

EMPLOYEE SERVICE RULES & REGULATIONS

**(Applicable to Teaching and Non-Teaching Staff of all schools run under the
aegis of Burnpur Riverside School Educational Society)**

Approved by:

**The Governing Body,
Burnpur Riverside School Educational Society**

Effective From: 01-04-2026



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Service Rules – Repeal and Supersession Clause

1. Repeal of Earlier Rules

All previous service rules, regulations, policies, circulars, office orders, and amendments issued by the Institution/Society prior to the coming into force of these Rules are hereby repealed and superseded in entirety.

2. Saving of Actions Taken

Notwithstanding such repeal, any action taken, decision made, or order issued under the earlier rules shall be deemed to have been validly taken under the corresponding provisions of these Rules, unless otherwise specifically reviewed or modified.

3. These Service Rules shall come into force with effect from : **01-04-2026** and shall be **applicable to Teaching and Non-Teaching Staff of all schools run under the aegis of Burnpur Riverside School Educational Society Effective From: 01-04-2026**

Preface:

Burnpur Riverside School Educational Society (BRSES) is committed to maintain high standards of professionalism, transparency and accountability in the functioning of institutions run under its aegis.

The Employee Service Rules have been framed to ensure clarity regarding service conditions, duties, professional conduct, disciplinary procedures and retirement policies for all employees of all schools run under the aegis of Burnpur Riverside School Educational Society.

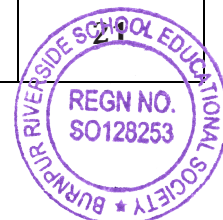
These rules are aligned with the principles and guidelines applicable to schools run under the aegis of Burnpur Riverside School Educational Society and are intended to promote a positive and professional working environment.

All the employees are expected to familiarize themselves with these rules and abide by them.



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CHAPTER 1

Short Title, Application and Definitions:

1.1: Short Title

These rules shall be called the **BRSES Employee Service Rules & Regulations**.

1.2: Applicability

These rules shall apply to all **Teaching and Non-Teaching staff** employed in all the schools run under the aegis of Burnpur Riverside School Educational Society.

1.3: Definitions

In these rules, unless the context otherwise requires:

- a) *“Employee / Staff Member”* means a person in the employment of any of the schools run under the aegis of Burnpur Riverside School Educational Society.
- b) *“Society”* means Burnpur Riverside School Educational Society registered under West Bengal Society Registration Act -1961.
- c) *“Governing Body”* means the Governing Body for the time being of the Burnpur Riverside School Educational Society.
- d) *“Chairman of the Society”* means Chairman for the time being of the Burnpur Riverside School Educational Society.
- e) *“Secretary”/ “Jt. Secretary”* means Secretary /Jt. Secretary for the time being of the Governing Body of the Burnpur Riverside School Educational Society.
- f) *“School”* means School (Existing and to be established in future) run under the aegis of Burnpur Riverside School Educational Society.
- g) *“Managing Committee”* means Managing Committee of the School for the time being constituted by the society for respective School(s).
- h) *“Chairman, Managing Committee”* means Chairman for the time being of the Managing Committee of the respective School(s) selected/ nominated by the Governing Body of the Society.
- i) *“Director of the School”* means Director of the School(s) for the time being who is the overall incharge of the academic, administrative and financial activities of the all the schools run under the aegis of BRSES to be appointed by the Governing Body of the Society.



- j) "Head of the School/ Institution" (HOI) means Principal / Vice-Principal / Head-Master / Head-Mistress/ of the School for the time being who is incharge of the academic and administrative activities of the school to be appointed by the Governing Body of the Society.
- k) "Disciplinary Authority" means the authority specified in the Rule and competent to impose specified penalties enumerated in the Rule.
- l) "Appellate Authority" means the authority specified in the Rules and competent to review the decision of the Disciplinary Authority.
- m) "Review Committee" means the authority specified in the Rules and competent to review the decision of the Appellate Authority.
- n) "Sexual Harassment" will include such unwelcome sexually determined behaviour, whether directly or otherwise,
- i. Physical contact and advances.
 - ii. Demand or request for sexual favours.
 - iii. Sexually coloured remarks.
 - iv. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
- o) "Corporal Punishment" will include such Physical Punishment or Mental harassment which is detrimental to the students' academic and psychological wellbeing, whether directly or otherwise.
- p) Physical punishment means any action by the Staff Member causing pain or injury to a child, including caning and hitting with a hard object, spanking, pinching, twisting of ear or pulling of hair, ties, collar etc.
- q) Mental Harassment means any action by the Staff Member that is detrimental to psychological health of the child, including victimization by using sarcasm, scathing remark or any form of humiliation.
- r) Words importing the singular number also include the plural number and vice-versa.
- s) Words importing the masculine gender also include the feminine gender.



CHAPTER 2

Recruitment and Appointment

2.1: Recruitment Policy

Recruitment shall be conducted in a **transparent and merit-based manner**.

2.2: Eligibility

Teaching Staff must possess qualifications prescribed by regulatory authorities, including CBSE.

2.3: Appointment Letter

Every employee shall receive written Appointment Order specifying:

- Designation
- Salary/Pay Scale
- Probation Period
- Service Conditions
- Duties and Responsibilities.

