

REVISED SERVICE RULES



JUSCO Education Mission Foundation
Registered under Indian Trusts Act 1882

SERVICE RULES REVISED ON DECEMBER 2023

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JUSCO Education Mission (JEM) Foundation

School / Institution Service Rules

JUSCO Education Mission (JEM) Foundation, a registered Trust was established by Jamshedpur Utilities and Services Company, in fulfillment of the objective of increasing educational access for the local population by establishing and operating, educational and vocational institutes of excellence.

JEM Foundation has laid down the following sets of school service rules and all employees of the Foundation are bound by the same.

SCOPE

These rules shall be called "School Service Rules for Jusco Education Mission Foundation"

These rules shall apply to all members of JEM Foundation.

1. Definition :

- a. "School" means schools under JEM Foundation
- b. 'Employee' means an employee of the schools on the rolls of JEM Foundation.
- c. Managing committee means Managing Committee of the schools.
- d. 'Chairman' means Chairman of the Managing Committee.
- e. 'Principal/Head' means Principal or Head of the schools.

2. Interpretation :

In any dispute arising out of interpretation of the Service Rules, the decision of the Board of Trustees of JEM Foundation shall be final.

3. Changes / Amendments in the Service Rules:

JEM Foundation Board of Trustee may alter / amend / delete an existing clause / clauses or introduce new clauses as may be deemed necessary from time to time.

4. Appointments

Appointments of Employees in the schools under JEM Foundation shall be made on the recommendation of selection committee approved by one or more Trustees of JEM Foundation. The selection committee shall consist of minimum three members of which one shall function as Chairperson and one as Convener :

5. Recruitment and Employment

All potential candidates must fulfill the following conditions prior to appointment:

- (i) The teaching and non teaching staff of the JEM Foundation shall possess qualifications as prescribed by National or State Board of Education or that prescribed by the Foundation.
- (ii) The minimum age limit for appointment to any post shall be 18 years and maximum limit shall be 56 years.
- (iii) All new appointments will be subject to a medical examination of the candidate and no person seeking employment will be deemed to have been employed until a certificate of fitness has been obtained from an approved Hospital/Medical authority as appointed for the purpose by the Trust.
- (iv) Every candidate for employment shall produce two certificates from educationists or any other respectable members of Society, not related to the candidate, certifying the character and conduct to the satisfaction of the Trust authorities.

along with attested photocopies of the same. Original certificates will be returned after verification.

6. Exception

- (i) The age limit for appointment prescribed above may be relaxed under special circumstances. These circumstances will have to be justified by the selection committee and approved by one or more Trustees of the Foundation.
- (ii) No JEM Foundation school shall employ any staff member who has been dismissed from services of another JEM Foundation school.

7. Terms of Appointment and Termination applicable to all Administrative, teaching and non teaching staff of JEM Foundation

- (i) New recruits (Teachers) will be on probation from date of appointment for a period of twelve months or till they obtain the B. Ed. Degree, if mandated, from a recognized university/ Institution. They will be given a maximum of 3 years time from the date of appointment to obtain the B.Ed. degree. The services of the employee will be confirmed after satisfactory completion of the probationary period and subject to acquiring B. Ed. Degree from a recognized university/Institution, whichever is later. Non teaching staff and administrative staff will be on probation for a period of one year.
- (ii) Probation period may be extended in exceptional cases. These will have to be recommended by Principal of the school and approved by one or more Trustee of JEM Foundation
- (iii) The services of an employee under probation can be terminated without notice if during the probationary period the employee fails to meet the performance standards and/ or statutory requirements of the school.
- (iv) The employment of permanent staff shall be terminated by either party giving a written prior notice of three calendar months to the other party, or by payment of pay in lieu of notice period.

- v) The employment of temporary staff shall be terminated by either party giving a written prior notice of one calendar month to the other party, or by payment of pay in lieu of notice period.
- (vi) The services of an employee are subject to transfer to any other institution/branch/location of JEM Foundation, including change of job profile at the discretion of Management.
- (vii) During the tenure of employment, engagement in private tuition, or any other educational enterprise which can be viewed as in conflict with the Foundation is not permitted. Any other trade or work that impinges on time or performance of the employee is also not permitted.
- (viii) All employees falling within the purview of the ESI Act 1948 will be covered for medical care and other associated benefits under the said Act.
- (ix) The services of permanent or temporary employee in any category may be terminated at any time by the Managing Committee on:
 - a) Closing down of the School.
 - b) Abolition of a post.
 - c) Discontinuation of a class / classes or teaching subject subjects.

Such termination shall be enforced after three months notice to a permanent employee or three months pay in lieu of the notice period and one month's notice or pay in lieu thereof to temporary staff..

8. Classification of Employees :

All employees are appointed by the Managing Committee and will be classified as under:

- (i) Permanent : Those employees whose services are confirmed by JEM Foundation.
- (ii) Temporary : Those employees whose services are retained on temporary basis for a period not exceeding three years.

- (iii) Contract : Those employees whose services have been contracted for a time bound period on renewable basis.
- (iv) Part Time : Those employees appointed on part-time basis for work which does not require full time services.

