



G D Goenka Public School
DAKSHINESWAR

Under the aegis of G D Goenka, New Delhi
(CBSE Affiliation No. 2430187)

HANDBOOK

Teaching & Non-Teaching Staff



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Introduction

About Us

G.D. Goenka Public School at Dakshineswar is a promising signature in the field of quality education. It is an English medium co-educational CBSE School. Keeping in mind our motto: "Higher Stronger Brighter", we give our little ones the very best, each and every day.

We at G.D. Goenka Public School Dakshineswar strongly believe in and respect the individuality and multiple intelligences possessed by different children. We believe that every child is special and needs all, that will make him a unique holistic and socially contributing individual. We with the promise to provide best of infrastructural facilities, high-tech labs, well-stocked library, and adequately equipped medical room, vast playgrounds, cafeteria, etc. ensure that this process is augmented and each child is nurtured well.

Vision

In our vision for the school, each and every student should develop and mold their ambitions towards perfection.

Each day should be a unique opportunity to conduct our lives with distinction, with no room for mediocrity. Each and every task, interaction with a person or moment we live represents a chance to do it better than anyone else. Our vision is to revamp traditional systems towards an amazing blend of national and ethical values. As a dynamic group, we constantly evolve and maximize our potential. We hope that each day becomes a rich one, never boring and always impactful!

Mission

The school motto HIGHER STRONGER BRIGHTER takes its core idea from a quest for excellence, an insatiable thirst for knowledge and a limitless craving for the latest.

It is for us to strategize school activities so that no opportunity to build advantage is missed. In our mission, each academic or extra experience, each small interaction must build into a larger mosaic of understanding. Our constant aim is to raise awareness, broaden horizons, inspire debate and inculcate values that are sterling in quality.

SOP for Rules & Regulations of Teaching & Non- Teaching staff

THE CODE OF CONDUCT FOR THE TEACHING OR NON TEACHING STAFF

Non Vacation Staff :

Principal /Vice- Principal / Head Mistress/ All cadres entrusted with the administrative, financial, security, maintenance and related activities and any other staff not included in the Vacation Staff category.

Vacation Staff:

HODs, Incharges, PGTs/TGTs/PRTs/Nursery Teachers/Astt. Teachers/ Language Teachers/PETs/Art & Craft teachers/Music, Dance and teachers etc.

Teaching and non Teaching staff to note the following-

- A teacher/ He/ She etc) shall not enter into any transactions whether monetary or otherwise with any students and/or parents/guardians and as such shall not misuse your position for your personal gains and further shall not conduct yourself in such manner that shall be detrimental and/or prejudicial to the interest of the institution.
- In the event you may want to leave the employment, a notice of 30 days shall need to be served.
- In the event of termination/leaving of employment as the case may be full and final settlement shall only be disbursed after 45 working days from the last day of employment.
 - You will fulfill all duties expected of you.
 - You will obtain from communal or sectarian activity.
 - You will not against any student on the ground of caste, creed, language, religion, place of origin, social and cultural background or any of them;
 - You will not indulge in, or encourage, any form of malpractice connected with examination or any other school activity;
 - You will not neglect in correcting class work or homework done by students;
 - While being present in the school, you will not absent yourself from the class;
 - You will not 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.

PERSONAL DISCIPLINE

- Any activity/incident of the employee which may/will hamper the name/goodwill of the institution and the brand, the management has the right for immediate termination in such grounds.
- Be guilty of spreading rumors of any kind that may damage the integrity of the school
- Be guilty of accusing the school authorities or incite others to rise against the school management.

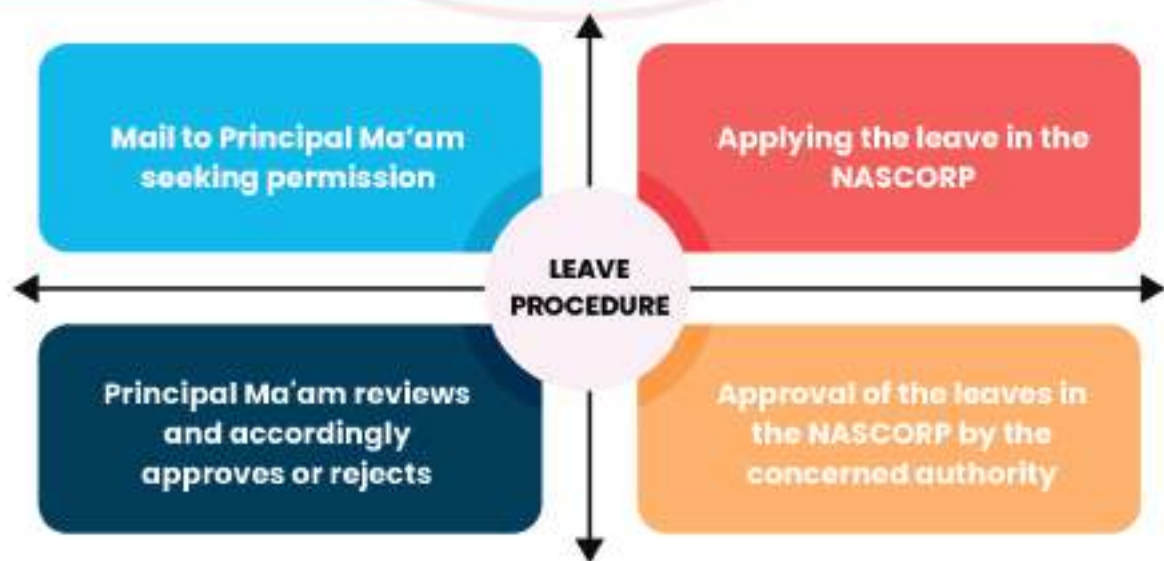
DUTIES RELATED TO STUDENTS

- 1.He/She shall carefully record anecdotes – good or bad – of the student in the school campus and maintain a Student Portfolio file.
- 2.He/She shall in case of emergency contact first the school authorities and with their consent, the parents.

