

SRI  
SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL  
( UNDER THE AUSPICES OF S.S.M.E.TRUST )

TEACHERS' SERVICE RULES WITH EFFECT FROM 01.10.2016  
Including amendments upto 25/02/2017  
(This Agreement will supercede all the previous Agreements)

### **1. Management**

The term Management means “Srimathi Sundaravalli Memorial Educational Trust, Chennai – 600 044” and it will be represented by the Correspondent of the SSM Schools.

### **2. Applicability of Service Rules**

This set of Service Rules is applicable to all the teachers who are on the rolls of the school as on 01.04.2016 and for all the subsequent appointees.

### **3. Teaching Cadre – Designation Hierarchy**

- **Officer**  
Senior Principal  
Principal  
Vice-Principal
- **Supervisor**  
Academic Supervisor  
Academic Coordinator
- **Teacher**  
Post Graduate Teacher  
Trained Graduate Teacher  
Primary Teacher  
Nursery Trained Teacher  
Swimming Coach Cum Life Guard  
Fine Arts Teacher

#### **4. Appointing Authority**

The Correspondent will be the appointing authority.

#### **5. Appointment Committee**

The selection of a teacher will be made by the Appointment Committee headed by the Educational Officer.

#### **6. Vacancies**

The Vacancy as and when notified, the teachers at lower hierarchy can apply for the same.

#### **7. Selection of a Teacher**

The Management at the first instance will fill up the vacancy on Promotion from among the existing teachers on merit and not on Seniority. In case of non-availability of a suitable candidate, the vacancy will be filled up through open recruitment.

The Selection process will constitute a written test in General English, General Knowledge and two specific subjects applied for, by the Teacher.

This will be followed by a personal interview and a demo of class-room teaching. The Appointing Authority may resort to direct appointment in specific cases.

#### **8. Qualification**

The minimum qualification for each category will be determined by the E.O. from time to time.

The teachers should also be qualified with a Bachelor's Degree in Education and should qualify in the Teacher Eligibility Test conducted by the Government within three years from the date of appointment as required under statutory rules. The teacher, who does not acquire the qualification within three years from the date of appointment, will automatically be removed from service without notice. The Educational Officer, at her discretion may extend this period up to a maximum of five years.

## **9. Academic Year**

The academic year is from 1<sup>st</sup> of April every year to 31<sup>st</sup> of March of the following year.

## **10. Probation**

The probation period is for One year. However, the Appointing Authority at her discretion may reduce the period of probation or waive the probation for proven talented staff.

## **11. Pay Scale and Fixation of Salary**

The pay scale will be revised once in five years or as the Management may decide. The Dearness Allowance and House Rent Allowance are determined and fixed by the Management from time to time. The salary fixation will be based only on the designation and talent. A deserving Teacher can be fixed on a higher salary in the same scale of pay.

## **12. Annual Increment**

The annual increment will fall due on 1<sup>st</sup> of April. Those who join in the middle of the academic year till 31<sup>st</sup> of May are eligible for regular increment in the succeeding year on the 1<sup>st</sup> of April. All teachers are eligible for one increment in the scale of pay. However, based on their performance and recommendation of their Superiors, the Educational Officer may grant more than one increment.

## **13. Payment of Salary**

Payment of salary will be through Transfer to the respective savings bank account of the employee. Every employee has to open a saving bank account with the bank where the bank accounts of the Trust will be maintained.

## **14. Pursuit of Higher Studies**

The teacher can pursue higher studies with the prior written permission of the Management. The Management will be pleased to grant such permission with the condition that the same should not in any way affect the regular discharge of the duties.

**15. Performance Appraisal**

The performance of the teacher will be appraised once in a year on the basis of certain prescribed criteria. The findings will be communicated to the Teacher at the end of each year.

**16. Disciplinary Committee**

Any disciplinary proceedings will be initiated by a Committee constituted by the E.O. The Committee will consist of one Principal, one Teacher and one Management Staff.

**17. Disciplinary Proceedings**

Every teacher must adhere to the laid down rules and regulations and discharge the assigned duties. Whenever a failure is reported by the immediate Superior, the Management will be constrained to proceed with appropriate disciplinary action which include – Warning/Censure/ With-holding of increment with cumulative effect/ Demotion/Removal from service. For any gross misconduct / misbehavior on moral grounds the teacher will be dismissed from service after adhering to the disciplinary proceedings as per law and principles of Natural Justice.

**18. Appeal**

Any aggrieved employee after the final punishment, within 30 days from the date of receipt of the order, can prefer an appeal to the Trust Board which is the Appellate Authority. The Trust Board will pass final orders on such representations within 90 days from the date of receipt of the same. The decision of the Appellate Authority will be final and binding on the employee.

