

S. PAUL ACADEMY, GOVINDPUR

STAFF RULES & REGULATIONS

TEACHERS

Discipline • Responsibility • Respect • Professionalism

SL. NO.	RULE / REGULATION
	Professional Duties
1	Report on time and complete all assigned academic and administrative duties.
2	Prepare lessons, follow lesson plans and complete the syllabus within the academic calendar.
3	Treat every student fairly and respectfully; physical punishment, humiliation and insulting language are prohibited.
4	Regularly check notebooks, assignments, classwork and homework.
	Digital Responsibilities
5	Use the school's School Management Software/ERP as instructed.
6	Update attendance, marks, homework and examination records accurately.
7	Protect Teacher National ID, login credentials, passwords and confidential data.
8	Use school-approved platforms for official communication.
	Mobile & Confidentiality
9	Do not use mobile phones during teaching periods except for official/academic purposes.
10	Do not circulate confidential school information on social media without authorization.
	Resignation & Session Completion
11	Under normal circumstances, a teacher who wishes to resign should complete the ongoing academic session so that students' education is not disrupted, subject to the appointment terms and applicable law.
12	Resignation should be submitted in writing at least 30 days in advance, normally before the session ends if the teacher does not intend to continue in the next session.
13	Where the required notice is not served, notice pay/compensation equivalent to the applicable notice period may be payable, subject to the appointment terms and applicable law.
14	Before leaving, the teacher must properly hand over class records, lesson plans, examination records, school property, digital access and other responsibilities.
15	Management may consider exceptional/emergency circumstances and may waive or reduce notice requirements where appropriate.
	Post-Service Conduct & Confidentiality
16	After leaving, the former employee must continue to protect confidential school, student and staff information.
17	No former employee should intentionally mislead, harass or improperly solicit current staff, students or parents in a manner that interferes with school operations.
18	Any serious misconduct, misuse of data, fraud, harassment or other unlawful conduct may be addressed through appropriate disciplinary or legal remedies under applicable law.
19	Any post-service restriction applies only to the extent permitted by applicable law and the signed appointment terms.
	Experience / Relieving Certificate

SL. NO.	RULE / REGULATION
20	Experience/Relieving Certificate will be issued based on the employee's actual service record, compliance with appointment terms and applicable law.
21	The certificate will contain truthful and official details of service period, designation and work performed.
22	Where there is a documented serious service violation, the school may maintain accurate employment records and take lawful action; it will not issue false or defamatory information.
23	Maintain punctuality, discipline and professional behaviour.
24	Respect the Principal, management, colleagues, students and parents.
25	Maintain cleanliness, personal hygiene and the dignity of the institution.
26	Do not engage in bullying, harassment, discrimination, abusive language or misconduct.
27	Do not damage or misuse school property.
28	Keep confidential school, student, parent and staff information secure.
29	Do not share passwords, National ID or digital school data with unauthorized persons.
30	Complete attendance check-in/check-out properly and follow leave procedures.
31	Smoking, alcohol, drugs and prohibited substances are not permitted on school premises or school vehicles.
32	Follow all safety, emergency and child-protection instructions.

Staff Declaration

I have read and understood the above Rules & Regulations. I agree to follow the school's policies, maintain discipline, protect confidential information, complete the applicable notice period and properly hand over my responsibilities before leaving the institution. I understand that all provisions are subject to my appointment terms and applicable law.

Name of Staff: _____
Designation: _____
Teacher/Staff National ID: _____
Date of Joining: _____
Date: _____
Staff Signature: _____
Principal Signature: _____

Motto: "Perseverance Conquers All."

