

Carmel School, Shoranur



ISO 21001:2018 CERTIFIED INSTITUTION

**PROFESSIONAL
STANDARDS**

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CODE OF CONDUCT FOR TEACHERS

At Carmel School, guided by our motto “*Excellence and Enlightenment*,” we affirm that teaching is a noble and demanding vocation—one that calls for the highest standards of professionalism, integrity, and adaptability. Educators bear the profound responsibility of shaping not only the intellect but also the character of students, who hold the nation’s future in their hands.

In today’s dynamic world, teachers are far more than instructors; they are mentors, guides, and role models. They nurture curiosity, empathy, resilience, and critical thinking, equipping learners to thrive in a society defined by constant change. By living the principle that “*learning is lived, not lectured*,” educators show that actions speak louder than words. Their conduct, values, and example inspire trust and set the foundation upon which students build their lives.

The **Professional Standards of Teachers’ Code of Conduct** reinforces this responsibility. It calls upon every educator to embody integrity, innovation, and compassion, ensuring that teaching remains a force for inspiration and transformation. By upholding these standards, teachers empower students to grow into creative leaders and responsible citizens—true architects of the nation’s future.

ALL TEACHERS ARE EXPECTED TO KNOW & FOLLOW THE OUTLINED CODE OF CONDUCT FOR THEIR PROFESSION

GENERAL POLICIES

Professional Conduct	Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealings with the management, colleagues, parents, and students every time.
Adherence to Rules	The teacher commits to strictly adhering to the rules and regulations set by the school management.
Assigned Duties	The teacher should execute all the work assigned to him/her honestly and sincerely, by the Head of the Institution and Academic Heads from time to time.
Staff Meetings	• Staff meetings will be held on the last working day of every month. • All teachers must bring their Handbook and note the instructions discussed during the meeting. The Staff Secretary/Joint Staff Secretary shall prepare a typed report/minutes of every meeting and submit it to the principal.
Salary	• The annual salary increment for staff members shall be determined at the discretion of the Management, based on performance, institutional requirements, and financial sustainability. • The Management reserves the right to decide the quantum and timing of such increments, ensuring fairness and alignment with the school's vision of <i>Excellence and Enlightenment</i>. • This increment shall be linked to the revision of school fees collected from students. Accordingly, increments be implemented annually or once in three years, in line with the fee revision cycle adopted by the institution. • The monthly salary will be credited to your respective bank accounts within five (5) working days from the end of each month.
Staff Incentives	At Carmel School, we value our dedicated team and extend the following benefits: • Casual & Medical Leave (12 days) • On Duty (OD) Leave for CBSE duties & CBPs • Educational Trips & Training Programs (Offline & Online)

Staff Incentives	• 50% Children's Fee Concession and Scholarship • Food, Refreshments & Uniform Materials • Employer's Share in ESI & PF • Counselling Support for stress management and work-life balance • Celebration of Staff Birthdays and Milestones • Special Appreciation during Teachers' Day and annual functions
Provident Fund (PF) & Employee State Insurance (ESI)	As per Government directives: Employee State Insurance (ESI): • Applicable to employees drawing a gross salary of up to ₹21,000 per month. • Both employer and employee contributions shall be deducted and deposited as per statutory requirements. Provident Fund (PF): Contributions will be made by both employer and employee in accordance with the Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and Government notifications. Deductions will be made from the employee's salary as per prevailing PF rules. Compliance: Every staff member joining the institution shall be enrolled under ESI and PF schemes, wherever applicable, based on their salary structure. The institution will ensure timely remittance of contributions to the respective authorities.
Gratuity Scheme Format Eligibility	• Minimum service requirement: [e.g., 5 years of continuous service] • Exceptions: Cases of death or disability where gratuity is payable irrespective of service length. • Payment Conditions : Payable on; - o Retirement - o Resignation after qualifying service - o Termination (except for misconduct) - o Death or disability (to nominee/legal heir) • Mode of payment: Bank transfer / cheque