**19. Public Holidays**

The public holidays of each year will be notified and the same will differ from the notified holidays for students.

**20. Working Days**

Six days a week from Monday to Saturday. All Sundays are declared holidays.

**21. Working Hours**

The working hours are from 8:20 a.m. to 5:00 p.m. with a lunch break of 45 minutes. The teachers should sign the attendance register before 8:20 a.m. and report to work. Those teachers who do not complete the day's assignment have to stay back after 5:00 p.m. and complete the same.

**22. Casual Leave**

A teacher is eligible for 12 days of casual leave in a year. The teachers on probation are eligible for one day casual leave for every completed month of service. Unused casual leave in any academic year will not be carried forward. No teacher can avail the casual leave without prior permission. Telephonic information is not permitted except on proven health grounds or on emergency. Availing leave without permission will attract disciplinary proceedings.

**23. Earned Leave**

There is no provision for earned leave.

**24. Long Holidays**

The teachers are eligible for 30 days summer holidays during the months of April - May, as notified every year.

**25. Maternity Leave**

The confirmed teachers are eligible for three months maternity leave, once during the service period with full pay and allowances. The teachers on probation are not eligible for this facility. They are eligible for maternity leave on loss of pay.

**26. Leave on Loss of Pay**

The teachers are not eligible for leave on loss of pay. Whenever a teacher avails leave on loss of pay, the Educational Officer, at her discretion, may sanction or reject the same. The rejection will attract action under disciplinary proceedings.

**27. Special Leave**

On receiving a written request from a confirmed teacher, the Educational Officer, at her discretion may grant special leave for pursuing higher studies for a limited number of days with full pay and allowances.

**28. Leave on Medical Ground**

There is no specific provision for leave on medical ground. The Educational Officer may at her discretion grant special medical leave to confirmed employees with full pay and allowances for major illness.

**29. Special Leave for marriage**

The confirmed employees are eligible for 10 days Special Leave for their marriage with full pay and allowances.

**30. Advances**

The confirmed Teachers are eligible for grant of one festival advance for Deepavali. The amount of advance will be fixed by the Management from time to time and is recoverable in 10 equal monthly instalments.

**31. Child`s Free Education**

One child of the confirmed employee is eligible for free education in the school from JM1 to Class XII inclusive of exemption of payment of Caution Deposit. This student will have the privilege of all the facilities as given to the students who pay their regular fees. The teacher`s child should follow the admission procedures, that are in force from time to time, including payment of registration and admission fee.

**32. Teacher Welfare Measures**

The teachers are eligible for forenoon and afternoon tea and lunch on all full - working days.

**33. Reimbursement of Medical Expenses**

There is no specified facility of medical reimbursement. However, on application, the Educational Officer may consider the grant of ex-gratia payment on case-to-case basis.

**34. Original Certificates**

The Original Certificates of Qualifications of Teachers will be verified at the time of appointment and will be returned after he/she joins duty.

**35. Automatic Removal from Service**

Considering the importance of Teachers' profession, any teacher who does not turn up for duty continuously for a period of five working days, without any written intimation or permission, will be treated as an employee who has abandoned the service and left the Organisation. The teacher will be issued with an order of removal from service on the sixth working day without any notice. The removal order will have absolute legal binding on the teacher.

**36. Teacher Training Course**

Every teacher will be given an excellent training to enable him/her to raise to the level of a Post Graduate Teacher to handle classes XI and XII and to reach the level of Senior Principal, before retirement. The Teacher Training Course is an exclusive privilege for the teachers of SSM Schools only.

The duration of training period will depend on the course and syllabus. The training will only be during the working hours. The effective training will make them competent to face the challenges in teaching profession. The training in the long run, will not only be useful in SSM, but it will be a great asset to the teacher for the whole of life. The said training will not cause any inconvenience to the Teacher. The only requirement is that he/she should have a strong mind and will-power to undertake this challenging task. More details on Teacher Training Course will be made available at the appropriate time.

### **37. E-Teaching and Learning**

SSM School is privileged to use its own e-teaching software for Mathematics for classes III - VI and for Science from classes III – VIII. Every teacher must become an expert in the E-Teaching. The teachers will be given training in E-Teaching.

### **38. Duties and Responsibilities**

The teacher must discharge the duties with perfect diligence and dedication.

Preparation of good teaching material, excellent delivery in the class room, good class room control, participation in all co-curricular and extra-curricular activities of the school including functions, meetings etc., are the main expected duties.

The teacher is expected to inculcate good discipline and values into the minds of the students in every possible manner and the whole school should always be maintained as a place of worship. It is again the individual and collective responsibility of all the teachers.