9. Part Time Teachers :

It shall be lawful for the Foundation to appoint a teacher on part time basis, for such classes or programs of the School/Institution which do not require the services of a teacher for full time.

10. Retirement Age and Extensions

Every employee of JEM Foundation shall be eligible to hold office till the age of 58 years. The Foundation may grant extension to a member of the Administrative/teaching and non teaching faculty with exceptional merit for a period not exceeding two years if in its opinion the staff is fit and has no mental or physical incapacity that may impede performance.

11. Conditions of Service

- (i) An employee will begin to draw the salary (pay and allowances) from the date when he/she assumes the duties of the post.
- (ii) An employee is required to strictly follow all rules and regulations of the school /institutions.
- (iii) An employee will strictly follow orders / instructions issued by the Principal/ Institutional Head/ designated Presiding Head in absence of the School/ institutional authority regarding all administrative, academic, disciplinary, safety and security matters of the school/institution.
- (iv) An employee will follow orders issued by the Managing Committee or representative of the Foundation in any matter pertaining to administrative and academic function of the school.

- (v) Private tuitions, conflicting business, financial lending and borrowing, consumption of alcohol, smoking, use of any type of intoxicating and or addictive substances, inappropriate language or behavior in violation of the schools code of conduct, within the school premises is strictly prohibited and will attract extreme punitive action.

12. Resignations

- (i) The resignation submitted by an employee shall be accepted within one week from the date of receipt by the Principal / Administrator of the JEM Foundation School/ Institution. The said employee shall be relieved in accordance with the terms and conditions of the Appointment letter.
- (ii) On acceptance of resignation of the employee by JEM Foundation management, the concerned separating employee shall be informed in writing. The Principal / Head will give the 'Clearance Certificate' after verifying with the different sections of the school system (accounts, library, laboratory, maintenance, etc). The settlement will be done thereafter.
- (iii) The separating employee shall be relieved after handing over the charge to another staff member as specified by the Principal. He/she shall submit a handover report to the Principal.
- (iv) Experience Certificate : A suitable experience-certificate and relieving note to the separating employee will be issued when the Principal / Head of the JEM Foundation is satisfied that the above-mentioned conditions have been fulfilled.

13. Minimum Qualifications For Various Categories

- (i) The minimum qualifications of teaching staff/ non teaching and Administrative staff shall not be lower than those specified by the Affiliating Board or State Education Board. Where no minimum qualification has been specified by the Affiliating or State Education Board, the minimum qualification shall be specified by JEM Foundation management

- (ii) In the case of new appointment for any category of staff, the Appointment Committee of the JEM Foundation may specify qualification, higher than that specified by the Affiliating Board. But no such higher or additional qualification/condition shall be applicable to the confirmed staff members already serving in the School unless such higher qualification is necessary for promotion to a higher grade or post.

14. Number of teaching / working Hours

- (i) Every teacher shall devote minimum 1200 instructional hours to teaching in a year. Besides that, 200 hours shall be earmarked at the beginning of the session for the below noted groups of students :
 - a) Slow learner - Weak group in each section.
 - b) Fast learner - gifted students in each section.
- (ii) Time-table shall be framed in such a way that special assistance classes for weak students in each section and enrichment classes for gifted students are held during the school hours either in the mornings or in the afternoons.
- (iii) The non teaching and administrative Staff will follow an eight hour working day inclusive of a 1 hour lunch break. In case of revision of working/teaching hours by CBSE, the same shall be notified and followed.

15. Posting and Transfers

- (i) An employee of JEM Foundation may be required to serve in any other Institution in any part of the country where its educational institutions exist.

16. Permission to Add Qualifications

- (i) Permanent employee may apply for upgrading qualification only after completion of 2 years of confirmed service. Applicant must justify advantage of the course and value addition to the institution.

- (ii) Under a special circumstances, JEM Foundation management may approve permission for employees to upgrade qualification before completion of 2 years.

17. Attendance of Employees

- (i) Every employee is expected to reach school punctually every working day and sign the attendance register recording the time of arrival before the working of the School/Institution begins. Every employee will be required to sign out, recording time every day at departure.
- (ii) An employee who has not signed the attendance register recording the time of arrival as above is liable to be considered absent from duty for that date.
- (iii) Late arrivals to school/institution will lead to penalty. Deduction of half day's pay will be levied for 2 late arrivals in a month. Deduction of one day's pay will be levied for 3 late arrivals in a month.
- (iv) Disciplinary action including dismissal can be taken against staff who repeatedly report late to the school/institution.

18. Maintenance of Records by Teaching/ Administrative Staff

- (i) All Class Teachers/ Teaching staff are expected to maintain the following records and any other record as may be specified from time to time:
 - a. Attendance Register of the class
 - b. Cumulative Result of the class
 - c. CRB (Cumulative Record Book) of the class
 - d. Class Log Book
 - e. Stock Register of properties held by the teacher
 - f. Personal Log Book, Program of Instruction and Lesson Plans.

- (ii) All Administrative Heads will be required to maintain the following records and any other record as may be specified from time to time.
 - a. Income expenditure plan and records
 - b. Asset records of the school/institution
 - c. All academic and student relevant records
 - d. All Human Resource records
 - e. All Statutory records as mandated by Affiliating Board and State and local governing bodies.

