



SERVICE RULES & CONDITIONS

FOR
THE EMPLOYEES OF THE
INSTITUTIONS ESTABLISHED AND MANAGED
BY THE

**CATHOLIC DIOCESE OF GORAKHPUR
EDUCATION SOCIETY**

Effective from 1st July 2015

CHAPTER – II

CODE OF CONDUCT

16.00.00 A. GENERAL :

- 16.00.01** In all matters concerning the administration and general running of the educational institution, the authority of the Principal shall be respected and his/her decision be carried out.
- 16.00.02** All teachers/employees 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 such as to inspire the students committed to their care.
- 16.00.03** Every employee shall be governed by the following code of conduct, which is not exhaustive:

16.01.00 B. ARRIVAL

- 16.01.01** All teachers and office staff shall arrive and register their attendance at the time fixed by the principal of the institution and shall record arrival regularly in the attendance register.
- 16.01.02** All ancillary employees shall report for duty at least thirty minutes before the first bell. They shall complete the cleaning of class rooms/office/ play ground etc well before the arrival of students.
- 16.01.03** Attendance register will be removed after the 1st bell and anybody reporting after the bell will be marked as “late arrival”
- 16.01.04** If an employee reaches the school late more than three times in a week without sufficient reason then it will be considered as One day leave without Pay and the deduction will be done at the end of the month or year
- 16.01.05** The teacher and co-class teacher shall be in the class at least 10 minutes before the assembly

16.02.00 C. ASSEMBLY

16.02.01 The class teacher and co-class teacher shall take the students of his/her class are in silence from the class room to the assembly ground after the bell

16.02.02 During the assembly, they will ensure that the students of his/her class stand in order . After the prayer and assembly, they will check the uniform, nails, hair etc. and the defaulters shall be properly reprimanded

1. During Physical Training(PT) they will assist the Physical instruction teacher and will ensure that students of his/her class perform the exercises correctly and satisfactorily
2. When all the functions of the assembly are over, the class teacher shall take the students of his/her class to the class room in silence and order. The class teacher is responsible for the maintenance of discipline. Any act of indiscipline or noise made by a student/class will be attributed to the negligence of the teacher concerned and will merit a negative note in his/her service book and invite censure.

D. MARKING OF ATTENDANCE OF THE STUEDENTS

1. A class teacher has to take the attendance register personally from the office in the morning before the assembly and have to return to the office at the time fixed by the Principal.
2. The attendance shall be marked after the assembly/prayer.
3. All the absentees shall be marked "Ab" and all present "P".
4. The Class teacher/teacher shall not permit an absentee student to rejoin the classes without the submission of a written explanation from the parent/guardian, signed also by the Principal/vice principal/person assigned for the work..
5. The class teacher has the duty to enquire about the student and send information to the parent about the absence. Absence of a student for more than a week shall be reported to the Principal.

6. It shall be the duty of a class teacher to keep attendance register of the class neat and to have the same duly filled and signed in all aspects.
7. Wrong or advance marking of attendance of children by a teacher shall be dealt with seriously and shall invite disciplinary action against the defaulting teacher.

E. CLASS HOURS

1. Punctuality and regularity are demanded from every teacher in all matters. The teacher shall reach the next class on time.
2. A teacher is not allowed to send any student to the office, the staff room or to any place during the class hours. For any specific purpose, the class monitor may be sent with clear instruction.
3. Except water or necessary medicines, a teacher shall not drink or consume anything in the class room during class hours
4. No teacher shall carry any personal belonging such as bag, purse etc to the class room
5. Carrying of mobile phones to the class rooms by a teacher is strictly prohibited and if found, they are liable to be confiscated, and will have to face disciplinary actions.
6. A teacher shall not check the home work during the class hours nor shall she/he sit while teaching.
7. Teachers especially of senior classes, are duty bound to put extra efforts to improve the standard of the students, especially of the weaker ones, for the good of the students without looking for additional benefits.

F. DEPARTURE FROM THE CLASS

1. The class teacher or the teacher engaging the last period of the class, shall be responsible for the orderly exit of students from the class room, when the class is over. He/she shall ensure that when the bell rings for

this purpose all the students stand and say the concluding prayer. After the prayer, he shall stand at the door of the class room and allow the students to come out quietly and in line.