USE OF TIME

- 1.The teaching or nonteaching staff shall observe punctuality and regularity in his/her attendance and will not absent himself/herself without obtaining the previous permission from the principal in writing.
- 2.The teaching or nonteaching staff shall work within the framework of the aims and objectives of the school
- 3.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.
- 4.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.
- 5.He/she shall come prepared for the class with clear Lesson Plans, meanings, explanations etc. to teach the students.
- 6.He/she shall teach the class based on the Text Books (NCERT or CBSE) prescribed by the school
- 7.He/she shall submit to the Principal Weekly Lesson plans in the given format and daily Lesson Notes in the form of Teacher's Diary.

TIMING FOR TEACHERS & LEAVE RULES



HANDBOOK FOR TEACHERS

- All Teachers must be in school by 8.25 am
- From 8.26 am till 8.40 am will be consider as LATE
- From 8.41 am till 10.00a.m will be considered as HALF DAY.
- From 10.01 a.m onwards it will be marked ABSENT.
- If a teachers leaves before 12.30 p.m. it will be considered as HALF DAY.
- In case of Maternity Leaves, you will have to inform the concerned authority 45 days ahead of Maternity leaves date with documentation. Ignore (if not applicable).
- Please note there would be no carry forward of leaves and all leaves must be exhausted by March.
- If a teacher is absent on the last working day before a long holiday(viz. Summer, Winter, Puja or Diwali vacation)and the first working day the school reopens the ENTIRE HOLIDAY will be considered as NON PAID LEAVE.
- Medical Leave, if applied for, must be accompanied by appropriate documentation
- A single day's leave cannot be a medical leave. It will be a Casual Leave.
- Special leave for 7 days may be availed for own marriage or death of a close family member.
- 3 LATES are allowed in a month, any additional late arrival will attract a deduction from Casual Leave.
- A teacher or a staff can avail 14 Casual Leave and 14 Medical Leaves in a year. In a month, a teacher can avail maximum 3 Casual Leaves (subject to approval).
- All leaves and changes of attendance must be booked through NASCORP in addition to the mail sent to Principal Ma'am and marking a copy to HR. Otherwise adjustment (late or absent) shall not be rectified and salary shall be deducted.
- In any special or unavoidable circumstances Management or Principal, through a notification, to the management, will approve the changes.

Acts Constituting Misconduct:

Acts of Violence and Threats

Assaulting, threatening, or intimidating any student, employee, or officer of the Management within the premises or outside, where such behavior is related to employment.

Dishonest Practices

Theft, fraud, or dishonesty involving the School's business or property, or property belonging to another person within the School premises.

Corruption

Accepting or giving bribes, illegal gratification, or engaging in corrupt practices.

Financial Discrepancies

Possession of assets or property disproportionate to known income sources, without satisfactory explanation.

False Information

Furnishing false details regarding personal or professional qualifications, age, or any matter material to employment.

Prejudicial Acts

Acting against the interests or reputation of the School.

Insubordination

Willful refusal to comply with lawful and reasonable instructions.

Unauthorized Absence

Absence without leave or overstaying sanctioned leave without justification.

Attendance Issues

Habitual tardiness or unauthorized absence.

Work Negligence

Laziness, inefficiency, or neglect of assigned duties.

Unique Legal Aspects:

Failure to Adhere to Educational Standards

Neglecting syllabus completion or refusing participation in mandatory co-curricular activities.

Confidentiality Breach

Unauthorized communication or misuse of sensitive information or documents related to the School's operation.

Unauthorized Commercial Activity

Engaging in external employment, business ventures, or private tuitions without prior approval.

Conduct Affecting Morality

Any act involving criminal moral turpitude, including physical or psychological harm to students or staff.

Groupism and Factionalism

Creating disharmony among staff or encouraging divisive practices.

Penalties for Misconduct

Minor Penalties:

- i. Censure: Official reprimand issued to the employee.
- ii. Warning: Written or verbal cautionary notice.
- iii. Suspension Without Pay: For up to four days.
- iv. Withholding of Increments: Without cumulative effect.
- v. Recovery: Full or partial compensation for damages caused by negligence or misconduct.

Major Penalties:

- i. Withholding Increments with Cumulative Effect: Permanent financial impact on the employee.
- ii. Demotion: Reduction in rank, grade, or pay scale.
- iii. Removal from Service: Without barring future employment.
- iv. Dismissal: Permanent disqualification from future employment opportunities.

Legal Clarifications:

Distinction Between Non-Cumulative and Cumulative Penalties:

- Non-Cumulative: Temporarily delays salary increments without long-term effects.
- Cumulative: Permanently reduces entitlement to future increments.

Right to Appeal:

Employees subjected to major penalties may exercise the right to appeal to a designated authority as per legal provisions.

Compliance with Labour Laws:

All disciplinary measures will adhere to applicable labor laws, ensuring fair treatment and due process.

Additions to Code of Conduct:

Conflict of Interest: Employees must disclose relationships or associations that may conflict with their role or the School's interests.

Whistleblower Protection: Employees reporting misconduct or unethical practices in good faith will be safeguarded against retaliation.

Non-Discrimination Clause: Strict adherence to equality and non-discrimination, ensuring an inclusive workplace aligned with statutory provisions.

