deemed be placed or continue to be under suspension, he/she shall be entitled to the subsistence allowance and other allowances equal to the amount by which his/her earnings during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him/her. Where the subsistence and other allowances admissible to him/her are equal to or less than the amount earned by him /her nothing in this proviso shall apply to him/her.



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PENALTIES

51. The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct may be imposed upon an employee.

(a) Minor penalties

- censure
- Recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders
- Removal from service, which shall not be a disqualification for future employment in any school run by the Society

(b)

- Reduction in rank
- compulsory retirement
- Removal from service, which shall not be a disqualification for future employment in any school run by the Society

52. **Explanation:** The following shall not amount to a penalty/within the meaning of this rule namely.

(a) Retirement of the employee in accordance with the provision relating to superannuation retirement.

(b) Retirement of a teacher who has not qualified on the date his/her appointment by a qualified one.

(c) Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave. Suspension or the like.

PROCEDURE OF IMPOSING MINOR PENALTY

53. No order in case of a minor penalty shall be made except after informing the employee of the proposal to take action against him/her and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

54. No order imposing on any employee any major penalty shall be made except after an inquiry is held as far as may be, in the manner specified below:

(a) The disciplinary authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to employee and he/she shall be required to submit within such time as may be specified by the disciplinary authority but not later than two weeks, a written statement of his / her defense and also to state whether he/she desires to be heard in person.

(b) On receipt of the written statement of defense, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted or if it considers it necessary to do so, appoint an inquiry officer for the purpose.

(c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry recording his findings on each of the charges together with the reasons thereof;

(d) The disciplinary authority shall consider the report of the inquiry and record its findings on each charge and if the disciplinary authority is of opinion that any of the major penalties should be imposed it shall:-



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- (I) furnish to the employee a copy of the report of the inquiry officer, where an inquiry has been made by such officer.
- (II) give him/her notice in writing stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within the specified time, not exceeding two weeks, such representation as he/she may wish to make against the proposed action.
- (III) On receipt of the representation if any, made by the employee, the disciplinary authority shall determine what penalty, if any should be imposed on the employee and communicate its tentative decision to impose the penalty to the Committee for its prior approval.
- (IV) after considering the representation, made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty, which it proposes to impose on the employee and send its findings and decision to the Committee for its approval and while doing so the disciplinary authority shall furnish to the employee all relevant records of the case including the statement of allegations, charges framed against the employee, representation made by the employee, a copy of the inquiry report, where such inquiry was made and the proceedings of the disciplinary authority.
- (V) No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Committee.

PAYMENT OF PAY AND ALLOWANCES ON REINSTATEMENT

56. When an employee who has been dismissed, removed or compulsorily retired from service is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension proceeding the dismissal removal or compulsory retirement as the case may be, the Committee shall consider and make a specific order :-
- (a) With regard to the salary and allowances to be paid to the employee for the period of his absence from duty including the period of suspension proceeding his dismissal, removal or compulsory retirement as the case may be; and
 - (b) Whether or not the said period shall be treated as the period spent on duty.
 - (c) Where the Committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service has been fully exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he not been dismissed, removed or compulsorily retired from service or suspended prior to such dismissal, removal or compulsory retirement from service, as the case may be.
 - (d) Provided that where the Committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation, if any, made by the employee, direct, for reasons to be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowance as it may determine.
 - (e) The payment of allowance shall be subject to all other conditions under which such allowances are admissible and the proportion of the full salary and allowances determined shall not be less than the subsistence allowance and other admissible allowances.



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DISCIPLINARY COMMITTEE

57. In Case the employee Wishes to appeal against the order of the Disciplinary Authority, the Appeal shall be referred to a disciplinary committee. The disciplinary committee shall consist of the following:-

(a) The chairman of the school managing committee or in his absence any member of the committee nominated by him.

(b) The manager of the school and where the disciplinary proceeding is against his/her any other person of the committee nominated to the adviser.

(c) The head of The except where the disciplinary is against his/her the director/chairman of the society.

(d) One teacher who is a member of the School managing committee nominated by the chairman of Committee.

(e) The disciplinary committee shall carefully examine the findings of the inquiry officer reasons for imposing for imposing penalty recorded by the disciplinary authority and the representation by the employee and pass orders as it may be fit.

