

**Rules for staff in the school in terms of regulations of the
board of secondary education, Madhya Pradesh education
act 1965 – Chapter XII**

Service Rules

1. Regulation in this chapter shall apply to all non government education institutions.
2. All Principal, Head-masters, Lectures and teachers, except those appointed temporarily for a period of less than one year, shall be on probation for a term of one year which may be extended to two years. If after two years of service any incumbent is continued in his appointment, he shall, unless the appointing authority, for reasons to be recorded in writing, otherwise direct, be deemed to have been confirmed in that appointment. On confirmation, the incumbent shall sign a contract of service in the form I or II as the case may be as soon as practicable.
3. The managing committee of the educational institution shall maintain a provident fund for the benefit of the staff appointed on written contract in accordance with provident fund rules framed by the Board for the purpose.
4. The scales of pay of the staff, in educational institution which are in respect of government grant, shall not be less than those sanctioned for the corresponding staff in government institutions.
5. In the case of educational institutions which are not aided, there shall be a scale of pay, the minimum of which. Shall not less than that in government educational institutions.

6. (1) Principal, Head-master, lecturer, or teacher shall be entitled to the following leave, namely –
 - a. Casual leave for 13 days (which may for special reasons be extended to 15 days) in a calendar year;
 - b. Leave on medical certificates by registered medical practitioner on full average pay for one month for every twelve months spent on duty, subject to the maximum of twelve months in the whole service;
 - c. Maternity leave in case of woman for three months, on full average pay; and
 - d. Leave for training.
- (2) The period of leave granted under sub-clause (d) of clause (1) above shall be treated as period spent on duty and shall count for provident fund if the incumbent contributes to the provident fund during such period.
- (3) Other members of the staff of recognized educational institutions shall be entitled to such leave as may be admissible from time to time to government servants.
7. The authority entitled to sanction casual leave under clause (a) of regulations 5 shall be the Head of the institution and that entitled to sanction other leave shall be the managing committee.
8. In the selection of lecturer or teachers for appointment the under mentioned considerations among other matters shall be taken into accounts. Namely:
 - i. All permanent vacancies and temporary vacancies for a period exceeding six months shall advertised in one month or circulation in the area concerned. Such advertisement shall contain full particulars of the post advertised together with conditions of service attached thereto, or the names may be called from employment exchange;
 - ii. On receipt or applications suitable candidates shall be interviewed;

- iii. And that the teachers or lecturer to be selected for high and higher secondary school classes shall have offered for the degree examination the subject for which they seek appointment.
9. In the selection of Head – masters or principals for appointment the under mention shall be taken into account, namely;
- i. All permanent vacancies shall be advertised, in the manner laid down in regulation 8(i) above;
 - ii. The appointment shall be made by the managing committee after interviewing suitable candidates: and
 - iii. No person who is not trained and has less than five year's experience of teaching shall be eligible for the post.
10. (1) The managing committee of the institution shall not terminate the service or reduce of pay of any teacher or lecturer appointed on a written contract without holding a full enquiry into the charges against him. The incumbent shall be given in writing a statement of the charges against him and afforded an opportunity of defending himself. His previous service and character with reference to his character roll and service book maintained shall also be taken into consideration when arriving at a decision.
- (2) No decision as to termination of service or reduction in rank of a teacher or lecturer shall have effect, unless passed at a special meeting by a majority of two thirds of the members of the managing committee. No such resolution shall have effect, if passed an adjourned meeting.
- (3) A teacher or lecturer may ask the matter to be referred to an arbitration in accordance with the terms of his agreement, if any and the award of the arbitrator or arbitrators shall be final.
- (4) The services of any teacher or lecturer who refuses to go for training may be terminated:
- Provided that in case due to personal difficulties, the person concerned is not able to go for training the same year, he

may be permitted to go for training next year. More than one change shall not be allowed.

11. (1) The managing committee shall not terminate the services or reduce the pay of principal or head-master appointed on written contract without first obtaining Director's sanction for holding a full enquiry into the charges against him. The incumbent shall be given in writing a statement of the charges against him, and also be afforded an opportunity of defending himself. His previous service and character with reference to his confidential file and service book shall also be taken into consideration before arriving at a decision.

(2) No decision as to termination of services or reduction of a principal or Head – master shall be valid, unless passed at special meeting by a majority of two third of its member of the managing committee. No such resolution of the managing committee. The decision of the Director shall be final.

(3) The Principal or Head-master shall have a right of appeal to the director against the decision of the managing committee. The decision of the director shall be final.

12. For all purposes, including application of time-scale, the period of service of a principal, Head-master, lecturer or teacher shall, in the case of new entrants, be calculated from the date of first appointment in the educational institution, if there is no break of service during the period preceding the permanent appointment:

Provided that, subject to the provisions of regulation 74 of this chapter the salary and scale of pay of a person already in employment, shall not be refixed by the managing committee at an amount lower than his salary or scale of pay on the enforcement of these regulations.

13. The period of school vacation shall count as period spent on duty, principal, Head-Master. Lecturer or teacher, who has been in the service of an educational institution during an academic year, shall be entitled to draw full pay for ensuing

vacation, except when such person has officiating in place of another person entitled to draw pay for the vacation.

14. Every educational institution shall pay to a person, who is under training at a recognized training college, his full salary during the period of training. No person who refuses to undergo training after a seat in a training college has been secured for him, shall be continued in service.

15. For all other matters, not provided herein, the rules and practices observed in the government educational institutions shall be adopted.

16. Duties of heads of educational institutions –

- a. Admission and promotion of students and disciplines of the institution.
- b. Receipts, expenditure and maintenance of accounts.
- c. Correspondence of the institution.
- d. General internal management of the institution as an institution recognized by the Board.
- e. Encouraging and fostering love for co-curricular activities.
- f. Taking such disciplinary action as he is empowered to take, under the departmental rules.

In carrying out the duties he shall not be interfered with by any authority except the authority competent under departmental rules.

17. No part of a person's salary or his provident fund shall be used by any institution for purposes of running the institution. The provident fund shall be deposited every month by the institution under the central provident fund scheme.