The teacher shall

- Report to the Educational Officer or to any other person nominated by her.
- Attend to all the assigned duties with care and commitment and maintain punctuality.
- Abide by all the rules and regulations of the school that are in force from time to time.
- Be responsible and accountable for all the students placed under his/her care for their performance, safety and discipline.
- Obey the lawful orders and instructions of the Superiors with utmost sincerity. No disobedience or gossiping in the school campus can be tolerated.
- Strive hard to give the best performance in his/her teaching job and all other assigned duties with absolute accountability and integrity.
- Use every minute in the school premises only for enrichment of knowledge and the betterment of the students.



The teacher should not

- Use mobile phone within the school premises. The mobile phone can be kept under lock and key at the specified locations.
- Divulge to any one, the confidential matters of the school that he/she will come across in discharge of the duties.
- Enter into any unpleasant or unwanted talks within the school.

The teacher is responsible for the academic performance of the students placed under him/her as per the school time table. The class average of such classes should be above 75% and the lowest mark of the student in the class should not be less than 60%. Exemptions will be granted for identified slow learners. To achieve this goal, the school management shall provide all infra-structural facilities at the “World Class Level” and recruit qualified teachers apart from imparting Teacher Training. The only requirement is the sincere and dedicated involvement of every teacher in the discharge of his/her duties. Any malpractice to produce this result, if proved, the Teacher will be summarily dismissed from service.

### **39. Special Duties and Responsibilities**

The assigned duties and responsibilities of the teacher will include participation in Educational Tours, Field Trips, Workshops, Seminars, Tournaments and Competitions, Functions and Festivals of the School.

On special occasions, the Teachers have to attend the school after regular working hours and on holidays. Every teacher must contribute his/her best in all the above activities and his/her participation is a part and parcel of the terms of appointment. For Non-Hindu teachers the participation in the religious activities pertaining to Hinduism is optional.

### **40. Dress Code**

The teachers are to be a role model for the students and society. Hence they are expected to follow a decent dress code. The female teachers are to be in ‘Saree’. There may be a few exemptions for specified category of teachers such as Sports, Yoga, Swimming, etc., The male teachers should be in formal dress i.e. trousers and shirts. T-shirts are not permissible.

#### **41. Teacher's Behaviour**

The teachers who involve in love affairs and marriages which are not accepted and patronized by the parents of both bride and bridegroom are not eligible to continue in service. Such teachers will be a wrong role model for the student, that too in a co-education school. The teachers should not indulge in any act of suspicious misconduct amongst themselves or with the students. This will attract severe punishment including criminal proceedings as per law. A Teachers personal life must carry the highest order of moral values and ethics to be a role model. The habits of alcohol and smoking will be considered as an act of misconduct for a teacher.

#### **42. Transfers**

The service of teachers are transferable amongst SSM Schools – Chromepet and Perungalathur.

#### **43. Resignation**

Resignation of a teacher will be on a month's notice during probation and three months' notice on confirmation.

#### **44. Retirement**

The age of superannuation shall be 58. Employees will normally retire on last day of the month in which they attain the age of 58. The employee who attains the age of superannuation will continue in service till the end of the academic year and retire on 31<sup>st</sup> March of that particular year.

#### **45. Removal from Service**

The Management may dispense with the service of any employee without assigning any reason, by giving due notice of three months or pay three months' salary in lieu of the same, except in the case of removal / dismissal based on disciplinary action.

**46. Provident Fund**

Recovery towards EPF contribution at the rate of 12% of your full salary excluding House Rent Allowance will be made from your salary every month and the Management contribution will be restricted to 12% towards Pension Fund and EPF (8.33% and 3.67%) respectively on Rs.15000/- or full salary excluding House Rent Allowance whichever is less.

**47.** Teachers whose Gross Salary does not exceed Rs.21,000/- will be covered under the ESI Scheme. Recovery towards ESI Contribution at the rate of 1.75% from the Gross Salary will be made every month and the Management will contribute 4.75% for employees covered by ESIC Scheme.

**48. Payment of Gratuity**

The employee is eligible for payment of gratuity on completion of five continuous years of service as per Gratuity Rules.

**49. Amendment**

The Management reserves the right to amend this set of Teachers' Service Rules from time to time and the same will be communicated to all the teachers, which will be totally binding on them.

**50. Representation of a Teacher**

Any representation from the Teacher should be submitted only to the immediate supervisor and will be processed through proper channel with remarks at each stage.

**51. Conclusion**

This set of Teachers' Service Rules is formed taking into account the best interest of the Teacher and the Management.

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Signature of the Teacher

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Authorised Signatory of the School

If you are agreeable to the Service Rules and if you have read the Information to Candidates

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