SUPPLEMENTARY RULES

Classification

58. Teachers are classified as given below

Appointment	Classes	Minimum Qualification for Employment
(a) Pre Primary (PPT)	Pre Nursery to UKG	Montessori or Equivalent
(b) Primary (PT)	I to V	Graduate & B.Ed. or Equivalent
(c) Trained Graduate Teacher (TGT)	VI to VIII	Graduate & B.Ed. or Equivalent
(d) Post Graduate Teacher (PGT)	IX upwards	Post Graduate B.Ed./M.Ed higher/ equivalent

59. The management may appoint a person with higher qualification on a lower appointment at its discretion.

60. Only trained teachers can be appointed on permanent basis, any appointment contrary to this, Will be void ab-initio

61. As per the requirement of the school, teachers may also be appointed on contractual basis; however, no contractual period should exceed two years.

62. If suitable trained teachers are not available, adhoc/temporary teachers may be appointed .However such teachers will be relieved once trained teachers become available. In no case such teachers will have a lien to a permanent vacancy.

63. Unless intimated in Writing to the above effect a teacher will continue to be probation.

64. Salaries of teachers will be fixed at the beginning of an academic session by the management committee .As far as it practical , no midterm changes in salaries will be effected.

SECURITY DEPOSIT

65. All teachers on appointment will be committed to work minimum of one academic session . On Appointment the teachers will deposit their first salary as security with the school . In case a teacher leave or before completion of one year , for whatever reason, school will forfeit the security deposit .No reorientation or any kind will b entered to waive clause . This condition applies, irrevocably and in addition to a other condition.

TERMINATION/LEAVING OF SERVICE

66. A teacher on probation/contract/temporary appointment is required to give one month notice in case she/he wishes to leave in case she is unable to give such notice. She will be required to pay



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On month salary in lieu. In case the management wishes to terminate the services, it shall also give one month notice or pay on month salary in lieu.

67. All resignation should be in writing .A teacher who absent herself for over 10 days without any reason /prior intimation will be deemed to have abandoned his /her appointment. The management may reappoint such a person afresh at its discretion.

DISCIPLINE

68. All teachers will work under the direction of the principal, whose instructions will be final in all matters.

69. However, for all terminations, the authority vests with the chairman who will be guided by the recommendations of the principal /inquiry officer –as relevant.

70. Teacher may be counseled by the principal or any member of the management committee.

71. Annual increment in salaries will not be a right but will be based on performance and decision of the management in this regard will be final.

72. In addition to class responsibilities the principal may assign a teacher any other academic or administrative tasks or change their assignment /class-at any time at his/her sole discretion except on weekly holidays teachers may e called for duty on any festival/ national holidays /summer /other vacations. If called on a weekly holiday teachers will be compensated by giving an alternative holiday However, the span between such adjustments should not be more than 10 days.

SCHOOL WORKING HOURS

73. The management may change /increase the working hours at its discretion, any time.

LEAVE

74. The following leave is authorized to only permanent teacher:-

(a) Casual leave: - 7 days in year

(b) Medical leave: - 8 days In year

(c) Maternity leave: - As per the maternity Benefit Act – 1961

75. Teacher will be paid for the summer vacation only if they have completed one full academic year. Such payment will be made to those eligible after the summer vacation. Only if they join the school on the first day of reopening Any teacher Who fails to do this will not be paid for the summer vacation.

76. Being late or leaving early for more than three times in a month will constitute on absence.

PRIVATE TUTIONS

77. Teacher will not undertake tuitions of any kind the without the written permission of the principal. If this rule is violated. Services of a teacher are likely to be terminated without notice or compensation of any kind.

CONDUCT

78. Abusing or awarding physical punishment to the children is forbidden.

79. All Teachers will observe due courtesy towards the parents. They shall meet the parants only after taking permission from the Principal/Coordinator (Once appointed)

80. During the school hours teachers are expected to be with the children in their charge all the time. They will be responsible for their safety and care.

81. Teachers will not leave the school without ensuring that each child in her/his charge has safety boarded his respective bus the importance of this responsibility especially for the small children cannot be over emphasize any lapse in this regard will be viewed seriously.

82. for any issue not given in these rules service condition as laid down in the Bihar State Education Act Will be strictly followed.



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TRANSPORT

83. Depending on the vacant seats available, teacher may be permitted to travel in the school transport on payment. However, if the buses get crowded, such facility will be withdrawn, without notice. The decision of the Management in this regard will be final and no representation of any kind will be accepted.

DRESS CODE

84. Teachers will observe the laid down dress code. The dress code is under:-

(a) Female teacher will attend school either in Salwar Suit or in Sarees.

No transparent cloth is permitted

(b) Heavy jewelry & make up is not permitted.

(c) Suitable dress may be worn for all physical activities like sport & yoga. Prior permission of the principal for this is necessary.