19. Individual Personal Files (IPF), Annual Confidential Records (ACR) and Service Book

- (i) Individual Personal Files with relevant service records including salary scale, increments, promotion, leave record, disciplinary action, recognition and reward records, etc. shall be maintained for each employee in either the form prescribed by the Education Directorate of the centre/ state/U.T. concerned or JEM Foundation. Records should be filed only after they are signed by the employee and attested by the Principal/ Institutional Head. All IPF will be maintained by the Principal/ Institutional Head.
- (ii) Annual Confidential Report of every permanent teaching, non teaching and administrative staff of the School/ Institution shall be maintained by the Principal/ Institutional Head. The ACR will contain annual assessment of performance and competency of the employee during the academic year.

20. Code of Conduct for Employees

Every employee shall be governed by the School/ Institution Code of Conduct. Without prejudice to the general meaning of the term "misconduct," it shall be deemed to mean and include the following: The following acts shall constitute breach of conduct and shall invite disciplinary action.

- (I) Habitual late coming and negligence of duty.
- (ii) Habitual absence, including extension of leave without permission or proper information or without reasonable grounds.
- (iii) Leaving workplace during duty hours without permission.
- (iv) Riotous or disorderly behavior, threatening, intimidating, coercing, assaulting any individual / body connected with school activities.
- (v) Verbal or Physical abuse of any staff, students, guardian, and visitor of the school.
- (vi) Destruction or desecration of school/institutional property.
- (vii) Safety compromise or negligence that could hurt or harm either property or persons connected with the school/ institution.
- (viii) Willful insubordination and defiance of any lawful order of superior, School/Institutional Head.
- (ix) Making false accusations or comments/ statements that amount to character assassination of any colleague or superior.
- (x) Demanding, offering or accepting bribe or illegal gratification in connection with school affairs.
- (xi) Consumption of liquor, narcotics, addictive substances (including paan and gutka) and smoking on the school premises or attending duty under the influence of liquor or narcotics.

- (xii) Not maintaining attire suitable for service in school.
- (xiii) Embezzlement of funds or misappropriation of school property or indulging in or abetting any theft or fraud.
- (xiv) Mutilation / destruction / removal of school records and property.
- (xv) Unauthorized or forcible use or possession of school property.
- (xvi) Giving false, misleading information regarding qualification, date of birth and other personal particulars at the time of appointment and during tenure of service.
- (xvii) Conviction by a court of law for criminal offence.
- (xviii) Carrying of weapons, explosives, and other objectionable materials on school premises or while on school duty outside the school premises.
- (xix) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- (xx) Engaging in any private trade, part time job or tuition of students.
- (xxi) Collecting contributions for any purpose whatsoever without prior permission of the Managing Committee.
- (xxii) Divulging confidential matters relating to school.
- (xxiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
- (xxiv) Engaging in personal monetary transactions with colleagues, students or parents.
- (xxv) Using, leveraging personal political affiliations/ associations to impede/obstruct/handicap school functioning.

- (xxvi) Propagating communal or sectarian outlook through teaching lessons or otherwise or inciting or allowing any student to indulge in communal or sectarian activity.
- (xxvii) Organizing or attending any meeting not connected with school function, during school hours, except when required or permitted by the Principal/Head of the school/Institution.
- (xxviii) Promoting or selling books, educational material on personal or publishers' behalf to students or teachers of the school/Institution.
- (xxix) Sexual Harassment including unwelcome sexually determined behaviour (whether directly or indirectly or by implication), such as:
 - a) Physical contact and advances; or
 - b) Request or coercion for sexual favors; or
 - c) Sexually colored (implicit or implied) remarks; or
 - d) Possessing and using pornographic material; or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
 - f) Gender insensitive remarks
- (xxx) Any Breach of clause 11(ii), 11(iii), 11(iv), 11(v) related to conditions of service.
- (xxxi) Breach of any code of conduct or regulation as may be framed by JEM Foundation and or Managing Committee of schools/institutions, from time to time and amendment thereto.

21. ACTS OF MISCONDUCT

Without prejudice to the general meaning of the term misconduct, it shall be deemed to mean and include the following:-

- a) Willful in-subordination or disobedience whether along or in combination with another/others.

- b) Giving false information or particulars regarding name, age, parents' name, qualification, false certificates, fake identity cards or false details of previous organization/school at the time of appointment in the school / during upgrading the qualification.
- c) Habitual negligence or neglect of duty or work.
- d) Habitual indiscipline.
- e) Willful absence from duty.
- f) Irregular and habitual late attendance.
- g) Theft or attempt to theft of school's property, fraud or dishonesty in connection with the school property.
- h) Deception or corrupt practices.
- l) Disclosure to any unauthorized person or persons of the information relating to the school. (eg. Divulging question papers to examination candidates without the permission of the school authorities.)