Disciplinary Proceedings:

- Where suspension is not necessary, but the employee's presence in their current role is inappropriate, the management may temporarily reassign the employee to another role without affecting their salary or benefits.
- The employee under inquiry must not attempt to influence witnesses, tamper with evidence, or obstruct the inquiry process. Any such action will be treated as gross misconduct and may result in immediate dismissal.
- In cases of misconduct involving child safety, including corporal punishment or abuse, the matter will be reported to the appropriate legal or regulatory authorities, such as the National Commission for Protection of Child Rights (NCPCR).
- All proceedings of the inquiry must remain confidential, and any unauthorized disclosure of information will result in further disciplinary action against the party responsible for the breach.
- The inquiry officer may review the employee's past performance and conduct records to identify any patterns of repeated misconduct, which will be included in the final inquiry report.
- Employees under suspension or inquiry must inform the management of any material changes in their circumstances, such as criminal charges or medical issues, that may impact the inquiry.
- Employees undergoing disciplinary proceedings are not permitted to resign from their position until the inquiry is concluded. Any resignation tendered during this time will be held in abeyance until the final decision is made.
- If the employee is found not guilty, they will be reinstated in their role and provided support for reintegration into the workplace, including, where appropriate, a formal apology from the management.

Work Place Conduct:

- Employees are expected to demonstrate empathy, fairness, and impartiality in their interactions with students, colleagues, and parents.
- Any behavior or language that could be considered discriminatory, harassing, or offensive is strictly prohibited and will result in disciplinary action.
- Employees must ensure that their attire and appearance align with the professional standards and decorum of the School.
- Any personal disputes or grievances between employees should be addressed through appropriate internal channels and not disrupt the working environment.
- Employees must report any unethical or unlawful activities within the School premises to the Management promptly and confidentially.
- Employees must seek prior approval before representing the School in external events, conferences, or public forums.
- No employee shall use School resources, including property, equipment, or materials, for personal or unauthorized purposes.
- Employees are responsible for maintaining the confidentiality of their login credentials and School systems they access.
- Any delay or negligence in fulfilling assigned duties and responsibilities will be recorded and may affect future appraisals or promotions.
- Employees must ensure timely submission of reports, lesson plans, and other documentation required by the School authorities.
- All staff must participate in training sessions, workshops, and professional development activities as instructed by the School.
- Employees should ensure that all official communication with parents, students, and external parties is routed through the designated School channels.
- No employee shall store, share, or distribute unauthorized content using School-provided devices or systems.
- Employees must immediately notify the Management if they are unable to report to duty due to personal or professional reasons and ensure compliance with leave policies.
- Employees found misusing or damaging School property, whether intentionally or through negligence, will be held liable for repair or replacement costs.
- Staff members are encouraged to provide constructive feedback and suggestions to the Management for the betterment of the School's operations and policies.

Personal Discipline:

- Employees shall not solicit or accept gifts, favors, or benefits from students, parents, or guardians that could compromise their professional integrity or create a conflict of interest.
- Employees must refrain from making false claims, misrepresentations, or submitting forged documents to the School for any personal or professional benefit.
- Any employee found engaging in behavior that tarnishes the reputation of the School, either within or outside the workplace, shall be subject to disciplinary action.
- Employees are required to submit all School-issued property, including identification cards, teaching materials, keys, and electronic devices, upon cessation of employment, irrespective of the reason for separation.
- Employees must not use their position to influence or pressure students, parents, or colleagues to support personal causes or ventures.
- Employees are prohibited from engaging in any form of harassment or intimidation, including verbal, physical, or emotional abuse, within the workplace.
- Employees are required to seek prior written approval from the Management for any media interactions, publications, or public statements representing the School.
- Employees must maintain a clear boundary between personal and professional relationships with students and parents to avoid any conflict of interest or perceived favoritism.
- Employees shall not organize or participate in any unauthorized meetings, protests, or activities within the School premises.
- Employees must declare any secondary employment or business interest to the Management to avoid conflicts with their primary responsibilities at the School.
- Employees are strictly prohibited from distributing political or religious propaganda within the School premises.
- Employees must notify the School Management immediately in case of arrest, detention, or involvement in any legal proceeding, civil or criminal, during their employment.
- Employees must refrain from any actions that would hinder the smooth functioning of the School, such as deliberate delays or disruptions to scheduled activities.
- Employees shall not misuse School facilities, such as vehicles, telecommunication systems, or IT resources, for personal use without prior authorization.
- Employees must ensure punctuality and adhere to the working hours prescribed by the School and are required to log attendance using the designated system.

DRESS CODE:

At all times, the professional staff will set a positive example for the students by dressing in good taste with decorum in keeping with the character and reputation of the School. Any casual mode of dress that invites undue attention is discouraged. Jeans, shorts, T-shirts and other such dresses which tend to over expose the body are unacceptable for both men and women. Proper footwear will be worn at all times - thongs and beach slippers are not to be worn. They must avoid flashy designs and accessories. To be in decent dress (Sarees, Salwar Kameez, etc.) during School functions, visit of important dignitaries, representing the School at Workshops, Seminars and such other activities. PE teachers should wear track suits according to the weather (formals on occasions).

HOURS OF WORK, ABSENCES & SUBSTITUTION

A) Days & Hours of Operation:

GDGPS observes five day a week – Monday through Friday but the administration (including accounts, maintenance staff, etc.) office works on Saturdays, except 1st & 3rd Saturday of the month.

The Administrative Office of the school will normally remain closed on Sundays, 2nd and 4th Saturdays of the month and on holidays as per the list of Holidays.

B) Hours of Work:

The school day begins at 7.30 a.m. in Summers and 7.45 a.m. in Winters. Teachers are to be at school by 7.25 a.m. and 7.40 a.m. respectively and to remain at school until 2.15/2.30 p.m. or until the end of urgent work and/or staff meetings, etc.

C) Absenteeism:

Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff. So teachers are expected to obtain permission for their absences as soon as possible so that alternate arrangements can be made.

For absence due to an emergency or for a valid reason you must personally telephone the School and/or Vice Principal preferably before 7.00 am. For any absence, lesson plans must be provided. Lesson plans, written assignments or worksheets are to be submitted to the office not later than 7:30 am.

- Absentee Form: On return to duty, an Absentee Form is to be completed and submitted to the School Principal – forms are available at the office.
- Doctor's Certificate: For medical leave of more than two (2) days, a doctor's certificate has to be attached to the Absentee Form.
- Salary Deductions: Absence without a valid reason will result in a salary deduction.