(d) Male teacher will attend school in full pant\ trousers and shirt only.

HOUSE KEEPING

85. Teacher will endeavor to ensure the highest standard of “house keeping” in their class/area of responsibility.

FREE EDUCATION FOR CHILDREN

86. The school provides free education (exemption of academic fee only) for one child of all staff actually serving in the school.

CONCLUSION

87. Finally, the teachers bear the onerous responsibility of setting an ex. In all fields & specially character, for the young children

88. The ‘The service conditions’ may be revised, in the interest of the school/student/teachers, at any time. by the management.

.....
Sign of School Authority

.....
Sign of Employee



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CODE OF CONDUCT

I.....,Principal/teacher/staff of **Laxmi Public School Laxmi Vihar Bel Road Obra Aurangabad(Bihar)** hereby undertake to do my best to facilitate the learning of every child. I also undertake to rain from the following in all circumstance:

EMOTIONAL ABUSE AGAINST CHILDREN

- Abandoning children without providing for their care after school, when not picked up in time.
- Inadequate attention, ignoring or disregarding the child.
- Leaving a child unattended in the toilet/ classroom.
- Any kind of threat such as will not let the child go home, etc.
- Threatening to tie their hands& legs.
- Locking up a child.
- Formatting/ forcing a child to remain in his/ her soiled clothes.
- Belittling or shaming a child .
- Bias on the basis of color, caste, race, gender, financial status.

PHYSICAL ABUSE AGAINST CHILDREN

- Denying a child his basic right to food and nature's cell.
- Keeping a child out of the class in the sun / rain/shouting with raised voice.
- Any form of corporal punishment like hitting, pinching, tugging at hair, putting scotch tape on their mouth, standing in a corner on one foot, flinging things at the child etc.

USUAL ABUSE AGAINST CHILDREN

- Violations of privacy- undressing the child, forcing a child to undress, spying on a child in the bathroom.
- Exposing children to adult sexuality- performing sexual acts in front of a child, exposing genitals, telling "dirty" stories, showing pornography to a child.
- Fondling- touching or kissing a child's genitals, making a child fondle an adult's genitals.
- Behavior involving penetration- vaginal or anal intercourse and oral sex.

The read the above and promise to adhere to the same under all circumstances. I also undertake that, if I witness any actions, which threatens the safety of the child (emotional, physical or sexual) at the centre. I will immediately bring it to notice of **Laxmi Public School** I understand that indulgence or failure to act in preventing child abuse at **Laxmi Public school** has consequences punishable by law.

Signature

Date



LAXMI PUBLIC SCHOOL

LAXMI VIHAR , BEL ROAD , OBRA , AURANGABAD (BIHAR)-824124

(Affiliated to C.B.S.E , New Delhi, Aff. No. 330795)

WEBSITE – www.laxmipublicschool.in E-mail – psobra@gmail.com Mob.- 7542834724

LEAVE RULES

All staff members LAXMI PUBLIC SCHOOL , Laxmi Vihar , Bel Road , Obra , Aurangabad (Bihar) - 824124 will be bound by the following leave rules.

General Principals Regarding Grant of Leave

Applicability :- The provisions contained in these rules shall apply to all employees of the Laxmi Public School , Laxmi Vihar , Bel Road , Obra , Aurangabad Bihar – 824124

Right to leave

Leave can't be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.

Authority to empowered to sanction Leave

Application for leave shall be addressed to the Head of the Institution on the prescribed format. Leave may be sanctioned by the Head of Institution or by a member of staff to whom the power has been delegated by the Director.

Commencement and termination leave

Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed. Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

However if Sundays, Restricted Holidays or the vacation fall within the period of leave, no it will be included in the leave.

Grant of Leave in the event of resignation

If any employ of the Institution resigns, he/she shall not be granted either prior or subsequent to his resignation any leave due to his/her credit.

Rejoining duty on return from Leave on medical grounds

An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.

Leave sanctioning authority may secure second medical opinion, if considered necessary.

Rejoining duty after the expiry of leave

Except with the permission of the authority, who granted leave , no member of the staff on leave may return to duty after the expiry of the period leave granted to him/her . They should not register their attendance on the Bio metric System without the sanction of the Head of Institution. No salary be paid for the days of absence after expiry of leave if the particular staff member has Casual leave (C.L) in his/her account.

Maximum period of absence from duty

No member of the service shall be granted casual leave for a continuous period exceeding four days even if they have more leaves in their credit. A member of the staff who remains absent for more than 6 working days beyond sanctioned leave or 6 working days without sanctioned leave shall be deemed to have resigned from the service.

