

UMA DEVI CHILDREN'S ACADEMY

Gulauly Road Mohammadi- Kheri (U.P.)

A Senior Secondary Day cum Boarding School

Affiliated to C.B.S.E. & N.I.O.S. New-Delhi

ISO 9001-2008 Certified

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AGREEMENT RULES AND REGULATION FOR APPOINTED TEACHERS

WEF FROM- DECEMBER 2, 2024

➤ **Working Period :**

1. You have to work in this institute till 31 MAY of next Session minimum from the date of joining. (For Class I-VIII)
2. You have to work in this institute till 31 May Next Session minimum. (For Class IX-XII).
3. You will not be able to leave this institute before May 31 of the next Session minimum. (Except the case of Govt. job)
4. If you leave institute before May 31, Next Session, your all dues left with institute shall be forfeited and any claim shall not be entertained. (Except the case of Govt. job)

➤ **Leaves:**

There are below types of Leaves:

1. LEAVES
2. RANDOM/PHONE LEAVE
3. LATE ARRIVAL
4. EARLY DEPARTURE
5. REWARD

1. **LEAVES- Please read all the point end to end-**

- I. These are the leaves which one can take for any work any day. There are only 12 (can be taken as CL) + 2 (not 2 be granted but paid as reward) leaves (CL, Random, LWP, and etc.) in total in an academic year that can be taken by any teacher any time but after these every next leave shall be counted as 2 LWP.
- II. If one does not take any leave, it shall be paid with the salary of the month as a reward.
- III. Generally, in each month only 1 CL shall be given and left 2 CLs (out of total 14) shall be paid only in condition if one takes less than 7 CLs in whole session.
- IV. In one day the leave shall be sanctioned for 10 % of staff in specific Wing **(PPRT/Junior/Senior) branch wise, none other leave shall be sanctioned in any case. If the teachers want they can manage with others.**
- V. **These leaves shall be granted on the basis of 'Come first and get first.'**

Note: School keeps on making changes and improvement in school policy/policies in welfare of students and teachers, Thus, please, be updated with rules time to time from website. In case, teacher/s not being aware about it, shall be taken as agreement of the teacher. Agreement of the teacher is auto signed as updated on website.

2. **RANDOM/PHONE LEAVE-**

- I. These leave are very urgent leave when something falls unavoidable.
- II. Only four phone leaves will be considered in an Academic year/whole session. After four phone leaves, next **every phone leave and onwards will be counted as 2 LWP**,
- III. Every message on Whatsapp group will be counted as Phone Leave except leave format.
- IV. To get phone leave/s, it is suggested to all to leave/ drop message in group minimum 1 hour prior to school timing. No phone call will be entertained to take phone leave, in case one is unable to leave/ drop message one can make phone call to concerning Coordinator only.
- V. **These leaves shall be permitted to only 10% of staff in each wing (PPRT/Junior/Senior) branch wise on the basis of 'come first, get first'.**

3. **LATE ARRIVAL -**

- A. If someone is reporting to school after pre-decided timing according to latest Bell Plan, he/she will be charged as below-
- B. a. **First time Rs. 0/-**
- C. **b. Second time and further Rs. 50/-**
- D. If someone gets late after First period commences, will be charged 1/3 LWP and post 2nd Period Half LWP shall be marked.

4. **EARLY DEPARTURE-**

- a. If someone has to go before his/her usual timing for MST or Self work can go but once a month only.
- b. For next he/she will have to produce application for ED and get it sanctioned by his/her coordinator and next each ED shall be counted as 1/3 LWP.

5. **REWARD-Reward means if you have not taken any leave whole month (It means CL, Phone leave, LWP or 1/2 leave).**

Then you are eligible for reward. Rewards mean you will get salary of 31 days instead of 30 days.
Late arrival shall not affect your reward.

Link to get more details:

➤ **Provision Period:**

1. There is a provision period of 90 days for newly appointed teachers from the day of joining in which school shall decide your permanent appointment post above period.
2. In this duration, if school get satisfy with your behavior, working style, working with colleagues, your competency, subject knowledge, following teaching strategies recommended from school side you shall be confirmed as permanent teachers.
3. School reserves all the rights in this period to continue and discontinue services of candidate any time.
4. No further claim shall be entertained in any case whether personal or legal.

