

ST. JOSEPH GLOBAL SCHOOL

Founded & Managed by DMI Foundation [SEL]



STAFF SERVICE, CONDUCT & LEAVE RULES

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THE PROFILE OF THE SCHOOL

ST. JOSEPH GLOBAL SCHOOL (CBSE) is to be affiliated to the Central Board of Secondary Education (CBSE), Delhi, following the NCERT syllabus. Our Founder and Chancellor, Rev.Fr. Dr. J. E. Arul Raj is a visionary and educationist par excellence. His long-cherished dream was to set up CBSE School in Pammal, Chennai, which would provide a world-class education at an affordable cost to the poor, down-trodden, marginalized and the ones aspiring for a world-class education in Pammal, Chennai. Thus ST. JOSEPH GLOBAL SCHOOL (SJGS), an offshoot of DMI Foundations, is a co-educational school, which took its shape in 2021, the school is established bring changes in line with shifting trends in education, especially in academics and co-curricular activities in Pammal, Chennai, setting a trend in education for others to follow.

ST. JOSEPH GLOBAL SCHOOL (SJGS) is run by the Society for Education for Life (SEL) which is known for its selfless service to mankind through educational institutions and Social Service Organisations.

The school motto is Fully Human & Fully Alive. For our Founder believes that loving God is serving the poor by giving a disciplined life with a spiritual base to the students around.

The school has been creating a plethora of platforms and opportunities for the students to discover themselves and grow as a strong personality who is inextricably rooted in values, ethics, culture and love for humanity. In short, it is a temple of learning for 21st Century learners.

THE SJGS EMBLEM



The cross at the center of the globe is also the center of Life for the DMI Sisters who run this Institution. The olive branch which decorates the globe stands for peace and constructive contribution by the technocrats. The overall spirit of DMI is captured in the emblem. The Arctic tern is the symbol of our spirit. The three Arctic terns in the emblem represent the spirit behind the missionary work of DMI. The bird is known as the bird of the sun as it travels along the sun and never sees the setting sun. It embodies our readiness to attempt the "NEW" but at the same time to be rooted firmly in the source and our rich tradition. DMI vows to produce technocrats of excellence to work for the global economy and peace in consonance with the motto „*fully alive and fully human*“. The college instills in them these virtues to be given back to the world.

AFFILIATION TO CBSE

ST. JOSEPH GLOBAL SCHOOL is to be affiliated with the Central Board of Secondary Education, New Delhi. It was established in 2023 and is managed by the Society for Education for Life (SEL). The school has been governed and guided by a galaxy of eminent academicians.

I. PREAMBLE:

These rules shall be called the ST. JOSEPH GLOBAL SCHOOL, Chennai "Service, Conduct and Leave Rules" (Governing the conditions of service of Teaching and Non- Teaching staff) the rules shall come into force with immediate effect.

II. DEFINITION

2.1 School

School means ST. JOSEPH GLOBAL SCHOOL, Pammal, Chennai, established and managed by the Society for Education for Life (SEL).

2.2 Management

Management means the Society for Education for Life (SEL), represented by the Chairman.

2.3 Governing Body

Governing Body means the Governing Body of ST. JOSEPH GLOBAL SCHOOL which has been constituted by the CBSE Byelaws.

2.4 Principal

The principal of the school is the head of the institution authorized by the Management to discharge the duties and responsibilities of the Principal.

2.5 Employee

The Employee includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part-time employment of the School, whether such employment is probationary, temporary, and permanent.

2.6 Teaching Staff: The teaching staff comprises the following categories.

- i) Principal
- ii) Administrator
- iii) NTT, PRT, TGT & PGT
- iv) P.E.T, Wellness Teacher, Special Educator & Librarian

2.7 Non-Teaching Staff

Non - Teaching staff means those categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.

2.8 Competent Authority:

- (a) Chairman/President of the Executive Body in case of Principal
- (b) Principal in case of other employees.

2.9 Duty:

An employee is said to be on "duty" for service benefits.

- When the employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post.
- When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- When the employee is attending conferences/seminars/workshops duly permitted by the competent authority.
- When the employee is attending to the work assigned to him/her by the competent authority, in the Institution.

2.10 Leave

Leave means to leave, granted by the appropriate authority to an employee, to which he/she is eligible.

2.11 Pay

Pay means Basic Pay in the time scale or Basic Pay with Dearness Allowance and other Allowances as the case may be.

2.12 Year

Year means Academic Year from April to March.

