

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

EMPLOYEES SERVICE RULES

(a) These Rules shall come into force from the date of their adoption by virtue of a Resolution passed by the School Managing committee and will be applicable to all employees of the School.

(b) In the case of persons appointed on honoraria, or on a part-time basis, or on contract, the applicability of these rules shall be subject to such special terms and conditions as may be decided by the Management from time to time.

(c) All persons appointed to posts in the School shall be on probation, from the date of appointment. The period of probation is at the sole discretion of the Management.

(d) At any time during the period of probation, including extensions thereof if any, or at the end of such periods, if in the opinion of the Management an employee's work or conduct has not been satisfactory, his service may terminate w.e.f termination letter issue, Similarly an employee may also resign from service without any notice or notice pay in lieu thereof.

(e) After confirmation, the services of the employee are liable to be terminated upon one month's written notice on either side or payment of salary in lieu thereof, in terms of the contract of employment. No notice is necessary when the services are terminated on grounds of misconduct.

(f) For the purpose of promotion to a higher grade within the School, an employee's seniority shall not confer upon the employee a right to promotion. The eligibility of an employee for promotion shall be determined primarily with reference to performance and merit and availability of vacancy in the higher grade. An employee who is promoted to higher grade shall be placed on probation on the new post for a period of 6 months which is liable to further extension for a period of 6 months at the discretion of the management. If during or at the end of probation, the services of the promoted employee are not found satisfactory, he shall be reverted back to the post he was holding before promotion and shall draw the same salary he was drawing before promotion. All additional benefits/allowances granted to the promoted employee shall also stand withdrawn automatically.

(g) An employee who overstays leave originally granted or subsequently extended and/or remains absent from duty continuously for a period of 6 consecutive days without any prior sanction of leave, shall be deemed to have abandoned the services of the School of his own accord and accordingly his name shall be removed from rolls of the School. However, the

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

employee shall be given due opportunity to explain his / her position regarding the unauthorised absence. if the explanation is found to be satisfactory ;the management will decide to continue his/her services.

(h) The provisions of these Rules shall apply conjointly and in conjunction with the service agreement / letter of appointment, code of conduct and the local laws on the subject.

(i) Duty timing for each employee will be according to designation and as per the timing schedule fix by administrative authority of school.

APPLICATION OF RULES: These rules shall apply to all employees except: -

1. Those employed under a special contract.
2. Those in respect of whom the SCHOOL may have issued or may issue separate Orders / Rules regarding conduct, discipline, appeal.
3. Those in respect of whom the SCHOOL has by general or special order directed that these Rules shall not apply.

LIABILITY TO ABIDE BY THE RULES: Every employee of the SCHOOL shall at all times

(a) Maintain absolute integrity.

(b) Maintain devotion to duty.

(c) Shall confirm to and abide by these and other Rules of the SCHOOL and shall observe, comply with and obey all lawful orders and directions which may, from time to time, be given to him in the course of official duties by any person or persons under whose jurisdiction, superintendence or control the employee may for the time being, be placed.

(d) (i) do nothing which is unbecoming of an employee. (ii) Every employee of the SCHOOL holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority. (iii) Every employee shall at all times conduct himself soberly and temperately while on the SCHOOL premises and show proper respect and civility to all concerned and shall use his utmost endeavours to promote the interests of the school and to maintain and promote the good reputation thereof.

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

DEDUCTIONS FROM WAGES:-

The School shall be entitled to make deductions from the wages of an employee for all or any of the following purposes:

- (i) Recovery of advances or for adjustment of over payment.
- (ii) Income-tax or any other tax levied by the government to be deducted at source.
- (iii) Deduction required to be made by law or by orders of a court or other authority competent to make such an order.
- (iv) Refund of any advance taken from the employee's provident fund.
- (v) Deductions made with the written authorisation of an employee for payment of Life Insurance Premium, refund of loans of any kind etc.
- (vi) Employee's unauthorised absence from duty and for more than two short leaves in a month (delay on duty or early departure).
- (viii) Any other legitimate deductions.

OBLIGATION TO MAINTAIN SECRECY:

No employee shall except in accordance with any general or special order of the SCHOOL or in the performance in good faith, of the duties assigned to him, communicate directly or indirectly any official document or any part thereof or information to any other person to whom he is not authorised to communicate such documents or information.

USE OF UNIFORMS AND IDENTITY CARD

Employees are required to wear uniforms and identity cards.

RETURN OF SCHOOL PROPERTY

Before leaving the service of the School an employee shall return to the School in good order and condition all property or equipment including documents, papers, and files belonging to the School or relating to its business. The cost of any equipment or property not safely returned shall be deductible from the employee's salary or other amounts due to him on any

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

account or shall be recoverable otherwise, and the employee shall be responsible for all costs and consequences thereof.

SEXUAL HARASSMENT

Sexual harassment of any employee is prohibited because it is intimidating, is an abuse of power and further, is inconsistent with School policies, practices and management philosophy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. Sexual harassment can include the following:

1. Sexual conduct that interferes with another person's work performance or creates an intimidating, hostile or an offensive work environment.
2. Personnel decisions (e.g. promotion, raise, scheduling) made by a supervisor based on employee's submission to or rejection of sexual advances.
3. Submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

CANVASSING OF NON OFFICIAL OR OTHER INFLUENCE

No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service.