Attendance	• Be regular and punctual; attendance should be accurately recorded. • Attendance on the reopening & closing day of the academic year is mandatory. • Teachers must record attendance through the biometric face recognition system and by signing the attendance register before 8:30 AM and after 4:30 PM every working day without fail. • Teachers must sign in the Late Register if they arrive after the designated time. • Three late arrivals, three permissions, or a combination of both (clubbed) will result in half-day leave.
Permission Duration	A maximum of 45 minutes per day is allowed; exceeding this time will result in a half-day leave. This is granted only for emergency cases. • The staff must sign when they leave out and when they come back in the register at the reception. • Permission if needed, must contact the principal in person or by phone. If principal is on leave, contact bursar. • Phone Calls must be made from the school number to get permission during the school hours. (8.30 to 4.30).
Leave Requests	• All leave requests must be submitted in advance using the prescribed leave application format. • In case of an emergency, staff members must inform the school through the official email ID (carmelacademic@gmail.com) and forward a copy to the Principal via WhatsApp. • Emergency leave applications must be duly signed and submitted immediately upon rejoining duty. • Adherence to the leave procedure is a part of professional responsibility and discipline.
Leave Policy	• Each staff member is entitled to 12 days of casual leave per academic year, which must be applied for in advance except in emergencies. Exceptions will only be made in cases such as death in the family or sickness supported by a doctor's certificate or other valid proof.

Leave Policy	• No casual leave is permitted during summer vacation. • Leave taken on the closing day for and opening day after summer vacation, Onam vacation, or Christmas vacation will be treated as Loss of Pay (LoP). • If a staff member takes leave on the day immediately before or after a holiday, all intervening holiday will also be treated as LoP unless valid proof is produced. • If Saturday and Sunday are holidays and leave is taken on the next working day, it will be considered LoP unless supported by emergency proof. • Unused casual leave will not be carried forward to the next academic year, and any leave beyond the allotted 12 days will be treated as leave without pay as per school policy. • Any staff member taking over 12 consecutive days of leave in a month will be subject to loss of pay. • Leave request during the working days of vacation period (April-May) will be considered as Loss of Pay (LOP) at any reason.
Maternity Leave	We recognize the importance of maternity leave and are committed to supporting our employees during this special time. • Eligibility: Maternity leave is available even if you are in your probationary period. • Duration: You are entitled to twelve (12) months of maternity leave, with an additional two (2) months if the period overlaps with vacation (for example, 1 April 2026 to 31 May 2027). This entitlement also applies to staff who have completed two (2) years of service. • Probation Status: While maternity leave will be granted, confirmation of service after probation will depend on performance and institutional requirements.
Policy on Staff Children --	In order to maintain a professional and distraction-free environment, children of staff members are not permitted to attend school during student holidays, even though these days remain official working days for staff. This measure ensures:

During Student Holidays	• A consistent atmosphere for staff to carry out academic, administrative, and operational duties. • Compliance with institutional standards of workplace discipline and safety. • Clear separation between student holiday schedules and staff responsibilities.
Absence from Duties	No teacher shall absent himself/herself from duties at any time without prior permission from principal.
Ethical Conduct	No teacher shall attempt to bring any political/outside pressure on his/her management in respect of service matters.
Fund Collection & Handling Institutional Funds	The teacher shall not collect any money under any pretext from anyone, including students, except when he/she is specifically authorized by the management in writing, for any particular fundraising program.
External Activities	The teacher undertakes not to carry on any other trade, business, or activity which goes against the rules of the institution. Ensure that he/ she does not accept any honorary or external assignments without obtaining prior authorization from the school management. Furthermore, they are strictly prohibited from engaging in any trade, business, or unauthorized financial activities that may adversely affect the reputation or goodwill of the institution.
Instigation of Students/Staff	No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the school campus.
Harassment & Misconduct	No teacher shall incite, provoke, or instigate any students or any other members of the staff into any form of action against the school management or that seeks to disrupt the academic activities of the school.
Legal Issues	The teacher shall report to the management if there is any criminal complaint, action/proceeding lodged against him/her in any police station, court, or forum.
Right to Hearing	The management may, however, at its sole discretion, provide an opportunity for the teaching staff to present his/her case through a personal hearing before taking a final decision. The decision of the school management will be