1. All appointments to all categories / posts including Head of the School shall be made by Governing Body of BRSES either by direct recruitment or by promotion through a Selection Committee constituted by the Governing Body of BRSES and in accordance with and upon such conditions as the Society may decide, which shall be consistent with the norms of the Board/Government, if statutory provision exists.
2. Appointment of Principal/Head of the School shall be made by the Society through a Selection Committee constituted by the Governing Body of Burnpur Riverside School Educational Society.



CHAPTER 3

Probation and Confirmation

3.1: Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of one year from the date of his/her joining the duty. The period of probation may be extended by the School Managing Committee with due approval from the Governing Body of BRSES by a further period not exceeding one year. Services of an employee during probation may be terminated by the School Managing Committee with due approval from the Governing Body of BRSES without assigning any reason thereof by giving one month's notice in writing or one month's salary including all allowances in lieu thereof.

In the event of an internal promotion, if the employee is found to have performed unsatisfactorily, the Governing Body of the Society reserves the right to demote the concerned employee to his / her earlier grade / position.

3.2: If an employee desires to be relieved during the period of probation, it will be necessary for him to give one month's notice in writing or one month's salary including all allowances unless and otherwise the School Managing Committee permits, relaxation under special circumstances with due approval from the Governing Body of BRSES.

3.3: CONFIRMATION

3.3.1: If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils the other requisite conditions.

3.3.2: The employee shall be informed of his confirmation within 03 (Three) months of the completion of probation period after due approval from the Governing Body of BRSES on recommendation of School Managing Committee.

3.3.3: **TRANSFER:** Service of any employee is transferable to any of the schools run under the aegis of Burnpur Riverside School Educational Society upon discretion of the Governing Body in the same pay scale and allowances.



CHAPTER 4

Duties and Code of Conduct

4.1: Every employee shall be governed by the Code of Conduct. Without prejudice to the generality of the term “breach of Conduct” the following acts of omission/commission shall constitute breach of code of conduct:

- i. Habitual late coming and negligence of duty.
- ii. Use of abusive language, quarrelsome and riotous behaviour.
- iii. Insubordination and defiance of lawful order.
- iv. Disrespectful behaviour, rumour mongering and character assassination.
- v. Making false accusations or assault either provoked or otherwise.
- vi. Use of liquor or narcotics on the school premises.
- vii. Embezzlement of funds or misappropriation of school property or theft or fraud.
- viii. Mutilation/destruction of school records and property.
- ix. Conviction by a court of law for criminal offence.
- x. Possession in school premises of weapons, explosives, and other objectionable materials.
- xi. Indulging in or encouraging any form of malpractice or negligence connected with examination or other school activities.
- xii. Divulging confidential matters relating to school.
- xiii. Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities
- xiv. Carrying on personal monetary transactions among themselves, with the student and/ or with the parents.
- xv. Taking active part in politics.
- xvi. Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- xvii. Making sustained neglect in correcting class work or homework or any other responsibility of a teacher.
- xviii. Undertaking private or any other tuition of students by Staff member (Teaching & Non-Teaching).
- xix. 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.
- xx. Absenting from work even though present in the school premises or absent without leave.



- xxi. consecutive 14(fourteen) days absence without sanctioned leave caused to termination of service automatically.
- xxii. Preparing or publishing any book or books commonly known as keys or guide books whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader:
- xxiii. Asking for or accepting, except with the previous sanction of the Society, 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.
- xxiv. Furnishing of false information regarding name, age, qualification, ability or previous services or any other matter germane to the employment at the time of employment or during the course of employment.
- xxv. Commissioning of any act which amounts to criminal offence involving moral turpitude.
- xxvi. Commissioning any act subversive of discipline or good behaviour.
- xxvii. any publication to any authority/person hampering the reputation of school, member of the society and member of the managing committee.
- xxviii. Indulging in any act of sexual harassment to any woman or girl student.
- xxix. Administration of Corporal Punishment or harassment of students
- xxx. Not taking corrective measures to improve the academic performance of academically weak students.
- xxxi. Acting in a manner prejudicial to the interest of the school, staff members or the students.
- xxxii. Refusal to accept official communication/ correspondence of the school by hand or through peon book.
- xxxiii. Use of mobile phone/ electronic gadgets for taking pictures / recording of the school/ official activities / confidential documents without approval of the school authority.
- xxxiv. Uploading official photographs / documents/ confidential documents/ other records on social media/ public domain without approval of the competent authority.
- xxxv. Trying to embarrass the school authority/ HOI by false accusation.
- xxxvi. Representation to CBSE/ any Govt. or Non-Govt. body without approval of SMC.
- xxxvii. Indulging in a matter which amounts to conflicts of Interest
- xxxviii. Not complying with School Policies, Rules and Reputation



xxxix. Any form of misconduct which includes :

- a) Insubordination
- b) Negligence of Duty
- c) Moral misconduct
- d) Violation of School Policies
- e) Financial Irregularities
- f) Corporal Punishment

4.2: All teachers are expected to be exemplary in their public and private lives. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth. The teacher shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to him/her by the Head of the school or the Board. He/ She shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

4.3: The following shall not be deemed as a breach of the Code of Conduct.

- i. to appear at an examination to improve his/her qualifications with the Permission of the employer.
- ii. to become, or to continue to be a member of any religious, literary, scientific or professional organisation or cooperative society with the written permission of the employer.

CHAPTER 5

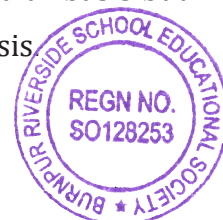
Leave Rules

Employees may avail the following leaves subject to approval of the School Authority.