III APPOINTMENT SELECTION AND PROBATION

3. 1. Appointments:

The President/ Principal is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

3.2 Qualifications:

The qualifications, age, experience, etc., shall be as per CBSE Bye-laws in respect of teaching and non-teaching staff.

3.3 GENERAL PROCEDURE OF RECRUITMENT

3.3.1 APPOINTMENT RULES)

All posts at the school shall normally and, as far as possible, be filled by advertisement; but, the Governing Body shall have the exclusive power to decide, either on its own or on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the school.

All appointments on the staff of the school shall be made only by the Governing Body of the school, through its Chairman, or authorized by the Governing Body.

3.3.2 The Selection Committee shall include:-

(a) In the case of recruitment of the Head of the School: -

- (i) The Chairman/ President
- (ii) The Correspondent,
- (iii) An Educationist.
- (iv) The Principal from Other Institutions.

(b) In the case of recruitment of teaching faculty: -

- (i) The Correspondent
- (ii) The Principal
- (iii) The Head of the Departments of the School, (iv)A Subject expert

(c) In the case of recruitment of clerical staff/lab assistants:-

- (i) The Correspondent
- (ii) The Principal
- (iii) The Head of the Departments of the School.

(d) In case of recruitment of maintenance Staff:-

- (i) The Correspondent
- (ii) The Principal

3.3.3 Selection Procedures

The following procedure is followed in the selection of faculty members in various departments:

- The Principal forwards the vacancy arising out of a staff member leaving the institution to the Governing Body for approval of recruitment.
- After approval, the Principal releases the recruitment advertisement in print and social media, instructing the candidates who aspire for the vacancy to send their applications to the school mail id.
- Scrutinizing the applications, the Principal sets up a panel in consultation with the school Governing Body and shortlists the applicants who fulfill the requirements concerning qualification and experience and calls for an interview.
- The selection process consists of three stages (i) Screening test (ii) Personal interview on technical and general aspects by Staff Selection Committee. Final interview by the Principal and Correspondent.
- Appointment Orders are issued to the selected candidates after the Governing Council approves and a joining letter is received from them.

3.3.4 Conditions of Appointment:

- The staff members are entitled to leave as per the rules of the institution. He/She will be covered by the rules including conduct, discipline and administrative order and other rules or orders of ST. JOSEPH GLOBAL SCHOOL that may come into force from time to time.
- The staff members are required to bring their certificates in support of education, professional qualification, experience, date of birth, relieving letter from the immediate past employer,

together with one set of copies and one passport-size photograph for records at the time of reporting for verification.

- The Staff members are expected to work with high standards, initiative, efficiency and economy. He / She will apply himself/herself diligently and faithfully to the work, that may be assigned to him/her from time to time and will conform to such directions that shall be given to him/her by their superiors.
- The staff members will be responsible for the safekeeping and return in good condition and order of all the properties of the school, which may be in their use, custody or charge. For the loss of any property, the college will have a right to assess on its basis and recover the damage of all such materials from them.
- The general details of duties and responsibilities for Staff members shall be given separately by the Principal/Correspondent from time to time.
- The Staff member's appointment is subject to being declared and remaining medically fit by himself/herself. In case they are not found medically fit to continue with the job, they will lose the job. He/She is expected to serve in the institution for a minimum period of two years. However, if their performance is not satisfactory they will be terminated with one month's notice.
- In case the staff members want to leave the institution three months advance notice, before completion of the academic year and acceptance of three months' salary in lieu of notice will be at the discretion of the management. However, they are expected not to leave the service during the middle of the academic year.
- The Staff members will devote their entire time to the work assigned to them and will not undertake any work or business, honorarium or remuneration. Any contravention shall attract termination.
- In addition to teaching, they will be required to take an active interest and participate in the development process of the school in all respects. They should also take up additional responsibilities assigned to them by the Principal, Correspondent and Chairman from time to time.

- He/She shall not reveal to any person except with the specific authority of the management, any information regarding the activities, official matters, and any information regarding the Institution.
- The staff member, if found smoking or under the influence of alcohol inside the campus, the management will have the discretion to take appropriate action and any such action taken shall bind the employee.
- Every employee is expected to conduct themselves in accordance to the law of the land and in case of any issue arising out of violation of such law, the institute will not be responsible in any manner.
- As a token of their acceptance, they have to sign in the duplicate copy of the appointment letter and return it to the Management.

