



GLOBAL PUBLIC SCHOOL

Senthamaram Main Road, Idaikal

Kadayanallur Taluk - Tenkasi District - 627 804

SERVICE RULE FOR EMPLOYEES AS PER THE CBSE BYE-LAWS

Working Days and Working Hours as per Clause no. 31

1. The working days and holidays will be as per State Government Schools or Kendriya Vidyalayas.
2. The working hours will be such as may be specified from time to time by the Principal. Normally the working hours will conform to the Kendriya Vidyalayas.
3. Working hours may be different for teaching and non-teaching staff as may be specified by the Principal.
4. As and 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.
5. An employee is also required to conduct and organise co-curricular programmes and perform other duties even beyond the normal working hours.

Number of Teaching periods as per Clause no. 32

1. Normally a teacher should be engaged as a whole-time employee except in special cases because 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 the teaching of students, out of which not more than 200 hours may be required to be devoted for the coaching in the school premises, of weak or gifted students, whether before or after the school hours.
3. Provided that if any teacher is required to devote more than 1200 hours to the teaching of students, extra remuneration shall be paid to him at such rate as may be determined, by the managing committee, for every hour in excess of 1200 hours

devoted by him to the teaching of students.

Attendance of Employees as per the Clause no 34

1. 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.
2. An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.

Grant of Leave as per Clause no. 41

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.

Code of conduct for employees as per Clause no. 42

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 behavior.
- iii) Insubordination and defiance of lawful order.
- iv) Disrespectful behaviour, rumour mongering and character assassination.
- v) Making false accusations or assault either provoked or otherwise.

- vi) Use of liquor or narcotics on the school premises.
- 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 even though 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 a selling agent or canvasser for any publishing firm or trader.

xxii) Asking for or accept, except with the previous sanction of the society, 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, except subscription from the members of any association of teachers.

xxiii) As per the Right To Education, Act-2009 no staffs are allowed to give any kind of corporal punishment to any students.

2. 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 of the youth committee 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 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.

3. The following shall not be deemed as a breach of the Code of Conduct.

i) to appear at an examination to improve his qualifications with the Permission of the employer.

ii) to become, or to continue to be a member of any religious, literary, scientific or professional organisation or cooperative society.

iii) to organise or attend any meeting outside the school hours subject to the condition that such meeting is held outside the school premises.

iv) to make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.

v) as per the RTE, Act 2009 no staffs are allowed to give any kind of physical punishment to any children's.