2. The teacher shall be the last one to leave the class room. But before leaving the class room, she/he shall ensure that the fans and lights are switched off. Any article left by the students in the class room shall be collected and deposited by him in the office.
3. All the teachers will move to the dispersal duty place immediately after the 1st bell.
4. All the teachers will mark their departure in the Teachers attendance register only after ensuring the orderly exist of all students from the school building and campus.

G. STAFFROOM

1. Every teacher is required to ensure that the staff room is kept always neat and clean. He shall not take away or misplace the staff room articles
2. Complete silence in the staff room, during the working hours shall be ensured by every teacher, since staff room is a place for preparing and planning the lessons as well as for checking the students work during the working hours, a teacher shall not entertain any visitor in the school premises without the explicit permission of the Principal. He shall not cause any visitor to be taken to the staff room.

H. GENERAL DISCIPLINE

1. A teacher shall prepare and write the lesson-plans daily and submit the same to the office of the principal without fail. Any correction from the Principal is to be gladly accepted and the demanded modification are to be made promptly, both in the method and plan of teaching. The lesson plan is to be strictly followed while teaching.

2. A teacher should give class work and home work to the students regularly and check their copies carefully.
3. A teacher shall use the appropriate teaching aids for conducting the class
4. In an English medium school the medium of communication and instruction shall be English. A teacher shall not communicate in any language other than English in the class rooms, in the staff room and the school compound.
5. A teacher shall not make any change in his prescribed time table or exchange his period with any other teacher without the prior consent of the Principal
6. A teacher shall take at most care and caution in handling answer papers of the students., while marking the answer sheets or writing the progress report or mark register of the pupils. He shall ensure that no mistake is made while posting of the marks is done. Any careless handling or manipulation of these records shall constitute serious misconduct inviting disciplinary action against him/her.
7. A class teacher shall ensure that a student-diary is being maintained by every pupil and that entries in it are being regularly made regarding homework, class –work, uniform notice to the parents etc.
8. A teacher shall report any damage caused to the property of the institution, to the office of the Principal as soon as it comes to his notice.
9. A teacher who has been allotted the text books, registers or other articles shall hand over the same to the office at the end of the year or when he is transferred or when he relinquishes his service or when his service is terminated
10. In case a student falls sick or is injured, the teacher in charge of the class at that time, should act immediately to provide necessary medical assistance and inform the principal or competent authority at the earliest without any delay.

11. All examinations days are full working days. On these days all employees shall remain in the institution for the full day.
 12. An employee shall not inflict any kind of corporal punishment upon a student for any reason whatsoever or make the student perform humiliating acts amounting to physical exertion of mental torture of the student.
 13. Any employee shall not make any physical contact (caressing, hugging, kissing etc) with the students which can be interpreted as amounting to the child abuse, sexual advances or exploitation of child or molestation.
 14. An employee, during the school hours shall not discuss with the students any irrelevant topic or subject, or criticize any decision of the authorities or of any other teacher, both inside and outside the classroom or premise of the institution.
 15. An employees shall not indulge in or encourage any form of malpractice connected with the examination such as conniving or aiding any kind of cheating during the examinations; writing on the answer scripts, willfully neglecting or purposely making the students to fail showing special favour to any special favour to any particular student, or malpractices related to any other activities of the institution.
- 16.03.01** Every employee shall at all times be courteous and considerate towards the priests, nuns, (ecclesiastical personages), teachers, students, visitors, the public, authorities and co-workers.
- 16.03.02** Every employee shall maintain absolute integrity. A high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules made from time to time.
- 16.03.03** Every employee shall carry out the work assigned to him by his authorities conscientiously in accordance with the specific or general instructions of his authorities and shall maintain discipline at all times in the department or work-places or premises of the institution. He/

she shall also co-operate with his authorities and co-employees and not commit a nuisance and abet indiscipline among others. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution management or members of the staff.

16.03.04 All employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee keeping in mind the ethos of the institution.

16.03.05 Employees shall always be neatly dressed in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.

16.03.06 Employees shall observe modesty in dress; the dress that is prescribed shall be worn while on duty. Those who do not follow the dress code are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action Saree and sleeved blouse for lady teachers and pants and shirt for male teachers are recommended as ideal uniform in our Institutions. This shall be obligatory in all programmes in the institution, whether official or unofficial.