	final and binding and will not be subject to any appeal to any individual or forum.
Probation Period	Every teacher appointed to the school shall be on probation for a period of two (2) years, commencing from the date of joining. Confirmation of service will be contingent upon satisfactory performance, professional conduct, and adherence to institutional policies during this period. During the probationary period: • No vacation salary shall be payable. • No concession or waiver of school fees or other benefits shall be extended to staff members. • Each staff member is entitled to 8 days of casual leave per academic year. • Casual leave must be applied for in advance, except in cases of emergency. • Unused casual leave will not be carried forward to the next year. Any leave beyond the allotted 8 days will be treated as leave without pay or adjusted against other available leave categories, as per school policy.
Extension of Probation	Upon completion of the probationary period, the Management reserves the right to extend probation, if deemed necessary, based on a thorough review of the teacher's performance, professional conduct, and demonstrated commitment to the vision, mission, and goals of the institution. Such an extension will be communicated formally, with clear expectations and support provided to help the teacher align with institutional standards.
Resignation During Probation	During the probationary period, if a teacher wishes to resign at the end of the academic year, he/she shall provide a minimum of two (2) months' written notice. In lieu of such notice, the teacher may tender one (1) month's salary as compensation. This ensures adequate time for the institution to make necessary academic and administrative arrangements while respecting the teacher's decision.

Resignation After Probation	If the teacher wants to leave the service after the completion of the probationary period at the end of an academic year, he/she shall give 3 months' notice / one month's pay in lieu of notice.
Leaving Service Mid-Year	Any teacher who wants to leave the service during the academic year shall pay one month's salary.
Termination by Management	The management may at any time terminate the service of any teacher if he/she is found guilty of any of the acts like professional incompetence, violation of the code of conduct, willful negligence of the duty, failure to discharge any of the duties assigned to him/her, any form of political/anti-institutional activity and does not abide by the leave rules or take continuous leave.

EXPECTATIONS FROM TEACHERS

TOWARDS MANAGEMENT

Professional Responsibilities	Fulfill duties in accordance with institutional rules and professional standards. If any rule is found to be detrimental to professional interests, suggest necessary changes through the appropriate professional bodies.
Avoidance of Conflict of Interest	Refrain from engaging in external employment such as private tuition or coaching classes that may interfere with their primary professional duties.
Institutional Cooperation	Actively cooperate in shaping institutional policies by taking up various roles and office responsibilities as required.
Contractual Obligations	Adhere strictly to the terms and conditions mentioned in the employment contract.
Regular learning updation	Regular updates to the learning process should be implemented to ensure continuous improvement and adaptation to new educational trends.

TOWARDS COLLEAGUES

Mutual Respect	Treat colleagues courteously and respectfully, regardless of status.
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Mutual appreciation & encouragement	Cultivate mutual appreciation and constructive feedback with colleagues to foster a harmonious and productive work environment.
Professional Conduct	Speak respectfully and offer support to one another's professional growth.
Integrity	Refrain from making unsubstantiated allegations against colleagues to the authorities.
Fairness	Maintain impartiality and fairness in all interactions with fellow staff members.
Team Spirit	Cliques or factions are unacceptable; foster unity and collaboration among colleagues.
Peer Learning	Engage in peer learning by sharing skills and knowledge, and learn from each other.
Mentorship & Support	Provide guidance and ensure all colleagues, new or experienced, feel welcome.
Openness to Ideas	Keep an open mind, remain flexible, and be ready to adapt to new ideas and methods.
Collaborative Planning	Work together on lesson plans to enhance teaching effectiveness and student learning.

TOWARDS NON-TEACHING STAFF

Respect & Equality	Treat non-teaching staff as colleagues and equal partners in ensuring the smooth functioning of the school.
Professional Boundaries	Avoid unnecessary visits to the office and refrain from assigning tasks to office staff without the principal's permission.

