

SERVICE RULES FOR TEACHERS **& NON-TEACHING STAFF**

All employees of Good Samaritan School shall be governed by the Code of Conduct and Service Rules prescribed by The Good Samaritans society and the Management Committee of Good Samaritan School, as specified in rule 122 of DSEA&R 1973.

Every employee shall be liable to disciplinary action for the breach of any provision of the Code of Conduct and Service Rules as specified in the contract of service between the management of the school and the concerned employee.

(1) The Code of Conduct for the teaching or nonteaching staff of the Good Samaritan Schools shall be as follows:

a) No teaching or nonteaching staff shall –

- 1) Knowingly or wilfully neglect his duties;
- 2) Propagate through his teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity;
- 3) Discriminate against any student on the ground of caste, creed, language, religion, place of origin, social and cultural background or any of them;
- 4) Indulge in, or encourage, any form of malpractice connected with examination or any other school activity;
- 5) Make any sustained neglect in correcting classwork or homework done by students;
- 6) While being present in the school, absent himself (except with the previous permission of the head of the school) from the class while he is required to attend;
- 7) Remain absent from the school without leave or without the previous permission of the head of the school:

Provided that where such absence without leave or without the previous permission of the head of the school is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if on return to duty, the teacher has applied for and obtained, *ex post facto*, the necessary sanction for the leave;

- 8) Accept any job of a remunerative character from any source other than the school or give private tuition to any student or other person or engage himself in any business;
- 9) Prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication;
- 10) Engage himself as a selling agent or canvasser for any publishing firm or trader;
- 11) Ask for or accept (except with the previous sanction of the Chairman, Managing Committee) any contribution, or otherwise associate himself with the raising of any funds or make any other collections whether in cash or in kind, in pursuance of any object whatsoever.
- 12) Enter into any monetary transactions with any student or parent; nor shall he exploit his influence for personal ends; nor shall he conduct his personal matters in such a manner that he has to incur a debt beyond his means to repay;
- 13) Accept, or permit any member of his family or any other person acting on his behalf to accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the school.

Explanation. – (a) The expression “gift” shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealing with him in connection with the school.

b) Dealing with students & staff

- 14) Practice, or incite any student to practice, casteism, communalism or untouchability;
- 15) Practice, or incite any student to practice sexual abuse in any form.
- 16) Cause, or incite any other person to cause, any damage to school property;
- 17) Behave or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises;
- 18) Be guilty of, or encourage violence or spread any false accusation of a co-worker or spread false and damaging

information about any staff or department or management or the school per se, or any conduct which involves moral turpitude;

- 19) Be guilty of misbehaviour or cruelty or misconduct or sexual harassment towards any parent, guardian, student, teacher or other employee of the school;

c) Personal Discipline

- 20) Be guilty of borrowing money or any other material from students or other staff.
- 21) Be guilty of use of drugs, intoxicating drinks or any other substance abuse;
- 22) Be guilty of spreading rumours of any kind that may damage the integrity of the school.
- 23) Be guilty of accusing the school authorities or incite others to rise against the school management;
- 24) Organize or attend any meeting during the school hours except where he is required or permitted by the head of the school to do so;

d) Use of Time

- 25) The teaching or nonteaching staff shall observe punctuality and regularity in his attendance and will not absent himself/herself without obtaining the previous sanction of the principal in writing.
- 26) The teaching or nonteaching staff shall devote his/ her whole time to the duties of the said employment and will not, on his/her own account or otherwise either directly or indirectly carry on or be concerned in any personal work, gossip, trade or business whatsoever.
- 27) The teaching or nonteaching staff shall work within the framework of the aims and objectives of the school as defined in the prospectus and as interpreted by the owning 'The Good Samaritans' society.
- 28) The teaching or nonteaching staff shall conform to all the rules and regulations in force in the school and will obey all such lawful orders and directions as he/she shall from time to time receive from the Principal or Manager or someone duly authorized by him/her.