22. PUNISHMENT FOR MISCONDUCT

- (l) An employee shall be liable to be dismissed if he/she has been guilty of misconduct. An employee dismissed for misconduct shall not be entitled to any notice or pay in lieu of notice and there upon shall not be entitled to any benefits or privileges under these rules.
- (ii) The foundation may at its discretion give the employee the following punishment in lieu of dismissal :
 - a. Censure or warning.
 - b. Withholding of scale increment or debarring from promotion, deduction of pay or demotion.
 - c. Suspension without pay for a period not exceeding 15 days.
 - d. Discharge/Termination

23. PROCEDURE FOR DEALING WITH CASES OF MISCONDUCT

- (i) If misconduct is alleged against an Employee, the Principal will issue a letter of explanation/chargesheet to the said employee. If satisfactory answer is not received within the stipulated time, Principal shall institute a formal enquiry by officer/officers nominated by him/her. The employee charged with misconduct will be afforded a reasonable opportunity to explain and defend his / her actions.
- (ii) An Employee charged with misconduct may be suspended forthwith from duty. The order of suspension shall be in writing and shall take effect immediately on communication thereof.
- (iii) During the period of suspension, the concerned employee shall not enter the School premises except with prior permission.
- (iv) During the period of suspension the employee will be eligible for Subsistence Allowance equal to one half of the last drawn salary. If the departmental enquiry gets prolonged and the Employee concerned continues to be under suspension for a period exceeding 90 days, the subsistence allowance for the extended period would be equal to three fourth of such salary. If the delay in enquiry is caused by the employee and can be attributed directly to him/her, management shall have the right to reduce the allowance to one fourth of salary for the period exceeding 90 days.
- (v) At the conclusion of the enquiry, the officer shall prepare a report of the enquiry recording his findings on each of the charges together with the reasons and submit the same to Principal
- (vi) If on the conclusion of the enquiry, the employee has been found guilty of the charges framed, the Disciplinary Authority shall pass an order of dismissal or discharge, or any other appropriate punishment as decided by the Disciplinary Authority.

- (vii) Where an order of dismissal or discharge is passed under this clause, the employee shall not be entitled to any remuneration for the period of suspension pending enquiry. However, the subsistence allowance already paid to him/her shall not be recovered.
- (viii) If and where the period between the date on which the employee was suspended from duty pending the enquiry, and the date on which the order of suspension without pay as a punishment under this clause was passed exceeds fifteen days, the employee shall be deemed to have been suspended only for fifteen days or for such shorter period as is specified in the said order of suspension. For the remaining period the employee shall be entitled to the same pay as he/she would have received, had he/she not been placed under suspension pending enquiry, after deducting the subsistence allowance paid to him for such period.
- (ix) In the instance, where an order of demotion, or warning in writing is passed, the employee shall be deemed to have been on duty during the period of suspension pending enquiry and shall be entitled to the same pay that the employee would have received had he/she not been placed under suspension pending enquiry. This amount shall be paid after deducting the subsistence allowance paid to the employee for such period.
- (x) If on conclusion of the enquiry the employee has been found not guilty of any of the charges framed, the employee shall be deemed to have been on duty during the period of suspension pending enquiry and shall be entitled to the same pay he/she was drawing before suspension. The employee shall be paid after deducting the subsistence allowance paid to him/her for such period.
- (xi) The payment of subsistence allowance under this rule shall be subject to the employee not taking up any employment during the period of suspension pending enquiry and also complying with the instructions issued by the management from time to time in this regard.

- (xii) A copy of the order inflicting the punishment or otherwise shall be given to the employee concerned.
- (xiii) If an employee is dismissed as a result of the enquiry, the dismissal shall be with effect from the date of suspension.
- (xiv) A copy of the order stating the punishment shall be given to the concerned employ.

In case the employee wishes to appeal against the order of the Disciplinary Authority the appeal shall be referred to a Disciplinary Committee.

24. Subsistence Allowance

An employee under suspension shall, during the period of suspension, be entitled to subsistence allowance calculated at an amount equal to one half of the basic pay last drawn by the employee, plus the dearness allowance in accordance to the last salary drawn.

25. General Conditions Governing Leave Rules

- (i) Leave cannot be claimed as a matter of right.
- (ii) Leave will be sanctioned only by approved sanctioning authority as defined by JEM Foundation. Only Chairman Managing Trustee of JEM Foundation and Principal/Head of school/ educational institution will have the authority to sanction leave.
- (iii) The leave sanctioning authority may refuse, curtail or revoke leave of any kind at their discretion.
- (iv) Leave of one kind taken earlier may be converted into a leave of a different kind at a later date at the request of employee and at the discretion of the sanctioning authority, After the expiry of granted leave, unauthorized extension shall be treated as willful absence and shall be liable for disciplinary action.
- (vi) Except under very exceptional and unforeseen circumstances, no employee is permitted to proceed on leave without previous sanction of the competent authority.

- (vii) Employee may not avail due leave either as suffix or prefix combined with school long vacations, except under exceptional circumstances, duly approved by the Managing Committee.
- (viii) An employee seeking leave on medical grounds shall produce Medical certificate from the Medical officer / superintendent of a Govt. hospital or from a Registered Medical Practitioner registered in class A category or from a Medical Officer associated with the JEM Foundation.