TOWARDS PARENTS/GUARDIANS

Communication	Maintain contact with parents/guardians and send reports on student performance at regular intervals.
Parent-Teacher Meetings	Participate in meetings with parents for mutual exchange of ideas and student development.
Understanding Students	Use regular communication with parents to gain insight into the student's character, strengths, needs, and concerns.

Updating Parents	Keep parents informed about daily school activities through school software.
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TOWARDS STUDENTS

Commitment to Learning	Foster curiosity, critical thinking, and a lifelong love for knowledge.
Respect and discipline	Instill values of respect, punctuality, and discipline, ensuring a positive and orderly classroom atmosphere.
Integrity and Honesty	Guide students to uphold truthfulness and ethical conduct in academics and daily life.
Active Participation	Encourage students to engage meaningfully in discussions, activities, and collaborative learning.
Responsibility and Accountability	Expect students to take ownership of their studies, assignments, and personal growth.
Empathy and Compassion	Nurture kindness, inclusivity, and mutual support among students.
Resilience and Perseverance	Motivate students to face challenges with courage and determination.
Creativity and Innovation	Inspire students to think beyond textbooks, explore ideas, and express themselves creatively.
Leadership and Citizenship	Prepare students to become responsible citizens and future leaders who contribute positively to society.
Excellence and Enlightenment	Guide students to strive for academic excellence while embracing values that lead to true enlightenment.

TOWARDS STUDENTS - MEANINGFUL PUNISHMENTS

Corporal Punishment	Strictly prohibited. Punishments must be proportionate to the severity of the offence and should never involve physical or psychological harm.
Purpose of Punishment	Punishments should be explained to children, helping them understand the rationale behind them, and aimed at encouraging reflection and improvement, not humiliation.

Cane Usage	The use of a cane by teachers is not allowed under any circumstances.
Exclusion from Class	Sending students out of class is not an effective method for correcting behaviour and should be avoided.
Counseling Approach	Counseling should be offered to students displaying inappropriate behaviour. It should help them recognize their weaknesses and adopt positive behavioural changes. A SWOT analysis must be conducted.
Creative Alternatives	Implement positive and constructive disciplinary measures, such as assigning additional responsibilities, reflection writing, organizing mentoring sessions or engage them in mental puzzle activities etc.

DRESS CODE – GUIDELINES

General Appearance	Maintain a pleasant demeanor, dress neatly, and uphold good posture in front of students.
Male Teachers	Teachers are required to wear full or half-sleeve shirts with formal pants; T-shirts are not permitted, and fancy footwear should be avoided.
Female Teachers	Female staff should wear a saree with a sleeved blouse, or a salwar kameez with a dupatta or blazer; fancy footwear should be avoided.
Uniform Requirement	Teachers must wear the prescribed uniform on school assembly days and special occasions (Prior information will be provided)
Hair Guidelines	Hair should not be left loose. Only regular haircuts are permitted; avoid fancy styles or coloring other than natural black.
Jewelry Restrictions	Avoid wearing heavy neck chains, excessive bangles, or anklets.

ACADEMICS

COMMITMENT TO THE PROFESSION

Professional Growth	Professional growth is necessary and must be given priority. Seek to make professional growth continuous through study and research, update knowledge and skills to equip oneself professionally for the proper discharge of duties assigned.
Time & Effort	Devote full working time to your vocation; teaching effort and time on task are essential for success.
Professional Organizations	Maintain active membership in professional organizations and strive to improve education and profession through them. Attend various seminars, cluster meetings & enriching programs organized by the Dept of Education (Govt) or private organizations.
Dedicated Teaching	Perform the duties in the form of teaching, practical, seminar, and research work with dedication.
Innovative Teaching	Innovative teaching methodologies should be introduced. Use PPT/experiments or any aids to make teaching effective.
Smart Class Usage	Smart class usage is compulsory as part of the teaching strategy, with prior preparation from the knowledge centre.
Interactive Teaching	Teaching should be a combination of oral, written, and activity-based methods to impart knowledge and encourage real learning.
Human Values Integration	Teach the concepts in every subject about human values & relate them to real-life situations.
Lesson Preparation	Every teacher should prepare notes individually & not follow the previous year's notes, & ensure to answer the textual questions/ exercises given in each lesson.

