

White Feathers Group of Educational Institutes

College Code: 2073, Bangawan, Tikaitnagar, Barabanki Uttar Pradesh-225415

SERVICE REGULATIONS FOR TEACHERS

SECTION - I: GENERAL:-

- I. The following Service Rules apply to every employees, be they of any class in the employment of White Feathers Group of Educational Institutes, Bangawan, Tikaitnagar, Barabanki, U.P.
- II. The managing committee of The White Light Social Welfare Trust, Tikaitnagar reserves itself the right without giving any previous notice in this regard to amend, alter or add to any of these rules, in conformity with the existing statues and norms, set by the Board of State Government and to bring such amendments and alteration or addition into effect, in the furtherance of the interests of this Academy from such date as it may fix, and such amendments/alterations/additions shall become binding on all the employees of the school.

SECTION - II: APPOINTMENTS:-

- I. All appointments to all categories except Group-D employees shall be made by the Management Committee either by direct recruitment or by promotion through a Selection Committee constituted according to the rules of Institute, which shall be consistent with the norms of the Board/Government.
- II. Temporary, (On adhoc) appointment may be made by the Principal with the prior approval of the President.
- III. Appointment of Group-D employees will be made by the Principal through a Selection Committee constituted by him.
- IV. MEDICAL CERTIFICATE: The appointment and the continuance of the employment in this Institute shall be further subject to his/her being found medically fit.
- V. CHARACTER CERTIFICATE: The appointment is further subject to production of two character certificates from two different members of Parliaments or Gazetted Officers or member of a Local Authority, not related to his/her certifying his/her character.
- VI. PRODUCTION OF ORIGINAL CERTIFICATE: The appointment and the continuance in service is further subject to producing the Degree/Diploma or other qualifying certificates in original with attested copies thereof within a period of 15 days from the dates of acceptance of the offer of appointment.

SECTION - III: PROBATION, CONFIRMATION AND TERMINATION:-

- I. All new staff shall serve a probation period of 6 months from the date of reporting to the Institute. This period of probation may be extended at the discretion of the Management.
- II. If his/her work on the expiry of the period of probation is found satisfactory, he shall, on the expiry of the period of probation, or the extended period of probation, as the case may be, be confirmed with the effect from the date of expiry of the said period.
- III. That during or within the extended period of probation, the services can be terminated without assigning any reason by giving one month notice or paying one month salary in lieu of notice on either side. In case of permanent employees three months' notice or three months' pay in lieu thereof, on either side will be required.
- IV. In case a notice is served before the commencement of summer vacation and does not expire within it, the period of notice shall be two instead of three months. The management may relieve an employee who had given notice to it before the expiry of the notice period.

SECTION - IV: PROBATION, CONFIRMATION AND TERMINATION:-

- I. The salary of the staff will normally be disbursed on or before the 10th day of a month succeeding that in which it has been earned.
- II. An increment shall ordinarily be drawn as a matter of course unless it is withheld when the conduct/work of an employee is not satisfactory. A member of the staff shall receive his/her first increment in the pay scale of his/her post twelve months from date when he/she first assumed charge of his/her duties on the post.
- III. Where an efficiency bar is prescribed in a time scale, the increment next above the bar may be withheld without giving any reason. The increment in such cases shall not be given without the specific sanction of the authority empowered by the Board to do so.
- IV. The Board may without the grant of increment to all the members of the staff for reason of financial stringency.
- V. In special cases an allowance may be paid to any member of the staff for any additional responsibility done in addition to normal duties, at the discretion of the Board.
- VI. A member on vacation shall get the full salary or a proportionally reduced amount for the long vacation according to the vacation or a shorter period, provided further that the teacher shall not be entitled to any vacation pay if he/she worked for less than three months. Proportionated summer vacation pay to an employee will be paid after the expiry of the summer vacation on giving a solemn declaration that employee has not worked and earned salary for this period elsewhere.
- VII. Leave without pay exceeding 15 days shall not be counted as service for increment and summer vacation pay.
- VIII. Salary/pay includes allowances.