Types of leave include:

- **Casual Leave (CL)**
- **Medical Leave (ML)**
- **Maternity Leave**
- **Duty Leave**

5.1: These leave rules are applicable to all employees who are employed on regular basis but exclude all employees engaged on adhoc, contractual, part-time or temporary basis



5.2: Casual Leave: - All employees are eligible to eight days of casual leave per calendar year. This leave cannot be carried forward to the next calendar year.

5.3: Casual Leave: - Casual Leave will be forfeited for late arrivals to school to be calculated from appointed time at the rate of 1 day's Casual Leave for every 3 late arrivals irrespective of months. In absence of Casual Leave 1 day's wage will be deducted, applicable to all the employees engaged on regular, adhoc, contractual, part-time or temporary basis.

5.4: A Casual leave shall not be prefixed or suffixed to any school vacation (Summer, Durga Puja or Winter). If any employee is absent before or after summer or winter vacation, then their entire vacation will be considered as Leave Without Pay (LWP) unless and until prior written permission is taken from Director/ Principal/ HOI/ Manager. Only in case of serious medical issues, the Managing Committee may decide to grant vacation to the employees absent before or after summer or winter vacation.

5.5. A Casual Leave may be prefixed or suffixed to a holiday or a Sunday but total period of leave including the holiday or Sunday shall not exceed 5 days at a time, failing which entire period of leave including holiday and Sunday shall be counted as casual leave or Leave without pay in absence of casual leave.

5.6: Medical Leave:- All regular employees are eligible to twenty days of Medical leave per calendar year on Half pay or Ten days on full pay per calendar year. Unutilized leave will not lapse and will accumulate upto a maximum period of 180 days half pay medical leave or 90 days full pay medical leave. A medical leave is granted subject to submission of medical fitness certificate issued by a registered medical practitioner.

Medical Leave Encashment Policy

Medical Leave up to a maximum of 30 (Thirty) days may be encashed only once during the entire service period at any point of time, subject to the following conditions:

1. The employee must have completed a minimum of 15 (Fifteen) years of continuous service in the institution.
2. A minimum balance of 30 (Thirty) days of Medical Leave must be retained after such encashment.



3. The encashment amount shall be calculated based on the Basic Pay plus Dearness Allowance (DA) applicable in the month in which the employee submits the application for encashment.
4. Medical Leave encashment lies under the discretion of the Managing Committee.
5. The employee shall maintain a minimum balance of 30(Thirty) days of Medical Leave after such encashment provided that in case of encashment at the time of superannuation/retirement, the requirement of retaining the minimum balance shall stand waived, and the employee shall be eligible to encash the full admissible Medical Leave balance, subject to applicable rules.

5.7: Earned leave: - All the staff members including Administrative/ HOI/ Teaching/ Non-Teaching are not eligible for Earned Leave. Unutilized leave till 31-03-2026 will not lapse and will accumulate upto a maximum period of 300 days.

5.8: Encashment of Earned Leave: - Employees having accumulated Earned Leave till 31-03-2026 may encash to the maximum of 300 days at the time of retirement/superannuation or at the time of leaving the school before superannuation. Earned leave may be encashed in case of hospitalization, at the discretion of Managing Committee of the school and the total period of medical leave should not be less than 7 (seven) days.

5.9: Grant of Leave:

- i. Leave cannot be claimed as a matter of right.
- ii. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Head of the School
- iii. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reasons should reach the Director/ Principal/ HOI/ Manager on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.
- iv. An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought. If any employee does not apply within seven days of the expiry of leave for further leave, or has been absent from school without leave for 07(seven) school days, the employee may be deemed to have deserted his post.



- v. Casual Leave cannot be combined with Earned Leave & Medical Leave.
- vi. Leave (CL/EL/ML)/ Summer Vacation/ DP Vacation/ Winter Vacation cannot be adjusted against notice period in connection with resignation. No leave (CL/ El/ ML) is permissible during Notice Period. Any absenteeism during Notice Period will be considered as Leave without Pay (LWP).
- vii. Teaching staff /Lab. Asst./ Lab. Attendant/Support staff /Group-D Staff (Sweeper/ Ayah / Peon/ Darwan/ Driver/ Bus Attendant) are eligible for (Summer Vacation / Durga Puja / Winter vacation). However their vacation period will be notified by the Director/ Principal/ HOI/ Manager at the beginning of the new academic session each year.
- viii. Office staff, IT Staff, Administrative Staff including HOI will be treated as non-Vacational staff and school vacation do not apply to them. Their duration of vacation (Summer/ DP/ Winter) will be notified by the Director/ Manager at the beginning of the new academic session each year. They are entitled to other categories of leave such as Casual Leave and Medical Leave.
- ix. All the employees (Teaching & Non-Teaching) shall have to take permission from the School Authority before leaving station even during vacation (Summer Vacation / Durga Puja / Winter vacation) or holidays.
- x. Intimation received from an employee regarding request of leave from out station may not be sanctioned, if the employee has not taken prior permission for leaving station from the school authority.
- xi. If an employee submits an application for grant of leave from outstation on account of exigency/ illness then the school authority reserves the right to grant leave / ascertain his / her medical fitness at the time of joining or at any stage of illness through Registered Medical Practitioner/ Medical Board appointed by the school authority.
- xii. If an employee submits medical certificate along with relevant investigation reports for medical leave from any doctor then the School Authority reserves the right to forward such cases to the Registered Medical Practitioner/ Medical Board appointed by the school authority for further opinion/ action.
- xiii. In the event of leaving station for treatment / medical purpose, the employee has to keep the school authority informed of the change in address / station.