After recovery, such an employee shall be permitted to join duty on production of a Medical Certificate of Fitness.

25.1 Casual Leave (C.L)

- (i) Casual leave is not earned leave and as such may not be accumulated.
- (ii) Maximum CL limit is 7 days in one calendar year as per existing rules of the Foundation.
- (iii) Sundays and holidays falling within the period of C.L shall be counted towards C.L.
- (iv) Full pay as per salary terms of the concerned employee shall be payable for the duration of availed CL.

25.2 Vacation Leave

- (i) Vacation may not be combined with Casual Leave.
- (ii) Full vacation leave is applicable only for teaching staff.
- (iii) Administrative and non teaching staff will be entitled to part vacation leave during the period school/Institution office is closed. This leave must be pre approved by leave sanctioning authority.
- (iv) Principal/Vice Principal will be allowed vacation leave but they will have to be present in school/institution during 5 working days after the start of the vacation and 5 working days prior to the reopening of the school/institution.

- (v) If, in any year, a teacher is allowed to avail more than 45 days of Leave other than vacation Leave, earned leave will not be admissible to him/her in respect of that year.

25.3 Compensatory Leave

- (i) An employee may avail compensatory leave against Holiday leave earned commensurate to the number of days worked during holidays/vacation. However such leave may not be accumulated and must be availed within 30 working days, failing which it will automatically lapse.
- (ii) Compensatory leave may be availed only after approval from sanctioning authority. Sanctioning authority may regret compensatory leave under extreme exigencies, where absence of employee may adversely impact the school function.

25.4 Maternity Leave

- (i) Subject to the provisions of the Maternity Benefit Act, 1961, a woman employee (temporary or permanent) who has worked for a period of not less than 80 days in the 12 months

immediately preceding the date of her expected delivery, will be entitled to 6 month's maternity leave with pay on production of a medical certificate from a competent authority, provided that she shall forfeit her right to maternity leave with pay if she works in any establishment during the period of such leave.

- (ii) Additional maternity leave up to a maximum of one month may be granted for illness, certified by a registered medical practitioner, arising out of pregnancy, delivery, premature birth of child or miscarriage.

25.5 Quarantine Leave (QL)

Quarantine leave will be admissible to any permanent employee suffering from infectious disease which is advised for quarantine by govt./local health authorities and is certified by the medical authority. This leave may be allowed after approval of competent authority for up to 20 days and in exceptional cases up to 30 days and may be combined with regular leave.

25.6 Study Leave

- (i) Study leave may be granted with pay to the extent of earned leave due and without pay thereafter, for a period not exceeding one year, excluding the period of normal travel strictly on the recommendation of School Principal/ Institutional Head.
- (ii) Any extension of the study leave will be considered on performance and approval of the Principal/ Foundation
- (iii) For the period of study leave without pay employee will not be eligible for any facilities except that this period will be counted as service for the purpose of payment of gratuity if other wise eligible.

25.7 Earned Leave

Teaching Employees of the Foundation are eligible for 10 days Earned leave with pay for every completed year of service.

- (i) Earned leave can be accumulated up to a Maximum of 100 days. Non Teaching Staff of JEM foundation who are not eligible for School Vacation holidays are entitled to 30 days earned leave with pay for every completed year of service and such staff will be allowed to accumulate the same up to a Maximum of 300 days.
- (ii) Payment to employees while on Earned Leave will be made at their normal current rate of pay and Dearness allowance including other allowances.
- (iii) Earned Leave for all employees will accrue on the first day of January of each year relating to the previous years of service. In the case of an employee joining after the 1st day of January of a particular year, proportionate leave shall be credited to his/her account at the beginning of the subsequent calendar year, but he/she shall be entitled to avail of it only on completion of one year of service.
- (iv) In case of superannuation, proportionate earned leave will be credited to the account of the employees.

- (v) Encashment of unavailed Earned leave, subject to the maximum permissible limit standing to the credit of an employee at the time of retirement will be paid along with his/ her settlement dues. Encashment of earned leave as at the time of retirement is extended to death cases also.

25.8 Leave Salary

- (I) No leave salary is admissible to an employee who is on leave without pay.
- (ii) For each day of EL or ML or QL sanctioned, an employee is entitled to full day salary, inclusive of DA.

26. EXPECTED FROM JEM SCHOOL EMPLOYEE

- An employee must be honest, sincere, loyal, enthusiastic, courteous, punctual agile, innovative and ethical conducts.
- He/She must have concern for others, a positive attitude, dedication towards work and an accommodating nature
- He/She should be ready to co-operate with his/her colleagues.
- He/She should be affectionate yet firm with children.
- He/she should speak English and Hindi with correct pronunciation and should accept correction (if in doubt ,ask) any .
- He/She should project a smiling and pleasant appearance in the school.
- His/Her body language should portray confidence and approachability.
- Good posture, alertness and smartness is valued.
- Your demeanor in society should be such that is does not hamper the reputation of the school.
- Teacher should be fit enough, to take up any duty assigned, move around while teaching in class and participate in physical activities as and when required.
- School teacher should dress so as to look neat and smart