LEARNING ENVIRONMENT

Professional Appearance	Present neatly & in good posture before the students.
Body Language	Good body language improves classroom management. Good body language includes standing up straight,

	avoiding sitting on a desk or using barriers, movement of teachers in the classroom, proper eye contact & facial expressions, etc., creating a supportive and productive learning environment.
Medium of Instruction	The medium of instruction & conversation on campus should be only in English. The students must get inspiration from the teacher's conversation with others, among themselves and with students in the staff room or anywhere on campus.
Classroom Aesthetics	Make classroom walls and blackboards informative & attractive.

REGULARITY

Class Timing	Class teachers & Supporting teachers should be present in their respective classes by 8:45 am. Everyone shall follow the time schedule mentioned in the Almanac.
Punctuality in Periods	Teachers should ensure their presence in their respective classes within 3 minutes after the period bell & wind up the class a few minutes before the bell, and recapitulate, which will be useful for the slow learners to catch up.
Class Conclusion	Teachers should check for students who are found absent on a regular basis and submit a report to the Principal.

STUDENT ATTENDANCE GUIDELINES

Attendance Timing	Attendance should be taken immediately after the school assembly. Late-comers should be informed in the office.
Absentee List	Absence records, late arrivals, non-uniform, incomplete works, records of marks, etc., have to be noted in the school diary and duly signed.
Record Keeping	Ensure all records are neatly maintained and updated regularly. Keep records confidential and only share them with authorized personnel.

ATTENDANCE REGISTER – GUIDELINES

Neatness & Accuracy	• The attendance register must be maintained neatly and accurately. • Avoid mistakes and overwriting. • Erasures and the use of correction fluid are strictly prohibited.
Admission Numbers	• Admission numbers must be verified before making entries. • All admission numbers must be written in red ink.
Pen Usage	• Only blue ink must be used for entering all data and records in the attendance register throughout the academic year. • No other ink colour should be used except where specifically instructed.
Daily Marking	Attendance must be marked without fail in both the morning and afternoon on every working day.
Attendance Symbols	• / – Morning attendance • \ – Afternoon attendance • X – Full-day present
Leave Marking Procedure	• Leave shall be marked only upon receipt of a leave application or written communication from the parent/guardian. • Prescribed leave symbols/codes must be used uniformly. • Absence must be marked as the capital letter “A” in red ink. • The date and duration of leave must be recorded accurately. • Medical leave should be supported by a medical certificate wherever applicable. • No leave entry shall be altered without the approval of the Principal.
Month-End Updates	• At the end of each month, the total attendance and monthly average must be calculated accurately. • The monthly average should be carried forward to the succeeding month.

Responsibility	• Class teachers are responsible for ensuring that attendance records are updated regularly and maintained correctly at all times. • The attendance register must be readily available for verification whenever required by the school authorities.
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SYLLABUS PLAN

Submission of Documents	Promptness and regularity in submitting the lesson plan, work-done book, student attendance register, etc., on the due dates must be strictly observed without the need for reminders.
Year Plan	The year plan should be prepared for the academic year on or before the notified date.
Weekly Lesson Plan	Weekly lesson plans should be submitted every Friday. Work-done notes must be completed immediately after the allotted period. Assignments and projects given should be recorded in the work-done note for future reference, and they must align with the lesson plan.
Annual Plan for Senior Classes	For classes 10, 11, and 12, the subject teachers concerned should prepare an annual plan and ensure the syllabus is completed by the end of November. Saturdays should be effectively utilized for subject teaching.
Exam Preparation	The syllabus should be planned in such a way that each term's portion is completed at least one week before the respective examination.
Activity Planning	Teachers should prepare an annual plan of activities such as field trips, seminars, and awareness programs at the beginning of the academic year.
ALM Program	Conduct ALM [Alternative Learning Programme] for slow learners after the Term- I Examination.