3.4 Probation and Confirmation

- The staff member will be placed under probation for one year from the date of joining. In the probation period, if their attendance, conduct and work progress are not satisfactory, the probation period may be extended to two years. And if the service of the employee is not satisfactory, he/she may be terminated. The appointment of the employee will be confirmed mandatorily after successful completion of a probation period of one year.
- If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give three months' notice in writing or three months' salary including all allowances unless and otherwise, the Management permits relaxation under special circumstances.

3.5 Termination of Service

- 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.
- The Management shall have the power to relax the period of notice or payment of salary in special circumstances.

3.6 Retirement

Every employee of the school shall retire on attaining an age of superannuation as enshrined in the CBSE Bye Laws. Extension or re-employment may also be given according to such provisions, at the discretion of the Governing body only on such terms and conditions it deems fit.

IV. PROMOTION POLICY FOR FACULTY MEMBERS

4.1 Experience

Experience means the teaching experience in Schools. Experience gained in organizations other than schools shall not be considered for any kind of equivalence.

4.2 Promotion

- Every person with eligibility for promotion is being considered for promotion based on the requirement in the school as per the CBSE Bye-laws.
- The Staff Selection committee consisting of the Correspondent, Principal, and HOD of various departments and expert members reviews their profiles for the promotion.

V. STAFF RESPONSIBILITIES

5.1 General Code of Conduct

- Every employee shall be governed by the following code of conduct, which is not exhaustive.
- All the faculty members are expected to follow the rules of the Institution as prevalent from time to time.
- All the faculty members are expected to attend the staff assembly at 8.20 am every day at the school library.
- The faculty member should come to the school at least 15 minutes before the commencement of classes and should leave the school after the students leave the classrooms as far as possible. They should be available to the students for clearing their doubts after class hours.
- Faculty members are expected to update their knowledge by attending Seminars/Workshops/conferences organized by CBSE or any other competent authority, after obtaining necessary permission from the Principal. However, the management reserves the right to delegate the staff as per the regulations in force.
- The faculty member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may

be useful for the student community at large. Every faculty member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.

- An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
- All employees are expected to behave according to the ideals of national integration showing love, concern, without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
- Feedback from students, formal or informal, will be collected and appraised by the faculty for improvement.
- The language of the school is only English both in the classroom and on the school premises.
- Groupism of any kind should be avoided. Faculty members found indulging in such activities will be subject to disciplinary proceedings.
- Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatever name called, by an employee within the school premises, is strictly prohibited.
- A formal dress code should be followed every day.
- Usages of Cell phones are strictly not allowed during working hours inside the Campus.
- Staff members are expected to be impartial and cordial to students. But don't be too close which may lead to indiscipline in the class.
- Staff members should not leave the campus during working hours without prior permission from the Principal.

5.2 Conduct in the Department

- The teaching load will be allotted by the Principal after taking into account the staff Member's expertise.
- Once the subject is allotted, the staff member should deliver the lesson with a systematic lesson plan.
- In addition to teaching, the staff member should take up additional responsibilities as assigned by the Principal in academic, co-curricular or extracurricular activities.
- Whenever a staff member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/invigilation. In case of emergency, the Admin of the school must be informed with appropriate alternate arrangements suggested.

5.3 Class Room Teaching

- Every faculty should always aim for 100% results, in her/his subjects and work accordingly.
- Preparation in advance for classes is necessary to achieve this.
- The staff member ideally should recapitulate for the first 5 minutes the lessons/topics of the previous class, and should fully utilize the 40 min in the class Delivering.
- Use practical examples when explaining the concepts.
- The faculty member should refer to more books other than textbooks and prepare his/her lesson plan and class delivery.
- When students ask questions, take it positively and answer. If the answer is not known, tell them so he/she answers in the next class.
- Conduct short tests and ask a few questions often to assess the effectiveness of your teaching yourself. Adapt to the necessities of students.
- Analyze the test results, identify slow learners and coach them extra to improve school results.
- Revision/coaching classes are vital for exam preparation.
- The staff member should take care of academically backward students and pay special attention to their needs in special classes.

- The staff member should motivate the students and bring out the creativity/originality in the students.
- The staff member should regularly visit the library and read the latest Journals/Magazines in his/her specialty and keep oneself abreast of the latest advancements.

5.4 Laboratory

- A science staff member has to be inside the lab 10 min before the start of the practical classes.
- The faculty member conducting the practicals must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab observations/records must be corrected then and there in the next class.
- The lab manual should be updated by the faculty concerned in accordance with the revised syllabus.