5.10 Maternity Leave:

Female employees shall be eligible for maternity leave (up to 180 days) as per applicable Government Regulations.

5.11 Duty Leave:

Duty Leave may be granted for:

- Official Assignments
- CBSE Duties
- Training Programmes
- Educational Conferences or Workshops authorised by the School authority

CHAPTER 6

Working Days and Working Hours:

6.1: The working days and holidays will be as notified at the beginning of the year by the Director/ Manager/ HOI.

6.2: The working hours will be such as may be specified from time to time by the Director /Principal/ HOI. As per Right to Education Act 2011, Teaching Staff are required to spend minimum 45 instructional hours per week.

6.3: Working hours may be different for teaching and non- teaching staff as may be specified by the Director/ Manager/ HOI.

6.4: As and when required an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the school.

6.5: An employee is also required to conduct and organize co-curricular programmes and perform other duties even beyond the normal working hours or on holidays (Summer Vacation / Durga Puja Vacation / Winter Vacation) or any other day as required by the Director/ Manager/ HOI.

CHAPTER 7

Number of Teaching periods:

7.1: Every teacher shall devote in a year not less than 1200 hours to the teaching of students, out of which not more than 200 hours may be required to be devoted for the coaching in the school premises, of weak or gifted students, whether before or after the school hours.

7.2: Provided that if any teacher is required to devote more than 1200 hours to the teaching of students, extra remuneration shall be paid to him at such rate as may be determined by the Managing Committee, for every hour in excess of 1200 hours devoted by him to the teaching of students.

CHAPTER 8

Maintenance of Record by the Teachers:

8.1: A teacher is expected to maintain the following documents and also any other record as may be specified from time to time.

- a) Attendance Register of the class for which he/she is the Class Teacher.
- b) Personal Log Book and Class Log Book, Programme of Instruction and Lesson Plans
- c) Cumulative result of his / her class.
- d) Attendance Register of optional subjects in case of teachers teaching such optional subjects.
- e) Stock Register of properties held by him/her
- f) CRB (Cumulative Record Book) of the class for which he/she is a class teacher.
- g) Fee collection record of the class for which he/ she is a class teacher.
- h) Apart from point No. (a) to (g), any other documents notified by the Director/ Principal/ Manager / HOI from time to time.

CHAPTER 9

Attendance of Employees:

9.1: Every employee is expected to reach the school punctually and sign the attendance register as well as mark the Biometric attendance on arrival before the working of the school begins and also mark the time of departure in the departure register along with marking the Biometric departure at the time of leaving the school.



9.2: An employee who has not signed the attendance register/ not completed the biometric attendance as above is liable to be considered as absent from duty for that date.

9.3: It is mandatory for all the employees to complete the biometric departure process along with putting signature in the departure register before they leave the school premises at any point of time even for any official work.

CHAPTER 10

Professional Development

10.1: Employees shall participate in training programmes, workshops and professional development activities.

10.2: Teachers are required to complete continuous professional development training hours as per CBSE guidelines

CHAPTER 11

Termination of Service:

11.1: Service may be terminated by:

- Resignation
- Retirement
- Disciplinary Action
- Institutional Requirement

11.2: If an employee at any time after confirmation intends to resign, he/she shall give three the months' notice in writing or three months' salary including all allowances to School Managing Committee.



11.3: The School Managing Committee may terminate the services of a confirmed employee with due approval from the Governing Body of BRSES only in case of abolition of a post due to closing down of school, a class or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or three months' salary including all allowances.

11.4.:The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances

CHAPTER 12

Retirement and Extension of Service

12.1: Age of Superannuation:

Every employee of the school, whether Teaching or Non-Teaching including Head of Institution(HOI), shall ordinarily retire from service upon attaining the age of 60 (Sixty) years, subject to the employee remaining medically fit and capable of efficiently discharging assigned duties up to the date of superannuation.

12.2: Consideration for Extension of Service:

Notwithstanding the above provision, the Governing Body of Burnpur Riverside School Educational Society (BRSES) may consider granting extension of service beyond the age of superannuation in deserving cases, if such extension is considered beneficial for the academic , administrative or institutional interests of the school provided such employee should not have been subjected to any disciplinary proceeding /award of punishment in the past.

The Governing Body of BRSES reserves the right to modify or discontinue the extension of service.

12.3: Discretion of the Governing Body:

The grant of extension of service shall not be claimed as matter of right by any employee. The decision to grant, modifies, or denies extension shall solely rest with the Governing Body of BRSES, whose decision shall be final and binding.



CHAPTER 13

Remuneration and Allowances

Salary, allowances and benefits shall be determined by the Governing Body of BRSES based on institutional policy and financial capacity.

CHAPTER 14

Grievance Redressal

Employees may submit grievances to the Grievance Redressal Committee constituted by the school.

CHAPTER 15

Contributory Provident Fund - Pension Scheme:

Employees will be required to become members of the Contributory Provident Fund Scheme as required under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952.

CHAPTER 16

Gratuity:

Employees are eligible for payment of Gratuity, if they complete minimum of 5 years continuous service in any branch of the school under the aegis of BRSES. They are not eligible for Gratuity in case of break of service. The maximum ceiling of Gratuity payable to the employee is 10 (Ten) Lakhs. The society reserves the rights to forfeit the entire Gratuity/ part of the Gratuity of the employee, if their service is terminated on disciplinary grounds.