NOTE / ASSIGNMENT / RECORD CORRECTION

Importance of Note Correction	Note correction is a tool that conveys the progress of a student. Ensure note correction after the completion of each lesson with a careful check of spelling, grammatical mistakes, etc.
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Correction Standards	A Red ink pen should be used for correction, and a signature with the date of correction is compulsory in every note.
Completion Status	Change the status from 'Incomplete' to 'Complete' when the student completes his/her note. Discouraging or negative comments in notebooks should not be given.
Support for Future Achievers	Special attention should be paid to slow learners, ensuring their notes/works are complete and corrected in time.
Home Assignments	Purposeful home Assignments should be given & noted in the school diary & signed daily by the class teacher during zero hours.
Assignment Correction	Enough time should be allotted for assignment completion. Assignments should be corrected & returned to students.

EXAMINATION GUIDELINES

Class Tests	Class tests should be conducted as monthly assessments upon the completion of each lesson.
Other exams	Other examinations will be conducted as per the schedule provided from time to time.
Question Bank	A question bank should be prepared at the beginning of each academic year.
Revision	Proper revision should be conducted using the question bank prepared for each subject. Revision must begin at least one week before the commencement of each exam.
Supervision & Vigilance	Examination supervisors should be vigilant to avoid any kind of malpractice.
Invigilation Rules	Invigilators are not allowed to sit in the examination hall.
Answer Paper Distribution	Answer papers should be signed with a date before distribution.
Student Instructions	Instruct students to write their names on the question paper, not to write any answers/rough calculations on the question paper, use the same-colored ink to complete the paper, and bring a writing pad & required stationery.
Borrowing Restrictions	Borrowing of any items in the examination hall from others is strictly prohibited.

Paper Valuation	Paper valuation should be done impartially & distributed within the time specified.
Performance Analysis	After each exam, class, and subject-wise analysis of marks should be done.
Question Paper Preparation	Each Faculty should prepare a complete question paper aligned with Bloom's Taxonomy. Ensure that your submissions are made by the scheduled dates, and note that the use of any AI tools for this task is strictly prohibited.

HEALTH & SANITATION

Student Safety	Teachers must make responsible and proactive efforts to protect students from any conditions that may be harmful to their health and safety.
Health Education	Educate students on basic hygiene practices, including regular hand washing, use of clean water, and personal cleanliness.
Girl Student Awareness	Girl students should receive clear, age-appropriate instructions regarding menstrual hygiene, including the proper use and safe disposal of sanitary napkins.
Sanitary Facilities	Ensure sanitary facilities are accessible, clean, and maintained regularly. Teachers should report any issues to the authority concerned.
Hygiene Monitoring	Encourage and monitor hygienic practices among students within the classroom and school premises.
Waste Disposal	Instruct students to dispose of waste, including sanitary products, in designated bins to maintain a clean and healthy environment.

MISCELLANEOUS RESPONSIBILITIES

Substitution Work	Teachers must report for substitute duties as assigned. Failure to do so is considered negligence of duty.
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Beyond Classroom Teaching	Teachers should contribute to students' overall development by engaging them in extracurricular and personality development activities.
Student Achievements	Maintain records of students' achievements in extracurricular activities inside and outside the school.
Staff Committee & Clubs	Committee members must organize activities and maintain records of all activities as per Nabet & ISO requirements for the academic year.
Compensation for Lost Days	Lost working days will be compensated on Saturdays. The Principal may declare additional working days if required to ensure academic progress.
Utilization of Free Time	Leisure hours should be used productively for class preparation or other meaningful work.
Emergency Contacts	Class teachers must have the contact numbers of all students for emergency situations.
Student Relations	Teachers should not incite students against peers, colleagues, or administration.
Professional Conduct	Avoid undue familiarity with students and maintain a professional boundary.
Classroom Discipline	Do not engage in unnecessary discussions with colleagues during teaching periods, except in emergencies.
Verandah Duty	Teachers must follow their assigned verandah duty to prevent any untoward incidents.
Mobile Phone Use	Personal mobile phone use is strictly prohibited during school hours (8:30 AM – 4:30 PM), except with prior permission from the Principal. School phones may be used in case of emergencies.
Energy Conservation	Teachers should switch off fans and lights when leaving the staff room and ensure windows are closed before leaving in the evening.
Bus Duties	Ensure that all the teachers executes the bus duty as per the bus duty list provided.
Maintenance of Records	Ensure that all school records are systematically maintained and strictly updated in accordance with the prescribed NABET and ISO standards.