- 29) The teaching or nonteaching staff shall work honestly, efficiently and diligently under the orders and instructions of the Principal or one delegated by him/her, and will make himself/herself useful by actively participating in all school activities.
- 30) The teaching or nonteaching staff shall be punctual in respect of his entering classroom, doing class-work and also for any other work connected with the duties assigned to him by the head of the school;
- 31) He /she shall leave the school campus after completing the day's work and submitting a report of the same to his immediate supervisor.
- 32) He/she shall come prepared for the class with clear Lesson Plans, meanings, explanations etc. to teach the students.
- 33) He/she shall teach the class based on the Text Books (NCERT or CBSE) prescribed by the school.
- 34) He/she shall submit to the Supervisor Weekly Lesson plans in the given format and daily Lesson Notes in the form of Teacher's Diary.

e) Duties related to Students

- 35) The teacher shall carefully identify learning disabilities with the help of the Special Educator and give Special Education to such students outside of class time.
- 36) He/She shall carefully record anecdotes – good or bad – of the student in the school campus and maintain a Student Portfolio file.
- 37) He/She shall in case of emergency contact first the school authorities and with their consent, the parents.
- 38) He/she shall abide by the rules and regulations of the school and show due respect to the constituted authority.

f) Timing

- 39) All staff are expected to report to duty at 7:30 a.m. or 6:00 a.m. as the case may be. They should bring their students in line for Assembly at 7:40 a.m.
- 40) All class teachers will be in their respective classes from 7:50 to 8:00 a.m. during zero period. Subject teachers will be on corridor duty. No teacher should be found sitting in the staff room during this period.

- 41) All teachers are expected to take breakfast at home and not during school hours, except during the lunch break time.

g) Leave Rules

(1) Casual Leave:- A Teacher is eligible to avail casual leave for a total of 8 days in a calendar year for special needs. This leave shall not be accumulated, nor shall it be combined with any other kind of leave. Normally, it is given just one day per month. After one year of service three days of casual leave are given at a time if the said teacher has not availed of the same in the previous months.

The leave request for Casual Leave ought to be given at least 15 hours before or before leaving school the previous day.

For leave request due to emergencies on the same day, message has to be sent before 6.30 a.m. to the Principal/ Vice-Principal.

Any leave is not a matter of right but should be asked for and granted before taking leave. If it is not approved, it will be Leave without Pay.

Not more than six teachers will be granted leave per day. If any person takes leave beyond this number, the leave will be considered as Leave without Pay.

(2) Earned Leave: After completion of one year of uninterrupted service, a teacher can avail of earned leave of 10 days per annum, calculated January to December; 5 days in the first six months and 5 days in second six months.

Permission for Earned Leave must be applied for and approved 15 days prior to the leave period.

(3) A teacher cannot take leave on both sides of any holiday in which case, the days including the holidays will be considered as leave taken.

(4) Leave without Pay

Staff meeting and other functional days will be considered as compulsory attendance days. Absenteeism during those days will be Leave without Pay.

(5) Late coming

Late coming will result in Loss of pay @ ½ day loss of pay for 3 late coming. Any left out late coming will be carried over to the next month.

If the late coming is for more than 15 minutes, it will be considered half day loss of pay.

h) Discipline

- 42) Personal laptops and pen drives will not be allowed in school.
- 43) Use of electronic equipment is prohibited during the school hours.
- 44) They are not allowed to use mobile phones during class hours, and not carry mobile phones to classroom. Mobile phones will not be used by teachers during school hours from 7:30 a.m. to 2:15 p.m. It should be on silent mode / switched off. However teachers may check their phones from 11:20 to 11:40 a.m. and after 2:30 p.m.
- 45) Staff should not pass or message indecent, hurting & derogatory comments. They should not click selfies or take photos of anyone else or any place in school.

i) Classroom Behaviour

- 46) Teachers are not expected to sit on the desk or put leg on bench while in the classrooms. They are expected to stand and teach.
- 47) The teachers should not whistle or shout or scream or beat the students or throw anything on the students.
- 48) They should treat all students with compassion and discipline.

j) Dress Code

- 49) Lady Teachers shall come modestly clad in Sari and blouse. No deep neck or showing of stomach is allowed.
- 50) Hair should be tied up.

- 51) Men should come to school in modest formals (Shirt, Pant) and no tight-fitting garments. T-Shirt, Kurta, Pyjama and Jeans are not allowed in the campus.
- 52) Men shall come to the campus clean shaven.

k) Teachers are encouraged

- (i) to become, or to continue to be, a member of any literary, scientific or professional organization;
- (ii) to make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or indecorous language;

- (2) The breach of any condition specified shall be deemed to be a breach of the Code of Conduct.

In a disciplinary proceeding against a teacher or nonteaching staff, for charges as alleged pertaining to malpractice, neglect in correcting class/homework of the students, failure to follow working instructions and repetition of class paper for subsequent years, will come within the purview of rule 115-120 of the Delhi School Education Rules 1973.