The society reserves the rights to withhold the Gratuity of the employee, if any disciplinary enquiry is pending against the employee. The release of the Gratuity to the employee will depend on the disposal of the case(s) pending against the employee.

In case the employee is eligible for Gratuity and if they leave the service before clearing all dues of the school, then the school reserves the right to deduct the entire due amount of the employee payable to the school from their Gratuity amount. In case of death of an employee the Gratuity payable to the employee will be paid to the legal heir of the employee or to the nominee if nomination was made by the employee while living.

CHAPTER 17

Representations:

17.1: Representation to the Secretary/ Chairman of the Managing Committee, or Secretary/ Chairman of the Society may be made only through Principal/ HOI/ Manager in case of teachers/other employees.

17.2: The Principal/ Head of the School may submit his representation to Secretary / Chairman of the Society through the Chairman of School Managing Committee.

CHAPTER 18

Application for another Post:

18.1: No member of the staff shall apply for employment elsewhere without notifying through the Director/ Principal/ HOI/ Manager in writing to the SMC, which may grant such permission.

18.2: At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.



CHAPTER 19

Private and Other Tuitions:

No Staff member (teaching and non-teaching) shall undertake private or any other tuition of the students.

CHAPTER 20

Performance Appraisal, Service Books and Confidential Rolls

20.1 Employees shall undergo annual performance evaluation based on:

- Academic Performance
- Professional Conduct
- Institutional Contribution
- Feedback from Leadership

20.2: Annual confidential roll shall be maintained by the school for every employee including the Head of the Institution. The confidential roll will contain assessment of work of the employee during the academic year including the results. Confidential rolls for the employees shall be written by the Head of the Institution and for the Head of the Institution by the Chairman /Secretary of the Society.

20.3: Annual confidential roll shall be maintained by the school in the prescribed format. and should be kept confidential. Any adverse entry in the confidential roll should be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The representation will be considered by the next higher authority and if the higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the ACR.

20.4: Personal files shall be maintained by the school for each employee. The original certificate / degrees shall be returned to the employees after verification and self-attested copies of the same be kept in the personal files. The School Authority should not keep the original certificate with them.



CHAPTER 21

21.0: Suspension:

21.1: The School Managing Committee through Director/ Principal/ HOI/ Manager or any person authorized by the Managing Committee may place an employee under suspension where;

- a) A disciplinary proceeding(s) against him / her is contemplated or is pending.

OR

b) In the opinion of the authority aforesaid, he /she has engaged himself / herself in activities prejudicial to the interest of the school or committed any breach of conduct of service rules as stated above, which includes amongst others –

- i. he/she is charged with embezzlement.
- ii. he/she is charged with cruelty towards any student or any employee including teaching, non-teaching and any other staff of the school.
- iii. he/she is charged with misbehavior towards any parent, guardian, student or employee of the school including teaching non-teaching & any other staff of the school.
- iv. he/she is charged with a breach of any other Code of Conduct including Corporal Punishment.
- v. he/she is charged with misconduct which includes:
 - a) Insubordination
 - b) Negligence of Duty
 - c) Moral misconduct
 - d) Violation of School policies
 - e) Financial Irregularities
 - f) a case(s) against him in respect of any criminal offence is under investigation, inquiry or trial.

21.2: An order of suspension made or deemed to have been made under this Rule shall be reviewed by the Managing Committee which is competent to modify or revoke the suspension, before expiry of ninety days from the effective date of suspension, and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension.



21.3: Where the Principal/Head of the School intends to suspend any employee such intention shall be communicated to the Chairman of the School, Managing Committee and no such suspension shall be made except with prior approval of the Chairman of the Committee provided that the Principal/Head of the School through Manager may suspend an employee with immediate effect and without prior approval of the Chairman of the Committee, if he/she is satisfied that such immediate suspension is necessary by reason of the gross misconduct within the meaning of the Code of Conduct or involves moral turpitude/ corporal punishment.

21.4: An employee shall be deemed to have been placed under suspension by an order of the “School Managing Committee”:

- a. with effect from the date of the detention, if he/she is detained in custody for a period exceeding forty eight hours on a charge of an offence which in the opinion of the committee involves moral turpitude/ corporal punishment;
- b. with effect from the date of his/her conviction, if in the event of a conviction for an offence involving in the opinion of the Committee moral turpitude he/she is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent on such conviction.

Explanation: The period of forty-eight hours referred to in this rule shall be computed from the commencement of detention or conviction as the case may be **add for this purpose** intermittent periods of detention shall be taken into account.

21.5: Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the Committee may for reasons, to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

21.6: Subsistence allowance: An employee under suspension shall, in relation to the period of suspension, be entitled to the following payments, namely:

- a) A subsistence allowance at an amount equal to one half of the pay last drawn by him/her and in addition to such pay, dearness allowance at an appropriate rate to be paid in the same manner as the salary;
- b) Any other compensatory allowance admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension. Provided that the



- c) employee shall not be entitled to the compensatory allowance unless the Committee is satisfied that the employee continues to meet the expenditure for which such compensatory allowance is admissible.