D) Leave / Absences

The Principal approves all personal absences. Teachers must submit a written request on the prescribed form sufficiently in advance. Teachers occasionally (may have to) leave the School campus early for urgent personal matters. Prior written approval should be obtained from the Principal in all such cases.

Note:

Marking attendance (entry / exit time) in the Attendance Register / Bio metric on a daily basis is mandatory.

Reporting time on Non-School days is by 9.00 a.m. and in any case not later than 9.30 a.m. Late arrival without any prior intimation or for want of a valid reason might result in red mark in the Attendance Register, 3 red marks in a month would be counted as a day's leave.

E) Attendance on important days:

- Compulsory on all important days so designated in the exigencies of work.
- No leave admissible during such periods.
- Absence will invite / attract disciplinary action, apart from salary deduction.

F) Unauthorized Absence:

Period of absence not sanctioned in advance or regularized later will be treated as unauthorized and may be treated as leave without pay or even interruption or break in service.

Refusal to work beyond normal working hours when required in exigencies of work and any other action which affects the smooth functioning of the work in the School will be treated as breach of discipline.

G) Leave Applicability:

Leave is not a matter of right but an extension of facilities provided by the School to its employees and is subject to exigencies of work.

All leave must be availed only after prior approval. In unforeseen or emergency situation, leave may be availed but approval must be sought at the earliest. Leave on medical grounds exceeding 2 days must be supported by medical certificate.

In all cases, leave application, duly recommended by the Section / Department Head, must be submitted to the competent authority on time for sanction.

Unauthorized leave, without valid / justifiable reasons may result in leave being treated as leave without pay and may invoke disciplinary action.

Types of Leave:

(1) Casual Leave:

8 days of Casual Leaves (CL) can be granted to all members of staff per calendar year (i.e. January – December) on pro-rata basis. Approval for a CL is at the discretion of the Principal. Intervening holidays will not be counted as CL. Unavailed CL, if any, cannot be carried forward to the next year (i.e. it lapses on 31st December). It is generally granted for short periods and for unforeseen / unavoidable circumstances and normally for not more than two days at a time.

(2) Earned Leave:

Teaching staff members are entitled to 10 days of Earned Leaves (EL) per year. In case of medical reasons, earned leave for more than 2 days must be accompanied by medical certificate. In emergencies, where prior approval may not be possible, competent authority must be informed as soon as possible. Any intervening holidays / off days will be counted as EL. It may be availed with prior approval by the competent authority and subject to exigencies of work. It can be accumulated up to a maximum of 300 days but not more than 180 days can be availed at any one time.

(3) Encashment of Leave:

When a staff leaves the Organization, the EL at his / her account, if any, can be encashed as per Govt. rules.

(4) Maternity Leave:

Lady staff members are entitled to 180 days of maternity leave on two occasions / two children during her entire service. Maternity Leaves are approved subject to production of a "Live Baby Certificate" issued by the Doctor attending the staff. In case of miscarriage, a lady staff member is entitled for 45 days of 'Abortion (or Miscarriage) Leave'. Miscarriage or Abortion including indulged but not threatened: for 45 days in entire service to female employees having less than two surviving children.

(5) Extra Ordinary Leave:

- i) In special circumstances when no other leave is admissible and with prior permission at the sole discretion of the Management.
- ii) Will be treated as leave without pay.
- iii) Period not to count for affording credit of Earned leave.
- iv) Not admissible during notice period

Note:

Vacation staff members are not entitled to sick / medical leaves.

(6) Vacations and Holidays:

- i) Vacations need not coincide with those of the students. They are expected to work after even the students proceed on vacation and to join before the classes resume.
- ii) Presence on the last day before the vacation and the first day after the vacation is mandatory failing which the entire period of absence may be treated as Leave of the kind due and leave salary allowed accordingly unless permission taken in advance.
- iii) They can be called during vacations in the exigencies of work. Refusal will attract disciplinary action under the Conduct Rule provisions.

EDUCATION MATTERS:

Scope:

It is mandatory for a teacher to plan, organize, and administer learning experiences, which contribute to each and every student's optimal development – these experiences may occur within as well as outside the classroom.

The areas of responsibilities include instruction, administration, co-curricular, professional development and activities.

Instructions:

(1) Lesson Plan Books:

A teacher must develop yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the School. Effective teaching requires planning. The Lesson Plan Book will contain teaching plans and information on student performance.

These must be handed over to the office at the end of the year.

Teachers will prepare yearly, semester and weekly plans.

(2) Yearly Plans:

Prepared and submitted to competent authority for approval in the beginning of the session.

Should changes be necessary to the yearly plans during the year, these changes are to be prepared and submitted during the first week of each term.

(3) Weekly/ Daily Plans:

Teachers must prepare daily lesson plans, which are written in the Teachers' Plan Book.

(4) Student Records:

Records of student performance, classroom assignments, and homework assignments are to be included in the Lesson Plan Book and kept up to date.

(5) Other related planning:

- Prepare assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.
- Use audio-visual aids, field trips, and other resources to supplement and reinforce teaching.
- Participate in the selection process for textbooks, reference and instructional instruments.
- Plan, organize and direct assemblies and other instructional programs.

(6) Assessment & Evaluation:

- Evaluate students' learning strengths and weaknesses, customize teaching methods accordingly, and provide assistance or attention during and after School hours. Determine and implement teaching methods appropriate to pupils' needs and objectives of the School.
- Evaluate and report pupil's progress.
- Initiate and participate in conferences with pupils, parents and/or superiors.

(7) Classroom Management:

- Foster safe and healthy environment in the classroom.
- Establish and maintain discipline, through self-assigned measures.
- Implementing of the School's procedure fairly and consistently
- d) Ensure cleanliness and tidiness of the classroom, students' desk and other furniture and materials. All teachers are to make sure that students pick up all books, writing instruments and papers from the floor and leave the classrooms neat and tidy.