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STAFF RULES & REGULATIONS

SCHOOL DRIVERS

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SL. NO.	RULE / REGULATION
	Safety First
1	Student safety is the highest responsibility.
2	Maintain a valid driving licence and required vehicle documents.
3	Follow traffic rules and speed limits; rash driving and overspeeding are prohibited.
4	Never drive under the influence of alcohol or drugs.
5	Do not use a mobile phone while driving.
	Transport Duties
6	Report on time and keep the vehicle clean, safe and roadworthy.
7	Carry out basic vehicle checks before routes.
8	Pick up and drop students only at designated/safe locations.
9	Never leave students unattended in the vehicle.
10	Immediately report accidents, mechanical problems or safety concerns.
	Resignation & Conduct
11	Submit resignation in writing with the applicable notice period stated in the appointment terms.
12	Complete required handover before leaving.
13	Protect confidential school and student information after leaving.
14	Any serious misconduct or unlawful act may be addressed through appropriate lawful remedies.
15	Maintain punctuality, discipline and professional behaviour.
16	Respect the Principal, management, colleagues, students and parents.
17	Maintain cleanliness, personal hygiene and the dignity of the institution.
18	Do not engage in bullying, harassment, discrimination, abusive language or misconduct.
19	Do not damage or misuse school property.
20	Keep confidential school, student, parent and staff information secure.
21	Do not share passwords, National ID or digital school data with unauthorized persons.
22	Complete attendance check-in/check-out properly and follow leave procedures.
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STAFF RULES & REGULATIONS

PEONS / OFFICE SUPPORT STAFF

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SL. NO.	RULE / REGULATION
	Daily Duties
1	Report on time and maintain cleanliness and order in assigned areas.
2	Assist teachers, students and administration as directed.
3	Carry out duties assigned by the Principal/authorized authority responsibly.
4	Maintain respectful behaviour with students, parents, teachers and visitors.
	Conduct & Property
5	Do not use abusive, insulting or inappropriate language.
6	Handle school property carefully and report damage, loss or safety issues.
7	Do not disclose confidential school information to outsiders.
8	Avoid unnecessary personal mobile-phone use during duty hours.
9	Do not leave school premises during duty hours without permission.
	Resignation & Post-Service
10	Submit resignation in writing with the applicable notice period under the appointment terms.
11	Complete handover of duties, records and school property before leaving.
12	Protect confidential school information after leaving.
13	Any serious misconduct or unlawful act may be addressed through appropriate lawful remedies.
14	Experience/Relieving Certificate will reflect the truthful official service record.
15	Maintain punctuality, discipline and professional behaviour.
16	Respect the Principal, management, colleagues, students and parents.
17	Maintain cleanliness, personal hygiene and the dignity of the institution.
18	Do not engage in bullying, harassment, discrimination, abusive language or misconduct.
19	Do not damage or misuse school property.
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NON-TEACHING STAFF

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SL. NO.	RULE / REGULATION
	Office & Administrative Duties
1	Report on time and complete official work accurately and within deadlines.
2	Maintain school records and documents carefully.
3	Keep student, parent and financial information confidential.
4	Do not remove official documents without authorization.
5	Handle fees and financial information honestly and transparently.
	Digital Responsibilities
6	Keep assigned records updated in the School Management Software/ERP.
7	Protect National ID, login credentials and passwords.
8	Enter data accurately and do not alter records without authorization.
9	Do not share, copy or download school data without permission.
	Public Dealing
10	Treat parents and visitors politely and respectfully.
11	Provide correct information and do not make unauthorized commitments on behalf of the school.
12	Refer complaints or serious issues to the Principal/authorized authority.
	Resignation & Post-Service
13	Submit resignation in writing with the applicable notice period under the appointment terms.
14	Complete handover of duties, records, school property and digital access before leaving.
15	Protect confidential school information after leaving.
16	Do not intentionally interfere with school operations or improperly solicit current staff, students or parents.
17	Any serious misconduct or unlawful act may be addressed through appropriate lawful remedies.
18	Experience/Relieving Certificate will reflect the truthful official service record.
19	Maintain punctuality, discipline and professional behaviour.
20	Respect the Principal, management, colleagues, students and parents.
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