27.1 RESPONSIBILITIES OF ALL JEM EMPLOYEE :

- Every employee must be impartial.
- Employee should be more concerned and caring to a handicapped child and teach the other students to be compassionate too.
- If a class teacher is absent, subject teacher should take over the duties of the class teacher in her absence.
- Inculcate a spirit of helpfulness and a nationalistic fervor in the students.
- Encourage loyalty and unity amongst the students and at the same time, help the students to find an identity of their own.
- Help the weaker ones and encourage the bright students to help others.
- Never humiliate a child.
- Never hear grudges against any child, the aim should be to help the child to improve.
- Understanding and learn the Vision and Mission of the school, and teach it to the students.
- A teacher must be honest with the Management, her colleagues, and other teachers and most important with the students.
- Confidential information (pertaining to official matters, data, marks, students or students parents etc.) should not be divulged.
- Usage of the golden words (Thank you, please, excuse me, pardon, sorry) should be spontaneous.
- Avoid words like 'Shut up', 'get out', instead, use 'please be quiet' or 'leave the class room please'.
- Favoritism is to be avoided at all cost.
- A teacher must show respect for everyone, specially the menial staff and must inculcate this in the children.
- There should be proper co-ordination between the teachers who teach in the same class they should be tactful and never contradict each other in front of students or parents.

- Teachers will not be allowed to give tuitions to any students of JEM school. Any breach of this condition will entail immediate termination of service.
- Every employee during the period of service is expected to follow strict discipline and rules and as set down by the school Management and follow and obey the order of the Principal.
- Employees should not engage in any detrimental activities within or outside the school premises to lower the image of the school.
- Employees should not engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
- Employees should not enter into any monetary transaction with any students or parent or be guilty of rude behavior towards any students, parent, guardian or other employees of the school.
- Employees should not accept or permit any member of his/her family to accept any gift from any student, parent, vendor or supplier.
- Employees should not speak to the Press of the media without the permission of the Principal.
- Teachers should not give **corporal punishments** to any student, instead should counsel the students.
- Employees should not use **mobiles phone** inside the classroom or in the corridors or record conversation or record without permission or click photograph / record videos without permission.
- Employees should not divulge to parents or the relevant authority confidential information (pertaining to official matter, data, marks, students or students parents etc.
- All employees should speak in English at all time and insist on the same from the students, except in the Hindi period.

27.2 RESPONSIBILITIES TOWARDS THE PARENTS

- Deal with parents in a courteous and polite manner.
- Be approachable but maintain a formal relation with the parents.
- Meet parents only after they have taken a prior appointment. Appointments to be given after the practice period only, during the free period of the teacher.
- Do not encourage parents to criticize another student, teacher or parents of the school in your presence.
- Complaints should be noted. If the complaint is a major one bring it to the notice of the authorities.
- Teacher must maintain a positive attitude towards the parents.

27.3 RESPONSIBILITY TOWARDS THE MANAGEMENT

- Loyalty to the Management, colleagues and students is of utmost importance.
- A democratic atmosphere is aimed at, as every one's view should be followed unanimously.
- Punctuality in every aspect is essential.
- Anything submitted to authority should be neat and grammatically correct.
- Supervision duties should be carried out conscientiously.

27.4 RESPONSIBILITIES TOWARDS COLLEAGUES.

- Create an atmosphere of sharing, learning and collaborating in teaching work.
- Submit marks to the concerned teachers on time.
- Put aside 'me', 'I' and 'let's' use 'We' always.
- Never argue with or insult a colleague in front of your students or other teachers.
- Never correct a colleague in front of the students.
- Everyone has something to contribute and no one is perfect. Put aside egos and work and life united as one family.

28. DUTIES AND RESPONSIBILITY

28.1 DUTIES AND RESPONSIBILITY OF THE COORDINATORS / TEACHERS IN CHARGE.

- a. The Coordinator/Teacher-in-Charge will assist the Principal in maintaining the discipline of the school.
- b. The Coordinator/Teacher-in-Charge will be responsible to draw effective plans for the early working procedures, for their implementation in the school after detailed discussions with the Principal and Vice-Principal. The plan of work includes Admission Test, Unit Test, Terminal and Annual Examinations, School Functions, Co-curricular activities, Excursions, organizing parents/Teacher meetings, inter school competitions and other such activities, as may be desired by the principal and for better standard of education in the school.
- c. They should be well acquainted with all changes in the syllabus, Text Books, the modern techniques of teaching and the latest trends in the field of education.
- d. They need to prepare workload of the teachers of their department by January and submit to the Principal.
- e. They should submit the monthly Report every term, of the teachers reporting to them to the Principal/Vice Principal. They will inspect the classes regularly and keep an eye on the performance of the teacher under his/her charge. They will also ensure that the teachers are:
 - i. Completing the syllabus, at an appropriate pace.
 - ii. Submitting the lessons plans and following his/her guidance.
 - iii. Ensuring that correction are up to date.
 - iv. Maintaining a cordial attitude towards the students.
 - v. Maintaining cordial relations among themselves.