(8) Administration:

- Maintain pupil's records of achievement, attendance, test performance, and progress.
- Anticipate supply and equipment needs and submit requisitions well in time.
- Attend staff meetings as called by the Principal / Vice-Principal / HODs etc.
- Participate in curriculum development and other professional activities as assigned by Principal / Vice-Principal/ HOD/ In-charges, etc.

(9) Co-curricular Activities:

All teachers are required to participate in and supervise co-curricular activities.

- The Co-ordinator of co-curricular activities will distribute forms early in the academic year asking teachers to choose their area of interest and provide information for the scheduling and planning of these activities. Teachers will plan, organize, and supervise these activities which include inter-scholastic sports, yearbook, clubs, and special events / functions.
- Teachers are also required to chaperone students for excursions/ study trips as and when asked by the Principal.

(10) Professional Development:

Teachers are expected to plan, organize and conduct in-service programs during the weekly staff meetings and on other occasions.

All teachers are expected to keep themselves with the latest knowledge and technology by reading, attending various workshops, seminars and participating in other related activities. It is mandatory for the teaching staff to participate in all such activities every year which may be held on or off the campus. After attending, the workshops / seminars, the teacher concerned is expected to submit a paper highlighting:

- General information on the Topics / Subject
- Usefulness to the School as well as to the employee
- Suggestions / Comments, if any.

(11) General:

1. Beginning of the Academic Year:

- Prepare the bulletin boards in the classroom. Classroom bulletin boards serve as teaching aids. They should be used extensively and changed regularly. At the beginning of the academic year, the advisor assigns an area of the class bulletin boards for each subject.
- As for hallway and playground bulletin boards, a schedule will provide opportunities for each teacher to display student work.
- Prepare the seating chart and desk labels
- Edit and update class lists. Prepare the seating chart and desk labels
- Edit and update class lists.

2. On a regular basis:

- Take attendance at the beginning of the day.
 - Read and explain announcements to the class and perform follow-up if and when required
 - Serve as a liaison between students, teachers, and management.
 - Write comments on Grade Reports in cooperation with other teachers.
 - Ensure classroom is well maintained – should problems exist, advise the Administrator / office and/or complete the appropriate Work Order Forms.
- As follow-up to staff meetings and receiving the weekly bulletin, advisors will inform the students about the items that are of concern to them during the morning homeroom period. Information such as exam schedules, library numbers, discipline rules and procedure, etc. should be posted on the classroom bulletin board.

Faculty Meetings:

Faculty meetings are held on a regular basis. All teachers are required to attend them. Other meetings may be called as deemed appropriate by the management. A meeting may be scheduled during a weekend or holiday for emergency purposes. Principal / Vice Principal / HM / In-charge / HOD are responsible for the scheduling and supervision of weekly meetings.

Teacher Supervision and Performance Evaluation:

- Principal / Vice Principal are responsible for the supervision and evaluation of teachers' performance.
- Formal evaluation will include one and possibly more classroom observations. During follow-up meetings with individual teachers, they will discuss and inform the teachers of their performance and other related issues as per the teacher job description etc. All formal observations and assessments will be followed up by a confidential conference with the Principal.
- Throughout the academic year, informal discussions and meetings may be held to discuss issues and concerns of teachers, parents and management.

Duplicating Services:

The photocopy clerk does all photocopying. Requests will be processed on a first come-first serve basis.

Photocopy Request Form – these forms request the number of copies, date/ time required etc. Completed forms are attached to the master(s) and passed on to the photocopy clerk duly signed and approved by Principal/ Authorised person.

Remedial Classes:

Each term, G.D.G.P.S organizes remedial classes and study sessions to assist students develop study skills and/or to provide remedial help. Students who have difficulties and/or are weak in studies may attend these sessions on the recommendation of their teachers.

Teachers to put in at least 200 hours of extra teaching per year apart from the regular teaching schedule for remedial teaching, special classes for Board Examinations, for weak children or for any other teaching related activity so designated by the School before / after normal School hours or during vacations.

The compensation per day of actual stay beyond normal hours to be allowed for remedial classes / special classes for gifted children only at the sole discretion of the Management.

Other Responsibilities:

In addition to their normal duties, staff members are also required to attend to certain other duties as and when assigned. These may relate to Invigilation, Evaluation, Functions, Competitions, Examinations or any other activity the School deems fit within or after School hours or on holidays. Failure / refusal to attract disciplinary action.

Meals and Playground Supervision:

Teachers will be assigned supervision duties on a regular, rotating basis throughout the year. During supervision, teachers will:

- Be present in dining area/classrooms and playground throughout the assigned periods (morning period, recesses, at the end of the day after classes, etc.).
- Promenade around the playground and/or supervision area to ensure complete supervision.
- Ensure students remain in assigned areas.
- Ensure orderly queuing in the Canteen.
- Ensure students are following playground regulations – littering, rough playing, improper language is not permitted.
- Enforce discipline.

Custodial and Maintenance Services:

The School has custodial and maintenance staff on duty during school hours. Sweepers are employed to ensure utmost cleanliness. Administration makes every effort to keep the campus spick and span. Teachers can assist by:

- Ensuring that students acquire good manners, respect for property and school equipment, obeying rules of good conduct, and personal responsibility.
- Students learn to maintaining clean and tidy classrooms
- Inculcating good behavior in students both inside and outside their classrooms.
- Initiating Work Order Requests if and when classrooms have not been properly cleaned or maintained.
- Confining displays, posters, and written announcements to the designated bulletin boards.
- Not disfiguring or making unauthorized classroom modifications or removing fixtures handles items of furniture, etc.
- Immediately reporting damaged or non-working equipment to the administration – occurrences such as a leaking taps, broken, damaged wash basins / a bare / loose electric wire, or an abnormal hissing sound from the A/C thermostat / damaged window glass etc.