HEALTH AND SAFETY

The School provides a clean, safe and healthy place to work. Employees are expected to do their part in helping maintain Safety and Health standards, work safely, observe safety rules and keep their work place neat and clean.

GIFTS:

Save as otherwise provided in these Rules, no employee shall accept or permit any member of his family or any other person acting on his behalf, to accept any gift from any student / parent / visitor.

MISCONDUCT:

Performance of work demands the acceptance of certain standards of behaviour from all members of staff, It is, therefore, considered necessary that staff should be fore-warned of those violations which could result in formal disciplinary proceedings being taken against

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

them, and that, in those cases deemed to be gross misconduct, such proceedings may result in dismissal. Without prejudice to the generality of the term 'misconduct' the following acts of omission and commission shall be treated as misconduct

1. Theft, fraud or dishonesty in connection with the business or property of the SCHOOL or of property of another person within its premises.
2. Taking or giving bribes or any illegal gratification, or demanding or offering bribes or illegal gratification.
3. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or in us behalf by another person, which the employee cannot satisfactory account for.
4. Furnishing false information regarding name, age, father's name, qualifications, experience or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
5. Acting in a manner prejudicial to the interest of the SCHOOL.
6. Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of the superior.
7. Unauthorised absence from duty.
8. Habitual late or irregular attendance.
9. Neglect work or negligence in the performance of duty including malingering or slowing down of work.
10. Causing damage to work in progress or to any property of the SCHOOL either wilfully or through negligence.
11. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the SCHOOL or outside such premises where such behaviour is related to or connected with the employment.
12. Indulging in Sexual harassment of a co-employee.
13. Gambling within the premises of the establishment.
14. Smoking within the premises of the establishment.

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

15. Collection without the permission of the competent Authority of any money within the premises of the SCHOOL except as sanctioned by any law of the land for the time being in force.
16. Sleeping while on duty or showing a lazy attitude.
17. Commission of any act which amounts to a criminal offence involving moral turpitude.
18. Absence from the employer's appointed place of work without permission or sufficient cause.
19. Commission of any act subversive of discipline or of good behaviour.
20. Abatement of or attempt at abetment of any act which amounts to misconduct.
21. Engaging in any trade or business without taking permission of the competent authority.
22. Canvassing in support of business or insurance Agency, Commission Agency, etc. owned or managed by the spouse or any other member of the family of the employee.
23. Spreading rumours or giving false information which tends to bring into disrepute the SCHOOL of its employee or spreading panic among them.
24. Levelling malicious or false allegations.
25. Occupying or taking possession in an unauthorised manner or refusal to vacate or deliver possession of SCHOOL's quarters or any of its premises, owned or hired / leased, when required to do so.
26. Refusal to accept a charge sheet or order or any other communication from the SCHOOL.
27. Striking work alone or in combination with other employees, or inciting them to strike work in contravention of the provisions of any law or rules having the force of law.
28. Leaving job without permission or conducting personal affairs at work without authorisation.
29. Tardiness in performing work.
30. Disturbing the diligence or work of co-employees during work hours.
31. Performance or results not in accordance with outlined targets or not according to School policy.

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

32. Deliberate contravention of safety rules or failing to obey any instruction which could affect the safety of any employee or School property.
33. Gross unprofessional conduct with respect to an employee or customer (e.g. sexual harassment),
34. Failing to report any chronic ailment or communicable diseases or deliberately endangering the health of any employee or customer.
35. Failing to observe Safety and Security Rules.

NOTE:

1. The above instances of misconduct are illustrative in nature and not exhaustive. The punishment for proved charges of misconduct shall depend upon the gravity of the offence and its consequential effect.
2. The terms and conditions of appointment as contained in the service agreement / letter of appointment / Code of Conduct of the employees are supplementary to these rules and will apply conjointly.

PAY AND ALLOWANCE

The allowance for specific duties/charge will be paid to employee during service till employee holding the charge; the allowance will be immediately stopped w.e.f. the date of relieving.

The pay and allowances of an employee who is dismissed or removed from service shall cease from the date of his dismissal or removal from services.

SERVICE OF ORDERS NOTICES, ETC.

Every order, notice and other process made or issued under these Rules shall be served in person on the employee concerned or communicated to him by Regd. A/D / Courier post at his last known address with the SCHOOL. If the employee refuses to accept a communication addressed to him, a copy of the same will be put up on the School Notice Board after recording the refusal in the presence of 2 (two) witnesses and the same shall be deemed to be effective service.