SECTION - V: DISCIPLINE AND CODE OF CONDUCT:-

- I. As a teacher he/she shall be whole time employee of the institution and shall not engage himself/herself in any work similar in nature to that of the institution and/or in which he/she may for the time being be engaged, either honorary or otherwise.
- II. He/she shall devote his/her whole time to the duties assigned to him/her from time to time, and shall not undertake any tuition work without the written permission of the Principal.
- III. He/she shall not prepare or publish any book or books, commonly known as keys or assist anybody else directly or indirectly in such a publication.
- IV. He/she shall not canvass for any publication or any publishing agency or trader.
- V. He/she shall not enter any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal ends, nor shall he/she conduct his/her personal matters in such a manner that he/she shall have to insure a debt beyond his means.
- VI. He/she shall not accept, or permit any member or his/her family if any other person acting on his/her behalf to accept any gift from any student, parent or any person he/she may come into contact by virtue of his/her position in this institution.
- VII. He/she shall conform to all rules and regulations in force from time to time in the Institute and shall obey all other lawful orders instructions/directions of the Managing Committee/Principal as are given to him/her in connection with the day to day discharge of his/her duties in the institution.
- VIII. He/she shall not practice or incite any student to practice, casteism, communalism or untouchability, or cause or incite any person to cause, any damage to the property of the institution, or behave or encourage to incite any student or teacher or any other employee to behave in a rowdy or disorderly manner in the premises of the institution or be guilty of encouraging violence, or any conduct which involve moral turpitude, or be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employees of the institution, or organise or attend any meeting during the Institution hours, except when he/she required or permitted by the Principal of the Institution to do so.
- IX. In case of any change in his/her address during the course of employment in the institution, it shall be his/her duty to intimate the same in written to the Principal, within seven days of such a change so effected to be recorded in his/her personal record maintained for the purpose by the institution and even for a temporary change in address he/she shall keep the Principal informed about the same.
- X. He/she receive any communication whenever it is offered or deliver to his/her personality and shall sign the duplicate copy of the same in token of its having been received by him/her.
- XI. He/she shall be responsible for the safe custody of registers, books and other things/records entrusted to him/her and in case of any damage or loss, the Principal shall have right to initiate disciplinary proceedings against him/her and take such action as provisions of the rules of Institutions.
- XII. In the event of his/her having been found guilty of misconduct by any of the conditions of his/her appointment including the "Code of Conduct and Discipline" of the Institute, his/her services shall be liable to be terminated forthwith, without any notice of compensation in lieu of notice whatsoever.

- XIII. He/she shall not utilize or divulge any secrets or business affairs or the Institutions and shall safeguard the interest of the institution.
- XIV. He/she shall not absent himself/herself from the Institution without leave or without previous permission of the head of the institution, or from the class which he/she has to teach.
- XV. He/she shall maintain integrity and devotion to duty and/or shall not do anything which is unbecoming of a teacher.
- XVI. He/she shall not distribute or cause to be distributed or exhibit within the premises of institute hand bills, pamphlets, posters and other things without the previous sanction of the Principal.

SECTION - VI: PUNISHMENT:-

- I. The following punishment for good and sufficient reasons may be imposed on members of the staff by the Principal/President/Board as the case may be:
 - (a) Censure
 - (b) Withholding of increment
 - (c) Removal from Service
 - (d) Recovery from pay of the whole or part of any pecuniary loss caused to the school by negligence or breach of orders by the employees.
- II. Before issuing an order of punishment the Principal/President/Board shall call upon the person concerned to explain his/her conduct or institute an enquiry himself or an enquiry officer deputed by him or by a committee constituted for the purpose.
- III. An employee on whom punishment is imposed shall have the right to appeal to the Board which may at their discretion, allow a personal hearing. The Board's decision shall be final. All appeals must be submitted within 10 days through the Principal who shall give his comments before placing them before the President/Board.
- IV. The order of the Principal/President shall stand till the decision of the appeal. Refusal to obey it completely or partially will be in subordination.
- V. An appeal by an employee which in the opinion of the Board is malicious, shall render the employee liable to such punishment as the Board may deem necessary and may extend to dismissal.

SECTION - VII: DEDUCTION OF PROVIDENT FUND AND INCOME TAX:-

The payment of his/her salary be subject to the deduction of Income Tax, If any, payable on the Income from his/her salary as also the Provident Fund dues to him/her on his/her confirmation, deductible on the said salary according to the Provident Fund Rules as in force from time to time.

LEAVE-RULES

SECTION - I: GENERAL:-

- A. These rules shall be called White Feathers Group of Educational Institutes, Bangawan, Tikaitnagar, Barabanki, U.P. Leave Rules.
- B. These rules shall be deemed to be in force from 01.04.2017 and shall apply to every member of the school, staff employed upon the aforesaid date or who joins thereafter.
- C. (I) No leave except sick leave on medical certificate acceptable to the Principal/President shall be claimed as a matter of right. It will be granted according to the exigencies (conditions of great need) of service, if so required the Principal/President may refuse or revoke leave, whether in term or vacation.

(II) No member of the staff shall leave station at any time without prior permission of the Principal.