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➤ **Separation Policy:**

1. No teacher is permitted to leave/ resign from school uninformed/without prior notice of 30 core teaching days working. A Teacher can leave/separate from school in below cases after supplying the application with correct information of separation within the time suggested as follow-
2. In case of Government jobs, the teacher shall have to inform school prior from the days of filling form about preparation, Pre-Exam\, Main Exam , Interview appearing and qualifying the exam/s as he gets the result on every step of exam clearance. If any teacher instantly reaches to authorities with resignation to accept for the cause of Offer letter, the resignation letter shall not be accepted and all the due payment shall be forfeited if he leaves without the acceptance of resignation application.
3. In case of a teacher's marriage, the teacher shall have to inform the Principal/Authority with resignation minimum working of core 30 teaching days prior to serve by which school could make arrangement of the another teacher to save the loss of students studies.
4. In other cases, the teacher is free to request school to leave after serve the notice period of working of core 30 teaching day but right is completely reserved to school to accept request or not.
5. In case, separation from school by any of the teachers, he/she has to serve for at least working of core 30 teaching days. If the teacher, fails to serve the notice period of working of core 30 teaching days, school reserves the right to forfeit all the due payments and no further claim shall be entertained in any case whether personal or legal.
6. Working of core 30 teaching days shall be counted out of leaves taken by the teacher, school off days, Sundays, government and local holidays.
7. In case, any person found breaching the above rules shall be liable to pay a penalty equivalent to three months' salary along with fifteen (15) days' consultancy charges.

➤ **Holidays :**

1. Any holiday announced in school for students may not be holiday for the teachers.
2. One day before and one day next of the holiday any teacher's presence is must in the school campus. if not so without prior permission all the holidays would be counted as L.W.P (Sundays, Summer and winter vacation are also counted)
3. Sometime holiday may be for selected group of teachers only.

➤ **Salary day :**

1. Once whatever the salary is decided between you and management you will have to work on the same salary for the agreement period.
2. Salary can't be revised during the academic session and increment will be applicable from every next July.
3. Salary day is 25th of every month.
4. On 25th of the month salary for the last month's working days would be distributed, *it may take a margin of one, two days in case, there's a holiday/off in bank .*

➤ **Advance System:**

Advance salary will be given in the following case only

1. Till three months from the joining.
2. In the case of any emergency (if considered by management).
3. Advance can never exceed more than 50 % of the amount left with school.

➤ **Salary of May and June:**

1. First year you will be paid for the days only you work in May and June.

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2. From the next year May salary is given on July 25.
3. June salary is given as a reward that you have completed a session successfully so you will be paid June salary then only when you do the job till the next May 31, so every June salary (Except first June) will be given on Next May 31st .
4. You are not entitled to get June salary even if you leave job even on May 30th.

➤ **School Timing:**

1. School timing is not fixed for all days, it can be changed any day as per govt. order or Management need.
2. At the time of any school function there is no defined working time for the staff; staff has to stay in the school campus till the work is not finished.
3. *In terms of meeting, school tries it's best to finish meetings before teachers' dispersal time but in case getting late, the teacher cannot skip/ leave meeting.*

➤ **Work allotted :**

1. Subject, classes and period allotted to you are not fixed for all days, these can be changed any day without prior information.
2. You may be given the responsibilities according your ability like Class Teacher, House Master, Discipline in-charge, Club in-charge, English speaking in-charge, Assembly in-charge, examination in-charge etc. You will have to accept that with no argument.

➤ **English Speaking:**

1. You are supposed to speak only English in campus as well as in hostel and in school van too.
2. If you are caught speaking any language else than English you will be charged a fine.

➤ **Mobile Phone :**

1. Mobile phone are allowed in campus and class but it must be used limited and wisely and the access of mobiles phone is given to respond/manage Whatsapp Group notifications and school activity well in time.
2. Maximum time to respond notification is 60 minutes.

➤ **Teacher dress code :**

1. Teacher's dress must be descent.
2. Jeans not allowed in the campus.
3. Black shoes and tie is must.
4. For lady teachers it is mandatory to wear Saree in Parent Teacher Meeting, any occasion and in National Festivals.

