

STANDARD OPERATING PROCEDURES (SOPS) FOR TEACHING STAFF

| SR.NO. | SOPs @ 2025-26 |
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| 1 | Each staff is eligible to get 08 Casual Leaves (CL) in the academic year. |
| 2 | Each one can take maximum 2 CLs in a month. More than 2 CLs will be considered as LWP. |
| 3 | Casual Leaves (CLs) will not be carried forward to the next academic year. |
| 4 | Early Leaves (Max. 60 minutes) will be considered as a half day. In or out timing will be considered. |
| 5 | Three (3) Late marks will be considered as one casual leave in every month on consecutive / irrespective days. |
| 6 | If the teacher is newly appointed then probation period will be of one year. |
| 7 | Half Day Timings: First Session- 07:30 am to 11 am & Second Session- 11:30 am to 03:00 pm. So arrival & dispersal as per scheduled. The teacher who will take second half will go by 11:30 am & the teacher who will go for first half will come to the school @ 11 am. |
| 8 | Teachers must do biometric daily & will sign the muster with in & out time as per biometric. |
| 9 | Kindly sanction your leave before hand via mail tagging/ School App/VP/Principal.In case of emergency at night then share a whats app message or personal calls. |
| 10 | It has been observed that sending message or calls doesn't mean leave is sanctioned. Besides, teacher sending message like that they are NOT seeking permission but I want take it whether the school is ready or not. |
| 11 | Leave will NOT be granted on National Days, Annual Function, Sports Day or any other days. |
| 12 | Taking too many leaves without reason, going late to the class , late marks and LWP's taken will strongly affect your appraisal for annual increment. |
| 13 | Teachers need to sign School Almanac on daily basis. |
| 14 | Mobiles should be submitted to the VP cabin and it should be on silent mode. Incase any emergency give school mobile nos.and Admin /VP numbers. |
| 15 | Each staff needs to submit one original documents to the school office. |
| 16 | No compromise in quality in teaching / checking / regular tasks. |
| 17 | No half days in the month of January & February 2026 at any cost. |
| 18 | Class 10th Teachers will come to the school when class 10th Cbse board result will declared if its in the month of May 2026. Expected dates from 10/05/2026 to 16/05/2026. |
| 19 | Each teacher needs to complete 4 days CBSE COE trainings in the respective academic year. Each day training will be considered as 6 hours. The teachers are allowed to attend the trainings in other schools.It will be considered as CL after producing E-certificate issued by the COE Pune. |
| 20 | Incase a teacher who have NOT submitted original document(s) then one month salary will be deposited. |