

FOR ALL STAFF OF THE SCHOOL

The following rules shall be effective in school with effect from 24th March 2014.

- I. One day's CL will be deducted if any staff is one hour late in arrival / one hour early leaving for 3 days in a month. More than one hour shall be considered as half day.
- II. Generally leaving the school premises is not permitted during working hours. If one has to leave the school premises within working hours for a stipulated time, for some personal work, then it has to be entered in the log book mentioning the time of arrival and departure assigning the reason with prior information to the Principal. The number of non working hours will be noted monthwise and action taken accordingly with prior intimation to the staff. The decision of the authority shall stand as final.
- III. Rules of Late Marking:-
 - a) 15 minutes prior to the last bell (grace period) → No late marking. But it should not be more than 3 days in a month.
 - b) The cumulative hours for which a staff may go out during school hours should not exceed 4 hours in a month. The decision of the Principal has to be treated as final in this regard.
- IV. The class teachers have to take the responsibility of the class throughout the school hours timing. Any complaint must be first attended by the class teacher and then if needed the intervention of the Principal will come through the teacher and not students.
- V. As per the guidelines of teacher-student relationship in a school, no class shall remain unattended. If any mishap happens, then the concerned teacher will be held responsible for the class and shall be bound to answer the authority pertaining to the incident that has taken place in the class.