I) Penalties on Breach of Code of Conduct

The penalties imposed may be of two categories:-

- a) Minor penalties consisting of censure; recovery of pay due to pecuniary loss to school caused by negligence or breach of order; withholding of increment of pay; and
- b) Major penalties consisting of reduction in rank; compulsory retirement; removal from service; dismissal from service for gross misconduct for continued unsatisfactory discharge of duties, insubordination, and activities disloyal to the school.

II) Sexual Harassment Prevention Policy of Good Samaritan School

The School follows the Sexual Harassment of Women at Workplace Act (SHWW) 2013 to prevent and protect women employees

against sexual harassment and to ensure effective redressal of complaints.

Complaint of sexual harassment in school shall be referred to and dealt with by the school's Internal Committee.

The Internal Committee comprises of the following members

- 1) Presiding Officer - A senior woman staff
- 2) Members - Two members from senior staff
- 3) External Member - One external member having knowledge of legal aspects or from an NGO or any other organization.

More than half of the members will be women.

a) What Constitutes Sexual Harassment?

- Offering benefits for a sexual favour
- Unwanted sexual advances
- Threats of retaliation to 'No'
- Visual conduct/ Suggestive gestures
- Verbal conduct/ Derogatory comments
- Physical conduct/ Body positioning/ Touching

b) What is not Sexual Harassment?

- A noisy argument or disagreement in the context of an unwelcome environment at the workplace
- An isolated incidence of intemperate language against a female employee
- Insisting that work performance meets the set job standards
- Reprimand employee for not meeting work related set deadlines/targets
- Stress caused because of poor performance/ not meeting targets or deadlines
- Constructive criticism/ feedback on work
- Accidental touching/ brushing against/ pushing without a sexual connotation

These will NOT be considered as sexual harassment and DO NOT constitute an offence under the SHWW Act 2013.

However, if such acts/behaviours are a reaction to rejection of sexual advances of request for sexual favours, then it is a clear case of sexual harassment under the SHWW Act, 2013.

c) Interim Reliefs to the Complainant

At the request of the complainant the IC may recommend to the employer to provide interim measures such as

- Transfer of the aggrieved woman or the respondent to any other workplace
- Granting leave to the aggrieved woman up to a period of 3 months in addition to the regular leave she is entitled to
- Restrain the respondent from reporting on the work performance of the aggrieved woman or writing a confidential report, which duties may be transferred to other employees

d) Findings of Complaint:

- In case the Internal Committee arrives at a conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.
- In case the Internal Committee arrives at a conclusion that the allegation against the respondent has been proved, it may recommend to the employer disciplinary action including written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service, undergoing a counseling session or carrying out community service and deduction of compensation payable to the aggrieved woman from the wages of the respondent.
- In case the Internal Committee arrives at a conclusion that the allegation against the respondent is malicious, or the aggrieved woman has made frivolous complaint or produced any forged or misleading documents, it may recommend to the employer to take action against the woman who has made the complaint.

III) Manner of Disciplinary Action

1. The Managing Committee shall set up a Discipline Committee to see that the employees conform to the letter and spirit of the Code of Conduct as well as the School Service Rules and will be responsible for initiating action for non-compliance. It shall consist of
 - a) The Manager of the School.
 - b) A nominee of the Managing Committee.

c) The Principal of the School.

d) A teacher who is a member of the Managing Committee of the School, nominated by the Managing Committee.

Or, the Chairman or the Managing Committee can appoint an independent Enquiry Officer to hold an enquiry into the charge-sheet.

2. First Memo will be issued and no disciplinary action may be taken until the employee has been given a letter stating the charges and giving him/her an opportunity to answer them, within the stipulated period. As for procedure, the Discipline Committee shall follow, the norms laid down by the Managing Committee.
3. In case of dispute, the arbitrator will be appointed by the D.C.A. and the work of Arbitrator shall be final and binding on the parties.

IV) Confidential records: -

A confidential record is maintained by the school for every employee. It consists of two parts, the first a factual record of employment, salary scale, increments, promotions, leave record, any disciplinary action, etc., as well as factual assessment with regard to the work done by the employee; the second part consisting of confidential and evaluative statements with regard to the performance of the employee.

The signature of the employee shall be obtained for entries in the first part. Refusal on the part of the employee to sign shall be entered by the Principal or any one authorized by the Managing Committee.

Confidential entries shall be made at least once a year and are subject to review by the managing committee.

In witness whereof, the undersigned, hereto set-his/ her hand the day, month and year first above written.

Signed on behalf of the Managing Committee of Good Samaritan School.

1. In the presence of Dr. Ananthi Jebasingh

Signed by Founder Manager

2. In the presence of _____

Signed by Employee

Name:.....

Date: