

BNNR PUBLIC SCHOOL
(Under BNR EDUCATIONAL & CHARITABLE TRUST)
AT-Nial, Po- Nial, Aul Distt- Kendrapada-754219 ,Odisha
(Recognised by Govt. of Odisha, S&ME/ Affiliated to CBSE, Delhi)
Affiliation No- 1530290 /School No-15906)



SERVICE RULE WITH EFFECT FROM-01.04.2018:-

(Appointment, Service Rules, Conditions and Duties of the Teachers in CBSE Affiliated Schools)

1. Qualification of the Teacher:

a. Sec. 23 of RTE Act 2009 provides that any person possessing such minimum qualification, as laid down by an Academic Authority, authorized by the Central Government, by notification, shall be eligible for appointment as a teacher. The Central Government vide notification dated 21st March 2010 declared National Council for Teacher Education (NCTE) as the Academic Authority under sec. 23 of RTE Act 2009 read with rule 17 of RTE Rules 2010.

b. The NCTE vide notification dated 23rd August 2010 (Appendix-1) read with notification dated 29th July 2011 (Appendix-2) prescribed the minimum qualification for a person to be eligible for appointment as a teacher in classes I to VIII in a school as amended from time to time. Further, NCTE (Determination of Minimum Qualifications for Recruitment of Teachers in Schools) regulation 2014 (Appendix-3) read with rule 53 of Affiliation Bye-Laws prescribes minimum qualification for teachers up to class XII.

c. The Academic Authority i.e. NCTE under RTE Act 2009 also prescribes passing of Teacher Eligibility Test (TET) as essential qualification to be eligible for appointment as teacher of classes I to VIII.

2. Appointment of the Teachers:

a. The school shall ensure that all appointments be in accordance to rule 25 of Affiliation Bye-Laws and/or procedure prescribed in respective State/U.T. Act.

b. The school shall ensure that the vacancy of a teacher shall not exceed 10% of the total sanctioned strength of the teachers as required under sec. 28 of RTE Act 2009.

3. Duties of the Teachers:

a. The school shall ensure that teachers are given specific academic duties as provided under sec. 24 (1) of RTE Act 2009, read with rule 21 (2) of RTE Rules 2010.

b. Sec. 27 of RTE Act 2009 emphasizes that teachers should be free from deployment to non-educational assignments and enable teachers to spend more time on school and classroom related activities. This statutory provision has been reiterated vide M/o Human Resources Development, Govt. of India letter no. F-1-3/2010-EE4 dated 13th September 2010. The CBSE vide circular no. CBSE/Aff.04/Circular/2016 dated 28th October 2016 advised that the teachers may not be deployed for non-academic activities.

c. No teacher shall engage in private tuition or private teaching activities as per sec. 28 of RTE Act 2009 and rule 39 of Affiliation Bye-Laws.

d. As per Rule 10.5 and 32 of Affiliation Bye-Laws of the Board, normally a teacher should be engaged as a whole time employee in the school except in special cases wherein the work load does not justify a whole time teacher due to its unique nature. No teacher, teaching secondary and/or senior secondary classes, shall be required to teach more than $\frac{3}{4}$ th of the total periods in a week. However, in case of schools offering the vocational courses, the school can engage subject expert/teacher on contract/part-time and share the resources with reputed/recognized institutions having expertise in such vocational courses.

4. Salary and Conditions of Service of the Teacher:

a. The scale of pay and allowances of teachers in the school shall be at par with the similar qualification, work and experience as provided under sec. 23 (3) of RTE Act 2009 read with rule 20 (3) of RTE Rules 2010 and in accordance with rule 3.3 (i) (v) of Affiliation Bye-Laws. The salary and other allowances to the teachers shall be transferred through ECS on the last working day of the month.



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.

Appointments

(1) All appointments to all categories of employees except Group 'D' employees as per Government of India gradation shall be made by Managing Committee either by direct recruitment or by promotion through a Selection Committee constituted by the School Society/ Trust/# Company Registered under section 25 of the Companies Act, 1956 and in accordance with and upon such conditions as the Managing Committee may decide, which shall be consistent with the norms of the Board/Government if statutory provision exists. Appointment of Group 'D' employees will be made by the Principal through constituted Selection Committee.

(2) The selection Committee shall include

- a) in the case of recruitment of the Head of the school:
 - i) the President of the Society;
 - ii) the Chairman of the Managing Committee
 - iii) an educationist, nominated by the managing committee; and
 - iv) a person having experience of administration of schools, nominated by the Managing Committee.
- b) in the case of recruitment of teachers and librarian:
 - i) the Chairman of the managing committee;
 - ii) the Head of the school;
 - iii) an educationist, nominated by the managing committee; and
 - iv) a subject expert..



c) in the case of recruitment of clerical staff/Lab. Asstt :

i) the Chairman of the managing committee or any member of the managing committee nominated by the Chairman.

ii) the Head of the School.

iii) Manager/Correspondent of the School

d) in case of recruitment of class IV staff :

i) the Head of the institution;

ii) a nominee of School Managing Committee.

(3) The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, it shall be decided by the trust or society running the school.

(4) The appointment of every employee of a school shall be made by its managing committee.

(5) 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 non acceptance and refer the matter to the trust or society or # Company Registered under section 25 of the Companies Act, 1956 running the school and the trust or society, as the case may be, shall decide the same.

(6) Employees shall be appointed subject to the provisions of this agreement and they shall have to comply with all the requirements of the provisions contained herein.

Medical Certificate and Character Certificate etc.

1. Every employees shall be required to produce the following certificates on appointment in the school:

a) Medical certificate of fitness from a hospital established or maintained by the Government or 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 certificate(s) of experience, if any; with attested photocopies thereof. Original certificates will be returned after verification.

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. The period of probation may be extended by the Managing Committee by a 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.

2. If an 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

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 fulfils the other requisite conditions.

2. The employee shall be informed of his confirmation within 3 months of the completion of probation period.

Termination of Service Due to Abolition of Posts etc.

1. If an employee at any time after confirmation intends to resign he/she shall give three months' notice in writing or three months' salary including all allowances to the Managing Committee.

2. The Managing Committee shall also be competent to terminate the services of a confirmed employee only in 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 discontinuance of a teaching subject by giving three months notice in writing or three months salary including all allowances.

3. The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.

Retirement

1. Notwithstanding anything contained in these rules or otherwise every employee including Head of institution shall retire from service on attaining the age of 60. However if the age of superannuation falls during the academic session, the concerned employee will retire at the end of the academic session.

Provided further that if such employee is a recipient of National/State/CBSE Teachers Award. He may be considered for a further extension of service for two years after attaining the age of superannuation provided he is medically fit and is prepared to serve the school. The school managing committee after considering such case of extension of service, shall forward the details to the Board.

2. The Managing Committee may grant extension as per rule of State/UT if the employee has no mental or physical disabilities and his/her services are beneficial to the institution.

3. The Board will be informed of such extension by the SMC.



Working Days and Working Hours

- 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

- 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.**
- 4. In the case of an aided school, the extra remuneration referred to in sub-rule 32(3) shall be subject to the previous approval of the grant-in-aid authority to qualify for aid of 95 per cent of such extra remuneration, and in the case of an unaided recognised school, such extra remuneration may be recovered from the students at such proportionate rate as may be determined by the managing committee.**

Maintenance of Record by the Teachers

- 1. A teacher is expected to maintain the following documents and also any other record as maybe specified from time to time.**
 - a) Attendance Register of the class for which he/she is the Class Teacher.**
 - b) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans.**
 - c) Cumulative result of his class.**
 - d) Attendance Diary of optional subjects in case of teachers teaching such optional subjects.**
 - e) Stock Register of properties held by him/her.**
 - f) CRB (Cumulative Record Book) of the class for which he/she is a class teacher.**
 - g) Fee collection book of the class.**



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.

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 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.



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.

10. Where suspended employee is exonerated after disciplinary proceedings or where any criminal prosecution against a suspended employee ends with an honourable acquittal, the salaries and allowances of such employees minus the subsistent allowance received by him/her shall be paid to him/her from the date on which he/she was suspended.

Penalties

1) 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:

i) censure;

ii) recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders;

iii) withholding of increment of pay

b) ! Major Penalties;

i) reduction in rank;

ii) compulsory retirement

iii) removal from service, which shall not be a disqualification for future employment in any school run by the Society.

Procedure of Imposing Minor Penalty

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.

Procedure for Imposing Major Penalty.

1. 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 defence and also to state whether he/she desires to be heard in person;

b) On receipt of the written statement of defence, 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

Powers and Functions of the School Management

Committee;-

1. Subject to overall control of the Society/Trust/# Company Registered under section 25 of the Companies Act, 1956 the School Managing Committee shall have the following powers/functions:

- i) It shall have the power to supervise the activities of the school for its smooth functioning.
- ii) It will work according to the specific directions given by the Society regarding admission policy. However, admissions will be made as per merit without discretion of caste/creed/religion and region.
- iii) It shall look into the welfare of the teachers and employees of the school.
- iv) It shall evolve both short-term and long-term programmes for the improvement of the school.
- v) It shall have the powers for making appointment of teachers and non teaching staff.
- vi) It shall exercise financial powers beyond those delegated to the Principal within the budgetary provision of the school.
- vii) It shall have the power to take stock of academic programmes and progress of the school without jeopardising the academic freedom of Principal.
- viii) It shall guide the Principal to maintain tone and discipline in the school.
- ix) It shall ensure that the norms given in the Act of the State and by the CBSE regarding terms and conditions of service and other rules governing recognition/affiliation of the school are strictly adhered to.
- x) It should ensure that the school gets Furniture, Science equipment, Library books and other teaching aids and the requisite sports material in adequate quantity and on time.
- xi) It shall exercise powers to take disciplinary action against staff.
- xii) It shall have powers to sanction leave to the Head of the Institution including casual leave.
- xiii) It shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission/examinations is adopted.
- xiv) It shall have the power to propose to the Society rates of tuition fees and other annual charges and also review the budget of the school presented by the Principal for forwarding the same to Society for approval.
- xv) The Managing Committee will meet at least twice in an academic session.

Manager/Correspondent of the School-Duties, Powers and Responsibilities;-

- i) The Manager / Correspondent will be an important and necessary link between the Trust / Society and the school.
- ii) He should ensure that the directions from the Society are conveyed to the School Managing Committee and to the Head of the Institution properly.
- iii) He will exercise general supervision over the school, subject to the control of the Managing Committee.
- iv) He shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
- v) He shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Managing



Committee.

- vi) He shall not interfere with the Head of the school in discharge of his responsibilities and duties.
- vii) All letters concerning affiliation/recognition shall be countersigned by him.

Head of the School- Duties, Powers and Responsibilities

- i) Head of the School/Principal will be the ex-officio. Honorary Secretary of the School Managing Committee.
- ii) Will function as, the Head of the office of the school under his charge and carry out all administrative duties required of a head of office.
- iii) Be the drawing and disbursing officer for the employees of the school except that in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.
- iv) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Society/Board.
- v) Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.
- vi) Make all payments (including salaries and allowances of teachers and other nonteaching staff) in time and according to the instructions governing such payment.
- vii) Ensure that the tuition fees, as levied, are realised and appropriately accounted for and duly appropriated for the purpose for which they were levied.
- viii) Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
- ix) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- x) Be responsible for proper utilization of the Pupils Fund.
- xi) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.
- xii) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- xiii) Be incharge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time; and he shall discharge these duties in consultation with his colleagues.
- xiv) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
- xv) Help and guide the teachers to promote their professional growth and actively



- encourage their participation in courses designed for in service education.
- xvi) Promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound.
- xvii) Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- xviii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
- xix) Arrange for informal and non-class room teaching.
- xx) Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- xxi) Make necessary arrangement for organising special instructions for the pupils according to their needs.
- xxii) Organise and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit .
- xxiii) Develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- xxiv) Send regularly the progress reports of the students to their parents or guardians.
- xxv) Promote the physical well being of the pupil, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- xxvi) Devote at least twelve periods in a week to teaching of the pupils.


Principal
Principal 06/11/23
Secretary
BNNR Public School
Nial, Aul, Kendrapada, Odisha


Director/Chairman
06.12.23
BNNR Public School
Nial, Aul, Kendrapada