Provided that where the period of suspension is extended beyond three months, the Committee shall be competent to vary the amount of subsistence allowance for the period subsequent to the period of first three months as follows:-

- i. The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible for the period of the first three months, if in the opinion of the Committee, to be recorded in writing, the period of suspension has been prolonged due to reasons not directly attributable to the employee.
- ii. No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation. Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension and who fails to produce such a certificate for any period or periods during which he/she is deemed to be placed or continue to be under suspension, he/she shall be entitled to the subsistence allowance and other allowances equal to the amount by which his/her earnings during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him/her. Where the subsistence and other allowances admissible to him/her are equal to or less than the amount earned by him /her nothing in this proviso shall apply to him/her.

21.7: Where the suspended employee is exonerated after disciplinary proceedings or where any criminal prosecution against a suspended employee ends with an honourable acquittal, the salaries and allowances of such employees minus the subsistence allowance received by him/her shall be paid to him/her from the date on which he/she was suspended

21.8: If any disciplinary proceedings initiated before superannuation, such proceedings can continue even after retirement, including imposition of penalties impacting retirement benefits.



Disciplinary proceedings initiated against an employee before attaining the age of superannuation can be continued and concluded even after retirement / superannuation and penalties affecting retirement benefits can be implemented accordingly.

The penalty may include reduction of pay, forfeiture of gratuity partly / fully, leave encashment and any other as deemed fit.

The post-retirement benefits due to any employee will be withheld and will be released only after final disposal of the disciplinary proceedings and order.

CHAPTER 22

22.1: Disciplinary Action

Disciplinary Action may include

- a) Warning
- b) Suspension
- c) Withholding increment
- d) Termination
- e) Forfeiture of Gratuity in part / full
- f) Forfeiture of Leave Encashment
- g) Forfeiture of Encashment of Medical Leave

Penalties: -

22.2: The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct may be imposed upon an employee.

a) Minor penalties:

- i. censure;
- ii. recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders;
- iii. Suspension without wages for a period not exceeding seven days.
- iv. Withholding of increment of pay with or without cumulative effect.



- v. Reduction of upto 3 stages in the time scale for a maximum period upto 3 years, which does not adversely affect terminal benefit without accumulative effect.
- vi. withholding of his/her promotion
- vii. Sending employee for compulsory leave for a period as decided by the Competent Authority without wages.

b) Major Penalties:

- i. Reduction of pay to any stage of time scale with cumulative effect.
- ii. Reduction in rank;
- iii. Compulsory retirement
- iv. Dismissal / removal from service, which shall ordinarily be a disqualification for future employment in any school run by the BRSES.
- v. Forfeiture of entire/ part of the gratuity amount due to an employee.
- vi. Reduction of the amount of gratuity amount due to an employee.
- vii. Forfeiture of leave encashment / Medical Leave Encashment

Explanation: The following shall not amount to a penalty within the meaning of this rule, namely

- a) Retirement of the employee in accordance with the provisions relating to superannuation, retirement;
- b) Replacement of a teacher who has not qualified on the date of his/her appointment by a qualified one;
- c) Discharge of an employee appointed on a short- term officiating vacancy caused by the grant of leave, suspension or the like.

CHAPTER 23

Procedure of Imposing Minor Penalty:

No order in case of a minor penalty shall be made except after informing the employee of the proposal to take action against him/her and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.



CHAPTER 24.0

Procedure for Imposing Major Penalty

24.1. No order imposing on any employee any major penalty shall be made except after an inquiry is held as far as may be, in the manner specified below:

- a. The disciplinary authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held and a copy of the article of charges together with the statement of the allegations, list of documents and list of witnesses on which the charges are based shall be furnished to the employee and he/she shall be required to submit within such time as may be specified by the disciplinary authority but not later than two weeks, a written statement of his/her defence and also to state whether he/she desires to be heard in person;
- b. On receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted or if it considers it necessary to do so, appoint an inquiry officer for the purpose, the enquiry officer must be an independent authority, either a practicing Advocate having minimum experience of 10 to 15 years or a Retired Judge of any Court of Law in India or any other person which the Disciplinary Authority may deem fit. The enquiry officer shall not be amongst the members of the Managing Committee or the members of the Burnpur Riverside School Education Society.
- c. The charged Staff Member may take assistance of a fellow staff member to assist him / her in the inquiry proceedings. No legal practitioner shall be allowed to represent either a staff member or the Managing Committee.
- d. At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry recording his findings on each of the charges together with the reasons thereof;
- e. The disciplinary authority shall consider the report of the inquiry officer. The disciplinary authority for reasons to be recorded in writing may differ from the findings of the inquiry officer and may himself conduct further enquiry or may cause to conduct further inquiry into the charges. The grounds for disagreement of the disciplinary authority with the findings of the inquiry report shall be communicated to the charge sheeted employee. If the disciplinary authority accepts the findings of the inquiry officer and is of the opinion that any of the major penalties should be imposed, it shall



- i. furnish to the employee a copy of the report of the inquiry officer, where an inquiry has been made by such officer;
- ii. give him/her notice in writing stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within the specified time, not exceeding two weeks, such representation as he/she may wish to make against the proposed action while doing so the disciplinary authority shall furnish to the employee all relevant records of the case including the statement of allegations, charges framed against the employee, representation made by the employee, a copy of the inquiry report, where such inquiry was made.
- iii. After considering the representation, made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty, which it proposes to impose on the employee and send its findings and decision to the Managing Committee for staff members excluding HOI and Governing body of the society for HOI for its approval.

24.2. No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Managing Committee for staff members excluding HOI and Governing body of the society for HOI.