General Responsibilities:

- No corporal punishment to be given to any student under any circumstances. Students must not be sent outside the class as a mode of punishment. Please remember that students can be controlled better inside the classroom than outside. Physical and / or punishment that emotionally hurts a student, is strictly prohibited.
- Teachers have to help in dispersal as per instructions issued by the Management.
- In-charges to ensure that teachers maintain their class / subject registers, note down the name of late coming students and inform the In-charge. In-charges in turn should maintain a record of such habitually late coming students for further action by the Headmistress/ Vice-Principal/ Principal.
- Details of regular absentee students with proper authorization by the Principal, should be given to the Headmistress / Vice Principal periodically for further action.
- All teachers, except those on other assignments with prior approval, must attend the assembly and ensure that the assembly is conducted in the most orderly manner.
- Teachers must reach the venue on time for their respective teaching period or some competition/ function at some other school. Please adhere to the bell timings.
- If a student is found to be unwell, teacher should refer him / her to the medical room without any delay.

INTERACTION:

With parents:

- Keep regular touch (through the almanac only) with the parents especially of the low achievers. This is the only way, you can make them improve.
- Meeting with parents should be only through appointment with prior permission.
- While writing to or interacting with parents of low achiever, please remember the fact that you are talking to a parent who is under stress and seeks your advice and solution; not reporting of problem in an aggressive or negative manner.
- Keep the Class teacher / Section in charge / VP / Principal informed about the interaction. Make it a common goal for you and the parent to make the child succeed.

With students:

- Be firm and yet polite; they should have the impression that here is a person who means business.
- Be positive and encouraging; this is the best way you can make them achieve their best.
- Be friendly; but know where to draw the line.
- Remember enforcing discipline means you care for the child.
- Empower your students by giving them responsibilities. This will constructively engage them and they will be answerable.
- Show that you care, so that children find it easy to approach you and share their concerns with you.
- Ensure that children do not feel humiliated in front of peers.
- Words spoken by you matter a lot. Be always on your guard.
- It is not fruitful for a child to be punished by making him / her stand outside the class.
- In case of dis-incentive, think before you act.

With colleagues:

- Welcome new teachers joining your team and help them feel comfortable.
- Keep in touch with the teachers teaching your class and share common instructions, announcements for the benefit of all.
- As far as possible, avoid discussing a child with the other subject teachers unless essential for the betterment of the child.
- Be polite at all times. A chance remark in the staff room may cause undue stress.
- Avoid situations of conflict in public. All such issues should be cleared in private or with the VP / Principal.
- Ensure that you address each other formally and communicate in English, as students imbibed what they observe.
- Be willing to help and support each other. We are an extended family.
- Avoid getting into any kind of monetary transaction with anyone related to school.

With admin and support staff:

Avoid interacting with them on personal basis. If at all, it should be a polite professional interaction. They are an equally important part of the school and working for the same common goal. Entry of teachers is strictly prohibited in the admin block during the teaching hours (unless called specifically).

REPORTING:

- For any academic concern, inform the teacher coordinator of that class, who in turn will get in touch with the Section In charge / VP / Principal.
- For any disciplinary or administrative problem, inform the VP, who will then immediately report the matter to the Principal.
- In case it is a matter of emergency and cannot wait to go through the correct channel, the Principal should be approached.
- All injuries, untoward incidents, should be reported to the infirmary and to the Section in charge / VP / Principal.

POLICIES AND PROCEDURES:

A) Tuitions:

The employees will not take up private tuitions of any of the students studying in G.D. Goenka Public School. Strict punitive action as per the RTE Act will be taken in case of non-compliance.

B) Public Appearances:

School employees are not to be involved in any of the following activities without the written approval of the Management:

- Public appearances on television or radio
- Interviews with newspapers, magazines, etc.
- Chaperoning of trips, or activities which have not been approved or attending private parties involving students in public places.

C) Confidentiality:

Teachers must use good judgment when discussing school business, student behavior or achievement. No school employee shall reveal personal information concerning any student, except under judicial process.

D) Official Correspondence:

All official correspondence is to be signed or approved by the Principal.

E) Sales on Campus:

Students and teachers are not permitted to sell or even sponsor to sell items to other students for personal financial gain.

SALARIES AND OTHER BENEFITS:

A. Conveyance and Transport

- Staff members are entitled to use the School Bus facility free of cost.
- Safety of the children traveling in the Bus and the Bus following the prescribed schedule has to be ensured. Some teachers may be deputed to be the 1st to board and last to disembark the bus after all the students have been handed over to authorized persons.
- Staff members deputed for official duties to claim conveyance on the basis of actual when not provided with official transport.

Note:

Staff members can use their own conveyance, the reimbursement would however, be as authorized by the Management.

The staff members deputed to same destination or nearby should share the facility.

For outstations: With prior permission and as per the Class allowed at the sole discretion of the Management.

Fee And Concessions:

The permanent staff exempt from payment of the following fee – facility restricted to two children.

- Tuition Fee
- Annual Charges
- Any other monthly fees
- 50% concession on Books and Uniform
- At the time of admission only Rs. 11000/- is charged. All other fees is exempt.
- For other personnel, decision to be taken on the merits of each case.

RELIEVING FROM SERVICE:

The staff member leaving the service to ensure prescribed notice, completion of papers, syllabus, mark registers, etc. and to hand over the same to the designated teacher or the respective In-charge before final relief.

The School reserves the sole right to decide the date of relieving, after receipt of notice.

IN THE MORNING:

- Be in the school at least 15 minutes before the school starts.
- Teachers who are not availing the school transport should reach school 15 minutes before the morning bell and leave only after all the buses have left (for strict compliance).
- Check the substitution chart for self and other teachers in your department. Please pass on the information to other teachers in your department. For the school administration, the duty displayed is deemed to have been seen and meant for strict compliance.
- Mobile phones should be kept on silent mode at all times during the school hours and not to be carried to the class at any given time.
- If you are a class teacher, go to the class and if you are a non-class teacher, take the rounds of the corridor to ensure discipline.
- If you notice any class unattended, first attend to the class and send the information to the staff room to send the concerned teacher. The same should be reported to the class coordinator / time table in charge.