TO THE STUDENTS

GOOD CONDUCT	
Discipline	Encourage students to practice self-discipline in all aspects of school life.
Responsibility & Independence	Help students develop self-reliance, a sense of responsibility, and pride in themselves, their school, and their community.
Moral Values	Guide students in distinguishing between right and wrong, good and bad, and justice and injustice.
Respect for Property	Teach students to appreciate and respect both personal and public property.
Energy Conservation	Students must switch off fans and lights when leaving classrooms, maintain the floors clean and close windows in the evening to instill the dignity of labour.
Tolerance & Understanding	Assist students in understanding and respecting diverse ideas and beliefs.
Mutual Respect & Courtesy	Encourage respectful interactions between teachers and students, fostering kindness, especially towards elders.
Personal Growth & Community Contribution	Inspire students to improve themselves while also contributing to the well-being of the community.
Orderly Movement	Ensure students move in a silent, orderly line from their class to their destination.
Celebrations	Birthday celebrations and last day parties for students and teachers are not permitted in the classrooms.
Exam Proficiency & Perfect attendance	All the students must attend all school level examinations to be eligible for the proficiency prizes. Both Proficiency and Perfect attendance awards will be distributed in the following academic year.
Other Instructions	Encourage students to foster the initiative to establish our school as a Plastic Free Zone by refraining from the use of plastics, chocolates, chewing gums and other consumables to maintain a clean environment.

ACADEMIC DISCIPLINE

Note-taking	Students should put dates in their notebooks while writing notes.
Completion of Work	Notes, assignments, and other academic work should be completed during zero hours.
Exam Preparation	Students should file all question papers from each mid-term and term exam to build a question pool for annual exam preparation.
Participation	Encourage students to actively engage in school programs and activities.
Posture & Writing Habits	Special attention should be given to students' sitting posture, pencil grip, and ensuring an appropriate distance between their eyes and books.
Reading Habits	Teachers should encourage students, particularly in the lower classes, to develop reading habits.
Book Reviews	Students should record the details of books they read in their ALMANAC and present brief reviews in class, particularly during substitution periods.
Scientific Outlook & Values	Instill a scientific outlook, respect for physical labour, and the values of democracy, patriotism, and peace.
Newspaper & Magazine Reading	Encourage students to read newspapers, magazines, and storybooks regularly.

DRESS CODE GUIDELINES

Uniform	Students must come in full school uniform, neatly dressed with a proper haircut. Special uniform must be worn on prescribed dates.
Grooming	Students should not grow nails or use nail polish.
Classroom Monitoring	Class teachers and supporting staff must regularly monitor and ensure dress code discipline in their respective classes.
Irregularity in Uniform	Uniform issues can be excused only twice , with a note sent to parents via the school Almanac.
Repeated Violation	If uniform irregularity persists, parents must meet the Principal along with their ward.

STUDENT INSTRUCTIONS & EXPECTATIONS

Almanac & Information	Read the school Almanac thoroughly and be familiar with all rules and guidelines.
Personal Details	Submit personal and conveyance details to the class teacher within the first week of school reopening.
Office & Phone Usage	Visit the office only during breaks and use the public phone only with the class teacher's permission.
Canteen Use	Go to the canteen only during breaks and return to class immediately after the bell.
Timely Return After Breaks	Reach the class promptly after breaks; avoid going to the toilet during class hours.
Classroom Decorum	Do not enter other classes or sections without the teacher's permission.
Waste Disposal	Segregate waste properly and dispose of it in the designated dustbins. Do not spread pencil shavings inside the classroom; dispose of them in the dustbin.
Leave Guidelines	Take leave only for genuine reasons. Higher Secondary students should avoid taking leave on practical days.
Fair Record Work	Begin fair record work only after the observation record is signed by the teacher.
Record Submission	Submit all completed practical subject records on or before the last working day of November .