

Bye Laws and Service terms and Conditions of Sacred Heart Public
School Purkhoo Camp, Domana

Aims and Objects

1. The main object of this institution is to provide proper and moral education to the students of the area and to make them educationally and physically fit, patriot clean and clear in thoughts, words and deed.
2. The institution shall adopt such measure by which intelligence and knowledge of an average student could be increased.

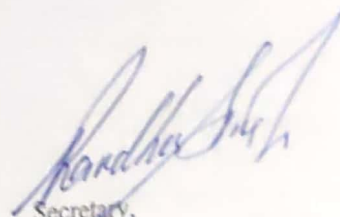
Bye Laws

1. The name of the institution is Sacred Heart Public School.
2. The school will function up to 12th class as per need of the locality.
3. The school will function under the supervision of managing committee headed by the Secretary.
4. The members of the committee will be nominated by the Secretary.
5. The committee will function for three years or till a new one is set up.
6. The Secretary is authorized to change any member of the committee.
7. The secretary shall make the appointments with the approval of Principal and committee members.
8. The secretary with the approval of Principal will fix pay of the staff.
9. All accounts shall be maintained by the principal and verified by the Chartered Accountant.
10. Tuition fee and other funds will be reasonable to the minimum extent.

Terms and Conditions of Services

1. The applicant shall have to appear before the Selection Board consisting of Secretary, Principal and other members of the committee and the decision of the Board is final.
2. The selected candidate will be on probation for one year and will be bound to work in the school to the end of academic session.
3. Higher start will be given to the employee of outstanding ability and experience recommended by the Secretary.
4. The pay of the employees will be fixed by the Secretary on the recommendation of the principal.
5. All the members of the staff will have to abide the state conduct rules and will not be allowed to take part in anti-social activities.
6. No private business or tuition will be allowed during working hours.
7. In case the employee wants to leave the service or managing committee likes to turn out any one in either case one month notice or one month pay is essential.
8. Any employee shall have to attend the duty of extra activities of the school before or after the working hours even on holidays and during vacation whenever needed in the interest of the school.
9. Untrained and retired employees will be appointed on consolidated basis.
10. The employee would not leave his/her services from end of summer vacation to the end of annual examination.
11. The employee should be required to deposit his/her one month's pay as security in easy ten installments.
12. The employee will not absent from duties without having obtained the prior permission of the Principal or any other officer empowered to do so. It may be relaxed in exceptional situations beyond human control.

13. Those teachers whose service in the school is before the beginning of the summer vacation, winter or spring vacation is less than four months shall not get any vacation pay.
14. The institution holds the right to dismiss any employee without any notice at any time in case of gross neglect of duties, insubordination, immorality and similar acts of behavior where school work or reputation of the institution is likely to suffer.
15. Any staff member appointed in the institution can be transferred to any of its branch opened.



Secretary,
Sacred Heart Public School,
Purkhoo camp, Domana.