28.2 DUTIES AND RESPONSIBILITIES OF THE OFFICE

- a) The Office Associate in charge shall report to the Principal and assist them in all administrative matters. He/She shall supervise the work of all other office.
- b) He/She shall draw the allocation of work for other staff of the office in consultation with the Principal/Vice-Principal for the smooth running of Office work.
- c) The office in charge and the office staff shall be responsible for the proper maintenance of the records, inventory etc. of the school. He/She shall seek instructions from the Principal/Vice-Principal in all matters of doubt.
- d) They shall try to computerize the work as far as possible.
- e) He/She has to maintain the office decorum and maintain cordial demeanor at all times.

28.3 DUTIES AND RESPONSIBILITIES OF TEACHERS.

- a) Teachers are expected to be in school at least five minutes before the first bell in the morning, and must give his/her Digital Attendance before the first bell and will leave 15 minutes after students dismissal.
- b) All teachers should be in class on time during substitution and ensure that their class assembles on time for any function/ assembly/ workshop etc. in a disciplined manner.
- c) All teachers are expected to take the class of an absent teacher wherever necessary, or to take a class whenever the other teacher is busy with an activity, when allotted by the Principal.
- d) The teacher should keep their notes for teaching in the classes for their subject and regularly note down the portion, which has already been taught to students by them.
- e) Teachers should prepare their weekly teaching plans and submit the same to the authority in charge, following her instructions.

- f) Teachers must complete the syllabus and ensure that revision is done one week ahead of the assessment/examination.
- g) Teachers should maintain Progress Report of the students of the class they are teaching.
- h) Teachers should be meticulous about correcting class work, home work, tests, exams, projects of the students and ensure that every student completes her work by the end of the term.
- i) Teachers are responsible for the neatness and cleanliness of their classrooms, checking the students' uniform, their dairies and the upkeep of the furniture therein.
- j) Teacher, in collaboration with higher authorities, should be ready to organize various co-curricular activities and actively participate in all the school functions.
- k) Teachers should carry out all such duties assigned to them for improving the qualities of education in the school.
- l) All the teachers must become proficient in Computer (MS Word, Excel, PPT)
- m) Teachers are expected to make the maximum use of Smart Class Boards to make their teaching interesting and clarify concepts.
- n) Attendance Registers must be kept neat and clean, no whitener to be used. They must be kept up to date and all details should be completed at the end of the month.
- o) The Students' Prospectus should be checked for the absence record or Contact Report, and the same should be sent to the Office in the first period.
- p) The first sheets of the diary and the Office copy should be completely checked and submitted to the Office by the end of March (complete pages to be accepted and must ensure that the photograph is the latest one in school Uniform). It is to be seen that all the students maintain the Diary till end of the Academic session.
- q) The Class Teachers must read all the pages of the Prospectus, discuss and explain the information from the diary to the students at the beginning of the Academic year.

- r) The class Teachers are responsible for proper communication with parents of their students with respect to attendance, absence, homework and other important information and must communicate the same digitally as soon as intimated by the Principal/Vice Principal.
- s) Any notice given from the school must be distributed to every student. For the students who are absent – the name of the students should be written and pinned on the Notice Board and given to the student when he /she return.
- t) If a student is absent for a week without information, the teachers should bring it to the notice of the Principal/Vice-Principal.
- u) Members of teaching staff are expected to give special or remedial coaching to any student who may require it, as a part of their normal duties. Acceptance of any remuneration for such special tutoring is not permitted
- v) Teachers will not be allowed to give tuitions to any students of JEM school. Any breach of this condition will entail immediate termination of service.
- w) Every employee during the period of service is expected to follow strict discipline and rules and as set down by the school Management and follow and obey the order of the Principal.

28.4 DUTIES AND RESPONSIBILITIES OF LIBRARIAN

1. Maintain silence and discipline in the Library.
2. Reference books, magazines, encyclopedia etc. are to be used only in the Library.
3. Fiction books issued should be returned within a fortnight, reference books within a week.
4. Fine to be charged, if the books are not returned on the specified day.
5. Books, lost, or torn beyond reasonable wear are trees should be paid for or replaced.
6. Books should be taken from the cupboard, taking care not to disarrange the other books on the shelf.

7. Books and CDs issued, should be returned during working hours only not in the recess and after dismissal.
8. 10 years Question Bank will be issued only after 3 days for the weekend.
9. CBSE Syllabus books will be issued only for a day.
10. Any book taken from the Library has to be taken after issuing it, even if it is for one period.
11. Do not use mobile phones in the Library.
12. Lesson Plans will not be issued. The teachers must refer to them in the Library only.

32. REWARDS

- a. Purely on the discretion of the Managing Committee of the school, an Appreciation Letter or Reward will be awarded to the deserving employee / employees for exemplary service, sincerity, dedication and loyalty to the school.
- b. Any teaching staff who receives a National Award. Honour or shows exemplary conduct to fellow staff, one who excels in organizing activities of the school with zeal etc. from time to time and also on the annual appraisal of the teaching staff, will be considered for a reward at the discretion of the Managing Committee of the school.

33. PERFORMANCE MANAGEMENT SYSTEM

The Performance Management System (PMS) was launched for the teachers & staff of JEM Foundation Schools & College in the year 2010 however we are now embarking on a journey to establish and sustain a high-performance culture at JEM Foundation.