INSIDE THE CLASS ROOM:

- Take pride in your class. The children in your class will mirror your attitude.
- Ensure fruitful interaction with each child of your class even during a substitution period.
- All students should be sensitized towards the need of special children.
- Keep regularly counseling the students that there is no substitute for studies and hard work. Make them career oriented.
- Always talk to the students politely and with respect. They will never be disrespectful to a person who respects them.
- Command respect not demand!
- English speaking should be encouraged and emphasized at all times.
- Check the uniforms, cleanliness and order of the class room each time before starting the lesson.
- Two out passes will be issued per class, to be used judiciously.
- Do not distance yourself from the students by sitting on the chair. No teaching is possible while sitting!
- Use of bad language by the students should be checked at all times. It should not be ignored and should be reported.
- All the lights should be switched off in the room if not in use.
- All official documents should be taken care of and not left unattended.
- No official document should be taken home without prior permission.
- Reach your class as soon as the bell rings. You will be solely responsible for any incident in your assigned class and period.
- Make sure to check substitutions / duties displayed on the notice board in the staff room daily and report to the class promptly. The class should be constructively engaged even during the substitution period.

CLASS TEACHER:

- Your class is your professional home, so look after it the way you look after your home.
- Mark the daily attendance carefully and mention in the absentees / on duty students in the proforma.

- Attendance registers to be handed over on the first of every month (unless it is a holiday. In such cases then it may be submitted on the next working day) to the Principal. Standard procedure of making the attendance register is to be discussed and uniformly maintained.
- Ensure that the furniture in the class room is arranged properly. In case of any damage / breakage / missing things / repair, it should be reported immediately in writing to the Section In charge; who will subsequently report to the VP / Principal.
- Class white boards to have the date, No. of students present/absent daily. The subject should be mentioned in every period.
- Writing on desks and cupboards by students is strictly prohibited. (Students will have to pay a fine for damaging school property).
- Keep two out passes for your class in your custody. Appoint separate monitors for uniform, assignments, Proforma, class board & equipment (like marker, duster, chalk etc), discipline, bulletin board, anti-bullying and class out passes. Keep changing them on monthly basis to make more students responsible, accountable and train them for positive leadership.
- Randomly check to see if the children are carrying any extra books, mobile phones or any other electronic devices.
- Ensure that the birthday celebrations are as per the school policies.
- No student should be allowed to keep or mark the attendance register.
- Any change of address, phone number, bus name should be updated in the almanac and the attendance register immediately.
- Follow up with parents about the behavior and performance of the student.

Keep track of:

- a. ➤ New admissions (ensure to help them settle in the class and to cope up with the work missed)
- b. ➤ Withdrawals
- c. ➤ Absenteeism (even if for a day)
- d. ➤ Wishing for 'Birthdays' and 'Get well soon - if required'
- e. ➤ Medical certificates and leave applications to be kept properly.
- f. ➤ Bullying and disruptive behavior.
- g. ➤ Defaulters and Late comers.

Ready information (always):

- a. ➤ Class list
- b. ➤ Contact numbers
- c. ➤ Address
- d. ➤ Email IDs of parents
- e. ➤ Defaulters
- f. ➤ Language / activity options
- g. ➤ House
- h. ➤ Class achievement
- i. ➤ Details of special need children
- j. ➤ Medical history of the students with chronic ailments / allergies or any other special need.

SUBJECT TEACHER:

- Ensure that the class room is in order at all times and is clean and tidy when you leave the class.
- Check the number of students in the class and report immediately to the section in-charge about any student bunking the class.
- Prepare the lesson plan before entering the class.
- To submit the lesson plans / teachers diary to the respective HOD on scheduled date without fail.
- Please don't sit in the class while teaching or supervising or substituting.

- Specify the books to be brought in advance, especially for languages.
- Randomly check to see if the children are carrying any extra books, mobile phones or any other electronic devices.
- FA syllabus to be given in the almanac (to be checked if copied correctly especially up to class V) and completed a week in advance for all classes.
- Keep in touch with the parents regarding the progress of the students through the almanac. Check to see if the remarks are signed the next day. If not, contact and inform the parents to see the same and acknowledge.
- Use the labs and smart classes regularly. Maintain a record of the same in your teaching diary. Log in details of usage of smart classes will be checked by the Principal.
- To ensure that students fill in the index in copies, put the date and write the heading, make rough columns when required before starting work.
- Teachers must sign along with the date after checking the copies of the student. Every child must do the correction work which the teacher must check the next time the copy is submitted to her/him.
- A minimum of 'B2' grade in class X and XII in particular, will be considered satisfactory performance of a subject teacher by the school management.

BUS TEACHER:

- All teachers travelling in the bus must ensure proper discipline, seating, cleanliness and use of proper language by all in the bus.
- Bus in charge must take the attendance of the children travelling in the bus.
- As per the Supreme Court ruling, a teacher's presence is a mandatory at all times in the bus. Please ensure that there is a teacher in the bus from the first stop in the morning and till the last stop in the afternoon.
- If the bus teacher is on leave, kindly ensure to give prior information to the transport in charge to make substitute arrangement.
- Kindly ensure to inform and try to arrange a substitute for your duty, if for any reasons you are unable to board the bus in the afternoon someday.

OTHER GENERAL INSTRUCTIONS:

- No speaking in Hindi within the school premises or in the bus (except while teaching Hindi or essential).
- One shall not ask for or accept (except with the prior sanction of the Principal/Manager), any contribution, or otherwise associate yourself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any objective whatsoever.
- Not to resort to any act which may be construed as harassment/corporal punishment as per guidelines & norms prescribed by the Hon'ble Supreme Court of India in its judgment delivered on 13-09-1997.
- Shouting at students is prohibited.
- Assembly time-table to be adhered to as per directives.
- Teacher's presence in assembly is mandatory.
- Class teachers to accompany their class for assembly. Students should come out and go back to the class in a single file.
- Maximum usage of computer and teaching aids while teaching.
- Attendance register should be submitted in the school office at the allocated place daily.
- Children would not be allowed in the corridors during periods (especially students from class III and above). In case of dire need, the out pass is to be carried by the child. If any child is found outside the class without the out pass, the subject teacher will be answerable for the same.