CHAPTER 25

Payment of Pay and allowances on Reinstatement: -

25.1. When an employee who has been dismissed, removed or compulsorily retired from service is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension preceding the dismissal, removal or compulsory retirement as the case may be, the Committee shall consider and make a specific order:

- a) with regard to the salary and allowances to be paid to the employee for the period of his absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement as the case may be; and
- b) whether or not the said period shall be treated as the period spent on duty.



25.2. Where the Committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service has been fully exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he not been dismissed, removed or compulsorily retired from service or suspended prior to such dismissal, removal or compulsory retirement from service, as the case may be:

Provided that where the Committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation, if any, made by the employee, direct, for reasons to be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowance as it may determine.

25.3. The payment of allowance shall be subject to all other conditions under which such allowances are admissible and the proportion of the full salary and allowances determined under the proviso to sub- rule: 25.2 shall not be less than the subsistence allowance and other admissible allowances

CHAPTER 26

Disciplinary Authority:

26.1. Head of the School/ Manager/Any other person authorised by the Head of the School shall be Disciplinary Authority for imposing minor penalties specified in the rules.

26.2. Managing Committee shall constitute the Disciplinary Authority for imposing major penalties specified in the rules. The Disciplinary Authority will consist of the following members:

- a) Head of the Institution
- b) One of the Teachers' Representatives of the Managing Committee
- c) One of the Parents' Representatives of the Managing Committee.
- d) Head of the Institution of other school who is also a member of the School Managing Committee
- e) Any member nominated by School Managing Committee

Of the above members one should be Lady Member.

26.3. Chairman/ Secretary of Burnpur Riverside School Educational Society shall be



Disciplinary Authority in respect of Head of the School for imposing minor penalties specified in the rules.

26.4. Governing Body of BRSES shall be Disciplinary Authority in respect of Head of the School for imposing major penalties specified in the rules.

CHAPTER 27

Appellate Authority and Review Authority:

Appellate Authority:

27.1. In case the employee being aggrieved by an order passed by the Disciplinary authority wishes to appeal against the same, the appeal shall be referred to an Appellate Authority. Every such appeal from an order of the Disciplinary Authority shall be filed within a period of 30 days from the date of receipt of the order of the Disciplinary Authority by the aggrieved employee. The Appellate Authority shall consist of the following.

- a) The Chairman of the Society or in his absence any member of Governing Body of the Society nominated by the Chairman of the Society.
- b) The Chairman of the School Managing Committee or in his absence any member of the Committee, nominated by him / her.
- c) A nominee of the Society nominated by the Chairman of the Society shall act as an adviser.
- d) The Head of the school, except where the disciplinary proceeding is against him/her.
- e) One teacher who is a member of SMC of the school nominated by the Chairman of the Committee not a member of the Disciplinary Authority.

27.2. The Governing Body of the Society shall be the Appellate Authority for Disciplinary action taken against the Head of the School.

27.3. The Appellate Authority shall carefully examine the findings of the Inquiry Officer reasons for imposing penalty recorded by the Committee/ Disciplinary Authority and the representation by the employee and pass orders as it may deem fit.



Review Authority:

27.4. A review shall lie from an order passed by the Appellate Authority within 30 days from the date of receipt of the order of the Appellate Authority by the aggrieved employee. The reviewing authority shall consist of the following for the staff members and not for the HOI.

- i. Chairman of the Managing Committee of the school
- ii. Secretary of the Society
- iii. Chairman of the Society
- iv. Head of the School, except where the disciplinary proceeding is against him/her.
- v. A nominee of the Society nominated by the Chairman of the Society.

27.5. Three members of the Governing Body of the Society nominated by the Chairman of the Society shall be the Reviewing Authority for the Head of the School.

CHAPTER 28

Teachers' code of Professional Ethics

All teaching staff shall adhere to the following professional and ethical standards:

28.1 Commitment to Students

The teacher shall:

- Treat all students with dignity , fairness and respect
- Encourage critical thinking , creativity and holistic development
- Maintain a safe ,supportive and inclusive classroom environment
- Refrain from discrimination on the basis of gender, caste, religion, language, disability or socio-economic background

28.2 Commitment to the Profession

The teacher shall:

- Maintain professional integrity and academic honesty
- Continuously upgrade their knowledge and pedagogical skills
- Participate in professional development programmes and training
- Maintain confidentiality of academic records and institutional information

28.3 Commitment to the Institution

The teacher shall:

- Support the vision and mission of the school.
- Follow institutional policies and administrative procedures.
- Cooperate with colleagues and school leadership for institutional growth.



CHAPTER 29

Child Protection and Student Safety Policy

Burnpur Riverside School is committed to provide a **safe and protective environment for all students**

29.1 Zero Tolerance to Abuse

The school shall maintain **zero tolerance to any form of child abuse**, including

- Physical abuse
- Emotional or psychological abuse
- Sexual harassment or exploitation
- Neglect or bullying

29.2 Prohibition of Corporal Punishment

Corporal Punishment or mental harassment of students is strictly prohibited.

An undertaking must be submitted by all the staff members at the beginning of the academic session stating that he/she will refrain from resorting to corporal punishment or inflict mental harassment on any student.

29.3 Responsibilities of the Staff

All employees shall

- i. Ensure the physical and emotional safety of students
- ii. Immediately report any incident or suspicion of abuse to school authorities
- iii. Cooperate with the Child Protection Committee/ School Safety Committee

29.4 Preventive Measures

The School shall conduct

- i. Awareness programmes on student safety
- ii. Orientation programmes for teachers and staff
- iii. Student counselling and support mechanisms

29.5 Child Protection Policy

The school shall ensure a **safe and nurturing environment for students**.