I. Purpose

The new "Performance Management System' 2023" (PMS 2023) is being implemented with effect from the Appraisal Year 2022-23, wherein the annual performance of all the Teachers & Staff who are on direct rolls (including permanent as well as on fixed term contract) of JEM

Foundation Schools and College, shall be assessed on the basis of Performance Management System' 2023. However, the said PMS 2023 may in future require change under various contexts and situations, due to which the same would be reviewed periodically. for any need for changes that may be required.

II. Key Definitions

1. Performance Management Cycle: The period of review cum rating of performance shall be for duration of 12 months from 1st April to 31st March.
2. Appraiser: The individual who performs as per defined and agreed targets and whose performance is reviewed/rated against those set targets.
3. Appraiser: The person who shall review and rate the performance of Appraiser. Generally, it shall be the 'School / College Principal" who shall act as the Appraiser, unless otherwise specified.
4. Talent Review Committee: This Committee shall comprise of the Managing Trustee, Administrator & Principal of all Schools & College. This committee shall review the performance rating awarded by the Appraisee and recommend the final rating to be awarded to each Appraisee.
5. Targets: Targets are defined for each appraiser by the respective school/college Principal, to clearly outline 'what' has to be achieved, during the particular appraisal year. Targets quantify the performance measure and reduce subjectivity in performance review.

III. Performance Review

At the end of performance cycle, the first step of performance appraisal rating shall be done by the respective school / college Principal of the individual appraiser. Thereafter, discussion would be conducted by the Talent Review Committee, on individual appraisee performance on achievement against the targets, key contributions, and progress on individual development. As a part of the performance discussion, the appraiser shall be given his/ her final

'performance rating' by the Talent Review Committee, in accordance with the rating scale between 1 to 5, as prescribed herein below:

Rating	Indicator	Description
5	Outstanding	Performance is characterized by extraordinary level of achievement even at times beyond role requirements.
4	Very Good	Superior performance is observed, where Targets and expectations are met clearly with achievement on critical measures, exceeding expectations.
3	Good	Targets and expectations are satisfactorily met in almost all areas of responsibility.
2	Unsatisfactory	Basic level of performance where Targets are met only in few areas of responsibility and need for improvement is observed in most of the performance areas.
1	Poor	Performance falling significantly short of the targets and expectations of the role, in all the areas.

Upon completion of the assessment process, the 'Rating' accompanied by the letter of increment and performance bonus (if eligible) shall be released to each individual.

IV. Performance Improvement Plan (PIP)

The Performance improvement plan (PIP) is a development initiative to support appraisee's who have not been able to perform as per expectations of the organization in the past performance cycle through structured reviews and monitoring of the appraisee's performance.

Appraisee's who are rated as "Un-satisfactory Performance" / "2", in the current appraisal cycle, shall be put on the PIP for a duration of 6 months from the date of communication thereof. Upon completion of the said PIP period of 6 months, the Appraisee's performance shall be reviewed by the Appraiser once again and based on the improvement displayed, or lack thereof, a decision would be taken regarding continuance/separation from service. However,

consequent to the PIP assessment, if the appraisee is found to have once again received a rating of "Un-satisfactory Performance / 2 rating", or below, the appraisee would be considered for immediate separation, forthwith.

V. Appraisee's who are rated "Poor Performance" / "1"

The appraisee's who are rated as "Poor Performance" / "1" in the current appraisal cycle, would not be eligible for any PIP period and would be considered for immediate separation, forthwith.

VI. Performance Bonus & Increment

Appraisees who are rated as Outstanding, Very Good & Good shall be eligible for 'performance bonus & increment' as decided by the management, for the respective appraisal year. However, Appraisee's who are rated as "Un-satisfactory Performance"/"2" and "Poor Performance" / "1", would not be eligible for any Performance Bonus or Increment' for the said appraisal cycle.

VII. Separations

(I) Resignations

Appraisee's who have resigned during the ongoing performance cycle, will not be assessed and rated, and will not be eligible for any increment or bonus for the said appraisal year.

Further, Appraisee's who resign after the closure of the performance cycle but before 01" of July of the next year, shall also not be eligible for any increment or bonus for the said appraisal year, irrespective of the individual appraisee's performance rating.

(ii) Superannuation

Appraisee who superannuate during the performance cycle, would be assessed, and rated according to their performance during the period worked before retirement.

(iii) Terminations

Appraisee's whose services have been terminated at any time during the performance cycle are not required to be assessed or rated. Such cases shall be marked as termination cases and kept out of assessment process and also shall not be eligible for any increment or bonus for the said appraisal year.

VIII. Finality of Performance Assessment Process

The performance rating released to the individuals, and the actions taken by the management, consequent thereof, shall be final and not amenable to any further review.

Any amendment will be notified through a circular for circulation among all School/ College staff.

I _____

An employee of _____,

A unit of JEM Foundation residing in _____

I have received the Service Rules Book, Read and Understood the service Rules and will abide by all the rules and regulations laid down in the school service rules of JEM Foundation.

Signature of the Employee

Date :