16.03.07 Employees shall take proper care of machines, tools, materials, equipments, furniture and all other sundry property of the institution, movable and immovable.

16.03.08 Employees shall promptly report of an injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take accident and/or other necessary insurance policies.

16.03.09 Employees shall promptly do the needful to minimize the damage forthwith.

16.03.10 No employee shall misuse or carelessly use the material and facilities provided by the institution.

- 16.03.11** No employee shall without proper sanction and making proper payment avail himself for private or personal purpose, of any material which is the property of or has been paid for by the institution.
- 16.03.12** Employees are not permitted to accept gifts in cash or kind from visitors, parents, contractors, businessmen or any other parties connected with the activities of the institution.
- 16.03.13** No employee shall tamper or cause it to be tampered with the records or notices of the institution.
- 16.03.14** An employee shall not communicate directly or indirectly any official document or information to any other person.
- 16.03.15** No employee shall disturb the peaceful atmosphere of the institution by demonstration, shouting, loud talking in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working in the institution.
- 16.03.16** No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behaviour on the premises of the institution.
- 16.03.17** No employee shall make a collection of money in any manner on the premises without a written permission of the Principal.
- 16.03.18** No employee shall interfere with the work of other employees, disturb or cause annoyance to them at work.
- 16.03.19** No employee shall disfigure or damage or write on the walls of the institution.
- 16.03.20** No employee shall consume food articles, drink tea, coffee, soft drinks etc in the institution except in places specifically meant for the purpose.
- 16.03.21** No employee shall bring alcohol, pan masala, ciggrate or any intoxicant drug/s to the institution premises or report for work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.

- 16.03.22** No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or person.
- 16.03.23** No employee shall without a written sanction of the Principal, undertake employment while in service of the institution other than his duties connected with the institution, or carry on directly or indirectly a business or trade or private practice relating to tuition to the students of the same school.
- 16.03.24** No employee shall, commit an act in contravention of or in derogation of any of the provisions of these Service Rules or any rules or instructions notified by the management to the employee in due course.
- 16.03.25** No employee shall knowingly or willfully neglect his duties, moral or otherwise, discriminate against a student on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 16.03.26** No employee shall indulge in or encourage, any form of malpractice connected with examinations or any other social activities, be negligent in or late in correcting class-work or home-work done by students, inflict corporal punishment on a student.
- 16.03.27** No employee, while marked present in institution, shall absent himself, except with the permission of the Principal from the class or duty which he is required to attend. He should not or communicate an information which he may come across and which is a secret of the institution.
- 16.03.28** He/she should not indulge in or encourage a student on grounds of caste, creed language, race, birth, social and cultural background. He/She should not disclose a secret or confidential matter relating to the affairs of the institution to an unauthorized person at any time. She/He should not refuse to accept a communication from the Governing Body/ Management committee/ Manager/Principal.
- 16.03.29** No employee shall practice untouchability in any form.

- 16.03.30** Every employee shall at all times conduct himself/herself in accordance with the specific or implied order of the management and the head of the institution regarding behaviour and conduct which may have been forced and issued from time to time.
- 16.03.31** No employee shall, except with the sanction of the management/head of the institution, participate in editing or managing a newspaper or periodicals, participate in radio, T.V. broadcast or contribute an article or write a letter either anonymously or in his/her own or in the name of any other person to a newspaper or an agency.
- 16.03.32** No employee shall indulge in an activity which may embarrass the cause of the institution.
- 16.03.33** No employee shall, except with the sanction of the head of institution, lend money to a person on interest.
- 16.03.34** No employee shall prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly in their publications.
- 16.03.35** No employee shall engage as a selling agent or canvasser for any publishing firm or trader.
- 16.03.36** No employ shall enter into any monetary transaction with any student or parents, nor shall exploit his/her influence for personal ends, nor shall conduct his/her personal matters in such a manner that he/she has to incur a debt beyond the means to repay.
- 16.03.37** No employ shall accept, or permit any member of his/her family or any other person acting on his/her behalf to accept, any gift from student, parent or any person with whom she/he has come into contact by virtue of the position in the school