➤ **Misc Rules:**

1. Many rules are made during the session according to the present condition those would be circulated among the teachers and will be followed by everyone as it is.
2. Many rules are understood and not possible to be mentioned are to be followed.
3. This agreement shall be auto renewed if the teacher works continuously after 1 April of any session.

➤ **Special rules for senior secondary teachers :**

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1. The teachers who are engaged in senior secondary classes will have to join day boarding whether they live in hostel or outside.
2. Time schedule and period of day boarding for the senior secondary teachers is subject to be changed any time as per the need of management, students, syllabus etc.

➤ **Deposition of Documents :**

1. The applicant has to deposit his some of original documents as security for the 90 days from joining on the day of documentation in office.
2. In the case, applicant breaks his/her agreement his documents will not be returned in any case.
3. Documents shall be given back to the candidate on 91st day of his/her joining.
4. In the case candidate is unable to deposit the original documents, he has to submit the amount equal to his 60 days salary at the timing of joining. That will be given back on 91st day of his joining.
*Rules are the subject to be changed any time without any prior information

 **ADDITIONAL RULES FOR THE HOSTEL TEACHERS**

➤ **Joining of hostel :**

1. You want to be a hostler or day scholar teacher is to be decided once at the time of joining.
2. If you once decide to be a hostel teacher you won't be able to leave hostel in mid of the session.

➤ **Decorum of hostel :**

1. If you are a hostel teacher you will have to maintain the decorum of the hostel.
2. You can go out of the hostel any time else of your teaching time but you need to be in till 9.00 pm.
3. You are not allowed to speak any language else of English.
4. Men teacher are not allowed to enter in women section and vice-versa.
5. If you are out of your room you must be in proper dress.

➤ **Working time in hostel :**

1. Prep classes go on in hostel for 2.30 hours daily even on holidays.
2. It is compulsory for every teacher to teach this time without any extra payment.
3. These 2.30 hours can be braked in two or three parts like 1.00 hours in morning and 1.30 hours in night or as per need of time..
4. Timing of these classes can be changed any day.
5. In holidays and Sundays classes will go on for 2.00 hours.

➤ **Leaves and holidays for Hostel Teachers:**

1. For the hostel teachers in a month one Saturday Sunday package will be given. In this one would be allowed to go home on Saturday just after school means he would not to take prep classes on Saturday and he can return on Monday morning.
2. For this package one has to give application to Principal ma'am in beginning of the month.
3. On the rest all Sundays, one has to take the prep classes.
4. Holidays in school would not be the holidays for the hostel teacher, in those days prep classes for 2.00 hours will have to be taken by all the teachers.

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5. Hostel teachers will be allowed to go home then only when there is the holiday for hostel students too.

➤ **Hostel Mess :**

1. One has to follow all the rules of mess.
2. Food would be cooked according to the pre designed menu.
3. You can get your complaint locked about the food quality.
4. You are supposed to be polite with the fourth class employees.

➤ **Hostel Warden :**

1. Hostel warden is the in-charge of hostel.
2. He is authorized to take any action in the case of indiscipline.
3. You are supposed to follow him as he sends any circular notice to you.

 **RULES FOR THE TEACHERS WHO ARE PROVIDED RESIDENCE OUT**

1. Married couple can be provided residence out in some conditions under the school norms.
2. School shall pay only rent of the flat partially and it will not be responsible for anything else.
3. School shall not be liable for any contention between landlord and candidate.
4. You have to follow all the instruction and time schedule just as hostel teacher.
5. You will not be permitted to teach students at you residence in any case.
6. You will not be permitted to carry anything out from the hostel even for the use of single moment like Chair, Table, Bench, Utensil, servants etc.
7. You will have to leave your residence within 06 hours if you leave academy in mid-term.

➤ **Private tuitions:**

1. No teacher will be allowed to take private tuition in any case.
2. Any family member of the teacher like wife, son, and daughter also cannot teach any private tuition in any case.

Mandate to acknowledge before Sign Up

1. Party A can only bring legal proceedings against party B only in Mohammadi jurisdiction.
2. All the things provided in the hostel campus are the facilities not the right.
3. Rules are the subject to be changed any time without any prior information.

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