- Class white boards to have the date, number of students present / names of students absent daily. The subject and topic being taught should be mentioned in every period.
- It is mandatory for all teachers to attend school on working Saturdays / special functions / excursions. No leaves will be sanctioned for such days.
- It is compulsory for all the teaching and non-teaching staff to attend whenever any duty is assigned outside their normal duty, such as Picnic, Campaign, Seminars, Extra Curricular Activities, Competition, Sports, etc. and refusal to attend the same shall amount to misconduct of disobedience of the instruction and shall be liable for disciplinary action.
- While present in the school, if any employee is found to be missing from his duty without any justified reason and permission, shall be considered absent without leave for the period of absence. Such employee shall also be liable to disciplinary action.
- Teachers should ensure that students in their class do not change their seats. Class teachers should change the seating arrangement on weekly basis. It can also be changed need based by a particular subject teacher for his / her subject.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct:

- Use of abusive language, quarrelsome and riotous behaviour.
- Habitual late coming and negligence of duty.
- Insubordination and defiance of lawful order.
- Disrespectful behaviour, rumour mongering and character assassination.
- Making false accusations or assault either provoked or otherwise.
- Use of liquor or narcotics on the school premises.
- Embezzlement of funds or misappropriation of school property or theft or fraud.
- Mutilation/destruction of school records and property.
- Conviction by a court of law for criminal offence.
- Possession in school premises of weapons, explosive and other objectionable materials.
- Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- Divulging confidential matters relating to school.
- Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
- Carrying on personal monetary transactions, with the student and / or with the parents.
- Taking active part in politics.
- Propagating through teaching lessons or otherwise communal or sectarian activity.
- Making sustained neglect in correcting class work or homework.
- Taking private tuitions without permission of school authorities.
- Organizing or attending any meeting during school hours except when he / she is required or permitted by the Head of the school to do so.
- Absenting from work even though present in the school premises or absent without leave.
- Promoting directly or indirectly publications or acting as a selling agent or canvasser for any publishing firm or trader is not permissible.
- Asking for or accepting, except with the previous sanction of the management/Head of school, any contribution or otherwise associating himself with the raising of funds of any kind or making any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

Guidelines for Code of Conduct for Male teachers:

The threat of an accusation of abuse can interfere with the development of a warm, caring relationship between student and teachers. To help male teachers / staff prepare for an environment where the usual student-teacher interactions may not be misconstrued (intentionally or unintentionally) a few guidelines are being set down for their safety and security here:

- Avoid touching a student
- Do not be alone with a student. If need arises to be alone under extreme necessary condition kindly ensure you are under camera surveillance.
- Never be alone in a closed classroom or any room/ auditorium / toilet with a student which does not have a camera to prove your point of view in a dire situation.
- Do not use social media / internet to chat or communicate with students.
- Do not use slighting remarks while talking to children.
- Aggression – verbal or physical is officially forbidden in the school and is a punishable offence for a teacher.
- Do not indulge in gender discriminatory behavior
- Never indulge in gender based behavioral pattern.
- Do not punish children without doing a proper orientation with the in-charge / VP and giving verbal and at least three written complaints in the student's ALMANAC.
- Never allow your guard to fall. Recognize and respect gender based differences.

Contact details of an Employee:

All employees shall notify to the School Management, immediately on engagement, the details of their residential address and thereafter promptly communicate any change in their residential address to the school office.

In case the employee has not communicated to school Management the change in his / her residential address, his last known address shall be treated as his residential address for sending any communication.

The same applies to the land line number, mobile number and email ID.

Increments and Promotions:

Promotion and increment of an employee will be based entirely on merit and job performance which would be reflected through the Annual Confidential Report-ACR. The Management along with the Principal will be the final authority to judge the ability of an employee or the information given by her / him to the Management in discharging of her / his duties.

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Leave Policy 2025-26

Following are the Leave Rules for Teaching Staff for Academic Session 2024-25

- In case of Maternity Leaves, you will have to inform the concerned authority 45 days ahead of Maternity leaves date with documentation. Ignore (if not applicable).
- 2. In case, you are resigning mid-session, no clearance or Experience letter will be provided to you. Your resignation will not be accepted.
- Please note there would be no carry forward of leaves and all leaves must be exhausted by March.
- Please note that in case of planned leaves, it must be informed to the Principal at least 3 / (15 days for office staff in advance). In case of emergencies, a mail must be sent to the Principal latest by 7:30 am on the same day. This is applicable to all.
- 5. If a teacher is absent on Friday AND Monday, he/she will lose 4 CLs (3 will be adjusted against C/L and 1 will be considered as LWP). A staff can take up to 3 CL in a month.
- If a teacher is absent on the last working day before a long holiday (viz. Summer, Winter, Puja or Diwali vacation) and the first working day before the school reopens the ENTIRE HOLIDAY will be considered as NON PAID LEAVE.
- All leaves and changes of attendance must be booked through NASCORP in addition to the mail sent to Principal Ma'am and mark a copy to HR. Otherwise adjustment (late or absent) shall not be rectified and salary shall be deducted.
- All faculties to be contact with the HR only.
- If the concerned employee is absent on the last day (i.e. last working day) of the month, he or she must be informed in advance.
- Medical Leave, if applied for, must be accompanied by appropriate documentation.
- A single day's leave cannot be a medical leave. It will be a CL.
- Special leave may be availed for marriage/ death of a close family member.
- If somebody is sent out of school for duty, proper application must be made beforehand via Nascorp.