(III) Application for leave must be submitted and got sanctioned before proceeding on leave.

(IV) In case an application for leave cannot be submitted and got sanctioned beforehand due to circumstances beyond the employee's control, it shall be submitted as soon as possible stating therein the reason for the late submission, failing which he/she will be treated on the break of service or leave without pay.

(V) Leave without pay exceeding 15 days shall not be counted as service for calculating service period.

SECTION - II: CATEGORIES OF LEAVE:-

1. Casual
2. Sick
3. Maternity
4. Earned/Privileged
5. Special
6. Official Leave
7. Without Pay

1: CASUAL LEAVE:-

- I. 14 days during the year
- II. Not more than three days at a time. Casual leave exceeding 3 days may be granted by the President/Principal as a special case provided the application is submitted well in time, to enable the Principal to get it sanctioned if need be.
- III. Cannot be combined with any other leave. It can be combined with leave without pay if applied and got sanctioned before proceeding on leave.

The whole will be treated as leave without pay if an employee proceeds on leave and then applies for extension unless this extension is for reasons which could not be anticipated and which are so strong that leave is absolutely necessary. In case extensions are applied on medical grounds, the application must be supported by a medical certificate acceptable to the authorities.

- IV. Sanctioning authority Principal, In his/her own case he/she shall send it to the President for sanction.
- V. Temporary staff will be entitled to casual leave proportionate to the service already put in at the rate of one day per month. One day per month does not mean 12 days per year as in this case summer vacation not to be counted as service.
- VI. Un-availed casual leave may be availed in case of sickness when the entries sick leave for the year as the accumulated sick leave has been exhausted but not vice-versa.
- VII. Intervening Sundays and holidays (not the block holidays) shall not be counted as casual leave.
- VIII. Three late comings in one month shall be counted as one casual leave.

2: SICK LEAVE:-

- I. Sick or medical leave shall not exceed a year in the total service of the employee.
- II. The employee may take sick leave for 10 days without an academic calendar and for six months In case of hospitalisation on full pay.
- III. Medical Certificate to be submitted in case of 2 days leave or exceeding 2 days.
- IV. If applicant want to avail casual leave or earned leave at full pay, due to illness instead of sick leave at half pay, he/she shall mention it in the application.
- V. Sanctioning authority of accumulated sick leave is the President.

3: MATERNITY LEAVE:-

- I. Only permanent women employees are entitled to it.
- II. Up to twelve weeks from the date of commencement or up to the end of six weeks from the date of confinement (child birth/miscarriage) whichever is earlier.
- III. Applications duly recommended by a competent medical authority to be submitted a month in advance.
- IV. One month of full pay and the rest of the month(s) without pay.
- V. Sanctioning authority: President.
- VI. Maternity leave salary will be paid on resumption of duty. In case on employees' resumes duty simply to received maternity leave salary and leaves services before the expiry of one year, it will be presumed that she did not intend to continue in service and the maternity leave salary, if paid, will become recoverable.
- VII. No maternity leave shall be granted after the second living child.

4: EARNED/PRIVILEGE LEAVE:-

- I. Two categories of employees:-
 - (a). Vacation Department Staff: It includes all members of the teaching staff, teaching and coaching, but not the Principal and the Librarian.
 - (b). Non-vacation Department Staff: It includes the Principal and all other members of the staff not included in category (a) above.
- II. Category (a) employees are not entitled to any earned leave/privilege leave. If any employee of category (a) is called for duty during summer/winter vacation, he/she shall be entitled to earned leave equivalent to 3/10 of the duty rendered during the vacation.
- III. Category (b) employees are entitled to earned/privilege leave which should be availed during vacation in turn. In case any such member cannot use his earned leave during the summer vacation, the un-availed leave will be carried forward and allowed later on, and can be availed only during vacation, the maximum limit of Earned Leave is 10 days only.
- IV. When the period of service of employee of category (b) is less than one year, he/she shall be entitled to proportionate earned leave.
- V. Sanctioning authority: President/Principal.

5: SPECIAL LEAVE:-

The President/Board of Governors may allow at its own discretion special leave with full/half pay to a deserving employee special circumstances.

6: OFFICIAL LEAVE:-

The employee may take 3 days Official paid leave for attending/participating in any National/International conference/Seminars. Also, 3 days Official paid leave can be taken by staff for exam duty / Sessional & Board Exam copy checking.

7: LEAVE WITHOUT PAY:-

There is no leave without pay in ordinary course unless there is some emergency of a very serious nature e.g. continued illness, study leave or maternity leave, otherwise it will be considered a break of service and an act of indiscipline.

(Mr. Daya Shankar Singh)
President