5.5 Test / Exam

- While setting the question paper, the staff member should also prepare the detailed answer and marking scheme and submit to the Principal for approval.
- During invigilation, the faculty member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody indulges in any malpractice in the exam/test.
- Whenever any malpractice is noticed, the staff member should inform the Exam committee/Principal.
- The staff member should be very fair and impartial in awarding internal marks.
- Faculty members are expected to be present for school duty / internal duty during the vacation period or as and when called by the school.

5.6 Student - Teacher Relation

- The teacher should have good control of students.
- As soon as the faculty member enters the class, he/she should take attendance. In case of

Habitual latecomers, the teacher should try to correct the student through personal counseling and if it does not bring any change, the student must be directed to meet the Principal.

The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

VI. PROVIDENT FUND AND OTHER BENEFITS

6.1 Provident Fund:

An employee becomes eligible for enrolment into the Provident Fund scheme after the completion of their probation period as per the Provident Fund Act.

6.2 Other Benefits:

- Fee concession/scholarship will be given to employee wards.
- Staff members can avail themselves of the benefits of utilizing free transport of the school.

VII. LEAVE RULES

7.1 General Rules

- Every employee shall be entitled to 12 days of Casual Leave.
- Accumulation of leave is not allowed.
- Leave Application: The Application shall be submitted on the prescribed form well in advance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the members of his/her staff to keep the students engaged.
- No leave can commence unless it has been sanctioned. Mere submission of leave applications does not authorize an employee to avail of the leave applied for. Availing of leave without getting the same sanction makes the employee liable for disciplinary action besides penal deductions.
- Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offense and the employees shall refrain from the same.
- No leave will be sanctioned by telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized

immediately on joining the duty in writing.

- All leave applications shall be forwarded to the Principal for sanctioning.
- Leave shall be granted in accordance with the „Leave rules“.
- No vacation leave, On Duty leave or personal leave should be availed during the notice period.

7.2 Kinds of Leave:

Provision exists for the following kinds of leave: Casual Leave (CL)

Restricted Holidays (RH) Medical Leave (ML) Leave Without Pay (LWP)

Duty Leave / On Duty (OD) Maternity Leave((ML) Marriage Leave (MGL)

Permission (P)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the Governing Body at its sole discretion. The decision of the Governing Body in this regard shall be final and binding.

7.2.1 Casual Leave (CL)

- Every employee held on the roster of the institute is entitled to (one) 01-day casual leave for each month of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- Casual Leave will not be carried forward to the next academic year and will lapse at the end of the ensuing academic year.
- If any staff is on leave other than official leave on a declared holiday of the institution, no compensatory leave shall be given to him/her.
- Late arrival for three consecutive occasions in a month shall lead to the deduction of half-day casual leave in his / her credit.

7.2.2 Restricted Holidays (RH)

The Institute shall declare a list of restricted holidays, out of the total number of RH declared, an employee may avail of any one day in a full academic year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

7.2.3 Medical Leave (ML)

- Medical leave may be granted in case of sickness of the employee and not his / her dependents.
- A medical certificate from a Doctor would be required in case of absence for three days or more.
- A teacher who has completed 5 years of service in our institution is eligible for a medical leave of one month with 50% salary in case of accident, surgery or treatment for serious diseases such as cancer or diseases affecting the vital organs of the body or any other extraordinary ailment. Leave or absence after one month will be treated as a loss of pay.

7.2.4 Duty Leave /On Duty (OD) Leave

- The activity of an employee which can bring recognition to the school, or which has to be performed for work of the CBSE may be considered for grant of this leave.
- OD cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for post-facto approval of OD.
- The Duty leave will normally be restricted to a maximum of ten days during an academic year but may be extended subject to the approval of the competent authority.

Leave is subject to the following conditions: -

- (i) A written request from the competent authority.
- (ii) Any other special case on merit as approved by Management based on the recommendation of the Principal.

7.2.5 Maternity Leave (ML)

- Maternity leave can be availed by female teachers who have completed 2 full years of uninterrupted service in our institutions without a break. They can avail 2 months of

maternity leave with 50% of their gross salary for the leave period of two months.

- This is applicable only for those who give their acknowledgment of joining duty after maternity leave.
- However, their absence thereafter will be treated either as loss of pay or as cessation of service on one's own accord. The decision rests with the management.

7.2.6 Marriage Leave (MGL)

A teacher who has completed one year of service in our institutions is eligible for marriage leave of 10 continuous days inclusive of the intervening holidays with full pay.

7.2.7 Permission (P)

- Permission for one hour either in the morning or in the evening only is granted to the staff on emergency cases when such a case is informed ahead of the working hours.
- Only two such permissions will be granted in a month.