LEAVE / HOLIDAYS

The following types of leave are available to the employees of the SCHOOL. The availing of leave is not a right but would depend on exigencies of work. All leaves are sanctioned

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

according to the exigencies of work. Leave of whatsoever kind must be got sanctioned before it is availed. Such sanction cannot be assumed or taken for granted. -

CASUAL / SICK LEAVE

- a) Staff members who have completed one year of continuous service are entitled to 8 days casual / sick leave in a Calendar Year which will be credited on 1st day of the academic year. b) Not more than 2 Casual leaves can be availed at a time.
- b) The casual leave cannot be accumulated beyond the calendar year and is not cashable.
- c) Unused casual leaves can be accumulated and used only for sickness which requires long hospitalisation.
- d) No leave is sanctioned during probation period.

AMENDMENTS

The School may amend, modify subtract or add to these Rules, through Resolutions / office orders / circulars from time to time and all such amendments, modifications or additions shall take effect from the date as stated therein and shall be binding on all employees.

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

NOTE TO PARENTS

1. Parents are requested to co-operate with the school enhancing effective education and all round development of their child.
2. Special report on a pupil's conduct, application and progress is issued by the school after every examination. Parents should see these reports and take necessary step against causes that hinder the progress of their children.
3. Parents should check the school diary sign the remark and see that their child do his / her work regularly and seriously at home.
4. Parents, guardian or other person are not allowed to meet the students or their teachers during class hours without the permission of the principal. Appointment for an interview may be made on approval of the principal.
5. Private tuition is strongly discouraged.
6. Parents should see that their child arrives at the school at least five minutes before the bell ring.
7. No child will be excused from games, drill etc. unless a medical certificate is produced.
8. Written permission of the principals is required for students leaving the school premises during school hours.
9. No sale of any kind and no collection for any purpose is to be done without the principal's permission.
10. Party or presentation of gifts in honour of staff member is not allowed.
11. Refinement of manners, habits of obedience, orders, punctuality and neatness in person and dress, are expected at all time.
12. The parents should understand that the responsibility of the school staff ceases just outside the main gate of school campus. They must ensure that their ward is safely escorted to the school and on their return.
13. The money paid to school is non refundable.
14. The monthly fee collected in school between 9:00 am to 1:00 pm before 7th of every month; defaulters will be liable to pay fine decided by shining star school managing committee.

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

GENERAL RULES

All the pupils must abide by the school rules of conduct and discipline and must bear in mind the following points.

1. Be a regular scholar; come to school in clean and tidy school uniform.
2. Extend your help in keeping the class-room and school campus clean. Don't scatter bits of paper on the floor. If you find any, remove them. Neither spoil the walls nor damage the school furniture and other properties. Any damage will be made good by the person responsible.
3. While moving take care not to disturb other classes. Always move in a line.
4. Take care of your own things and don't lose them. Don't bring valuables to the school. School is not responsible for the loss of your things.
5. Your work and conduct at school should be such that it brings a good name to the school.
6. Enter homework in your calendar and do the work regularly. Follow up the correction & suggestions by the teacher.
7. Students suffering from contagious or infectious disease will not be allowed to attend the school.
8. Every bonafide student of the school is entitled and expected to make use of school.
9. Every bonafide student is eligible to avail the privilege of railway concession forms which entitle a student to a 50% deduction in fares. (as per Indian railway rules).
10. Tours, excursions & picnics are arranged by the school and every student is expected to attend.
11. All students are expected to participate actively in extracurricular activities. Adequate weightage for participation will be given in final result.
12. In genuine circumstances only the pupil can leave the premises with the permission of the principal.

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

Recommendations to the students

Students are expected to conduct themselves in manners befitting the dignity of the institution. Hence:-

1. Are not permitted to patronise wayside vendors or eat on the street.
2. Shall always greet their teachers, elders and friends in a pleasant and audible tone of voice, where ever they may meet them in school or outside.
3. Shall always maintain good posture whenever they sit, stand on walk.
4. Shall be polite in speaking to one another; try always to be cheerful and composed. They must take care near to interrupt anyone who is speaking.
5. Shall be obedient to their parents and teachers giving them the respect and affection that is their due and accepting corrections and guidance cheerfully.
6. Shall have to maintain self discipline and good manners in and out the school premise.
7. Shall always take utmost care of school property.
8. Personal Hygiene and cleanliness are expected from all students.
9. Students are strictly forbidden to leave the school premises during the school hours.
10. Despite being warned twice, in consultation with parents, if a student continues to disobey or misbehave he/she will be subjected to rustication.
11. Shall not wear any ornament and watch. Books, newspaper, periodicals and magazines may never be brought into the school without the knowledge and sanction of the teachers concerned. This will be otherwise and due reason confiscated.

No collection for any purpose whatsoever may be made in school without the permission of the PRINCIPAL.

SHINING STAR GLOBAL SCHOOL



(Strive For Excellence)

SCHOOL OFFICE

1. No school business will be conducted out of office hours and on holidays
2. We required at least ten days for processing application for any certificates / form and other documents.
3. Certificate/ documents will be issued at charge Rs. 20/- for each copy except school leaving certificate. TC@200/-
4. No changes in leaving certificate will be entertained in school L.C. from those existing in previous L.C. while seeking admission in secondary or higher secondary section.
5. It is decided to give 10% of concession on current session fee, for 2nd/ 3rd sibling enrolment in SSGS. Fee Included (Tuition Fee, Annual Charges, Admission Fee).