Corporal punishment and harassment are strictly prohibited.



29.6. Anti-Bullying Policy

The school shall adopt measures to:

- i. prevent bullying
- ii. promote respect and inclusion
- iii. provide counseling support to students.

CHAPTER 30

Prevention of Sexual Harassment of Women at Workplace (POSH)

The School shall ensure a safe and respectful workplace environment for all female employees

30.1 Internal Complaints Committee (ICC)

An Internal Complaints Committee shall be constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

The Committee shall consist of

- A Senior women employee as Presiding Officer
- At least two female staff members
- One female HOI of any other school

30.2 Functions of the Committee

The ICC shall

- Receive and investigate into complaints related to sexual harassment
- Ensure confidentiality and fair inquiry procedures
- Recommend appropriate action to the School Management.

30.3 Awareness

The School shall organize awareness programmes on gender sensitivity and workplace safety

CHAPTER 31

Conflict of Interest

31.1 Conflict of Interest

Employees shall avoid situations where personal interests conflict with institutional responsibilities.

Employees must disclose if

- i. A close relative is appearing in examinations conducted by the school/CBSE
- ii. They have personal or financial interest in vendors or suppliers
- iii. They are assigned duties where impartiality may be compromised

Such matters shall be reported to the Head of Institution/ Governing Body for appropriate decision

31.2 Examination Confidentiality

All employees involved in examinations shall maintain strict confidentiality of examination materials including

- i. Question papers
- ii. Answer sheets
- iii. Marks and evaluation records
- iv. All matters related to examination in school/CBSE/other agencies

Any breach of examination confidentiality shall be treated as serious misconduct.

CHAPTER 32

Digital and Use of Technology

32.1. Employees shall use digital resources responsibly and maintain professional standards while using technology.

Employees shall

- i. Protect student data and institutional information
- ii. Use school technology resources only for official purposes
- iii. Avoid sharing confidential information on social media or unauthorised platforms



32.2: Mobile Phone

32.2.1. Employee (Both Teaching & Non-Teaching) are not allowed to use their mobile phone during school hours.

32.2.2: Only authorised employees (Teaching & Non-Teaching) are allowed to use Mobile phones during school hours.

32.2.3: Staff members are required to deposit their Mobile phones in the school office after putting their signature in the attendance register /or after marking the attendance of the students in the ERP and collect the Mobile phones after the dispersal of the students.

CHAPTER 33

Whistle-blower and Ethical Reporting Policy

Burnpur Riverside School Educational Society (BRSES) is committed to maintain high standards of ethics, transparency and accountability in all institutional activities.

33.1 Purpose

This policy provides a mechanism to employees to report unethical practices, misconduct or violations of institutional policies without fear of retaliation.

33.2 Reportable Concerns

Employees may report concerns to the HOI /Secretary of the Society / Chairman of the School Managing Committee.

- Financial irregularities or fraud
- Misuse of institutional resources
- Corruption or unethical conduct
- Academic malpractice
- Violation of school policies
- Threats to student safety or welfare

33.3 Reporting Mechanism

Employees may report concerns to the Chairman, School Managing Committee / Chairman, BRSES/ Secretary, BRSES/Director through the HOI

Complaints should preferably be submitted **in writing with supporting information or evidence.**

33.4 Protection of Whistle-blowers

The institution shall ensure that:

- the identity of the whistleblower is kept **confidential**
- no employee faces **retaliation, harassment, or discrimination** for reporting genuine concerns in good faith.

33.5 False Complaints

If a complaint is found to be **malicious or intentionally false**, disciplinary action may be taken against the complainant.

CHAPTER 34

Social Media and Public Communication Policy

Employees of the school are expected to maintain **professional standards while using social media platforms and digital communication tools.**

34.1 Responsible Use of Social Media

Employees shall:

- Use social media responsibly and ethically.
- Maintain the **reputation and dignity of the institution.**
- Avoid posting content that may harm the image of the school, staff, or students.

34.2 Protection of Student Privacy

Employees shall not:

- Post photographs or videos of students without authorization.
- Share **confidential academic or personal information** related to students.



- Engage in online communication with students in an **inappropriate or unprofessional manner**.

34.3 Institutional Communication

Official announcements, media interactions, and public statements on behalf of the school shall be made **only by authorized persons**, such as:

- The **Head of Institution**
- Representatives authorized by HOI

34.4 Compliance with Institutional Policy

Employees must ensure that all digital communications comply with:

- School policies
- Professional ethics
- Applicable laws and regulations.

CHAPTER 35

Stakeholder Engagement

35.1. Parent Engagement

The school shall maintain active communication with parents through:

- Parent-Teacher Meetings
- Academic progress reports
- School events.

35.2. Alumni Engagement

The school shall encourage alumni participation in:

- Mentoring students
- Career guidance programmes
- Institutional development.

35.3. Community Engagement

The school shall work with the community for:

- Social awareness programmes
- Environmental initiatives
- Community service.



CHAPTER 36

Amendment of Rules:

The Governing Body of Burnpur Riverside School Educational Society reserves the right to alter, modify, and withdraw any proviso of these rules.

Such amended rules shall be posted on the school website for information to the employees.

CHAPTER 37

Interpretation

Any interpretation of these rules shall be decided by the Governing Body of Burnpur Riverside School Educational Society whose decision shall be final.

