



Lions Bal Vidya Mandir, Pilibhit

(An English Medium Co-educational Senior Secondary School, Affiliated to CBSE, New Delhi)

UDISE CODE: 09210904249 SCHOOL CODE: 60071 AFFILIATION NO: 2130161



Ref: LBVM/ADMN/SW/2026-27/061

DATE: 05/05/2026

UNIFIED CODE OF CONDUCT & RULES & REGULATIONS

For Teaching & Non-Teaching Staff

LBVM SCHOOL

(Issued under the authority of the Managing Committee)

PREAMBLE: PURPOSE & SCOPE

This unified Code of Conduct defines the professional, ethical, and disciplinary standards expected of all teaching and non-teaching staff. Its purposes are:

1. To ensure the **safety, well-being, and dignity** of every student.
2. To establish **clear professional expectations** and accountability.
3. To comply with the **Sexual Harassment of Women at Workplace (SHWW) Act, 2013**, the **Protection of Children from Sexual Offences (POCSO) Act, 2012**, and all other applicable laws.
4. To promote a **positive, disciplined, and academically rigorous environment**.

Breach of any provision shall attract disciplinary action as outlined herein.

PART A: GENERAL & PROFESSIONAL DUTIES

A1. Duty Commitment & Negligence

No staff member shall knowingly or willfully neglect their duties. Teachers must complete the prescribed syllabus on time, prepare lesson plans in advance, and maintain a Teacher's Diary with clear objectives, methodology, and learning outcomes.

A2. Punctuality & Attendance

All staff must report to duty punctually (7:30 AM or 6:00 AM as applicable). Late coming:

- 3 late comings = ½ day loss of pay.
 - Late coming >20 minutes = ½ day loss of pay.
- Unauthorized absence without prior leave permission is a breach. In case of emergency, intimation must be sent before 6:30 AM to the Principal/Vice-Principal.

A3. Leave Rules – Summary

- **Casual Leave:** 14 days/year (not accumulative; max 3 days at a time after 1 year of service, subject to availability).
- **Leave Request:** Minimum 24 hours' notice.

Website: www.lbvmschool.in

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Sr. Wing: Village Barha, Near Vriddha Ashram, 262001, Pilibhit (Uttar Pradesh)

Phone No: +91 9027026139 Email: info@lbvmschool.in, principal@lbvmschool.in, lbvmpbt@yahoo.com





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- **Emergency leave:** Message before 6:30 AM.
- **Not a right:** Leave must be approved; otherwise = 2 Days Leave Without Pay.
- **Holiday linking:** Taking leave on both sides of a holiday will result in the holiday also being counted as leave.
- **Encashment:** Only in July next year; only for those leaving in March; no encashment if leaving mid-academic year.

A4. Academic Integrity

No staff shall indulge in or encourage any examination malpractice, nor prepare/publish "key" books or assist in their publication.

A5. Record-Keeping

Teachers must maintain accurate Class Attendance Registers, Plan Books, Student Portfolios (with anecdotes), and Examination Registers. Weekly signing by supervisors is mandatory.

A6. Use of Time & Personal Work

Staff shall devote full working hours to school duties. No personal work, gossip, trading, or business. No private tuition, remunerative jobs, or selling agency work.

A7. Use of School Resources

Personal laptops and pen drives are not allowed. Mobile phones are prohibited during class hours; silent mode on campus; usage permitted only during designated breaks. No indecent or derogatory messaging, no unauthorized photos/selfies.

PART B: ETHICAL CONDUCT TOWARD STUDENTS

B1. Non-Discrimination

No discrimination on grounds of caste, creed, religion, language, gender, place of origin, social/cultural background, or disability.

B2. Prohibited Conduct (Strictly Forbidden)

- Communal/sectarian propagation or incitement.
- Corporal punishment, verbal misconduct, intimidation, emotional harm, or cruelty.
- Sexual abuse, harassment, or any form of inappropriate physical contact.
- Whistling, shouting, screaming, beating, or throwing objects at students.
- Using a chair to sit in class unless emergency (illness/injury).

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B3. Classroom & Movement Rules (Notice No. 051)

- Restrooms/water room not permitted before 3rd period.
- No student exit without an **Exit Pass**.
- No student movement during period exchange.
- Teachers must escort students to ground/labs; no unsupervised wandering.
- No hooting, shouting, or loud noise.

B4. Teacher Responsibilities

- Stand and teach (or use podium); do not sit on desk or put leg on bench.
- Check textbooks/bags regularly; students carry books only as per timetable.
- Almanac to be filled regularly and checked weekly.
- Report any academic, behavioural, emotional, or disciplinary concern promptly.

B5. Safety & Child Protection

- Strict compliance with **POCSO Act, 2012**: Any suspicion of child sexual abuse must be reported immediately to the Principal or the Internal Committee. Failure to report is a serious offense.
- Physical contact must be nonsexual, age-appropriate, and never in private.
- One-on-one meetings with students must be in visible settings with another adult informed.

PART C: DRESS CODE & PERSONAL DISCIPLINE

C1. Dress Code

- **Lady Teachers:** As per school dress code; hair tied up.
- **Men:** Modest formals (shirt, pant). No T-shirts, kurta, pyjama, jeans, or tight garments.
- **Grooming:** Clean shaven or properly trimmed beard/moustache.

C2. Personal Conduct

No staff shall:

- Use drugs, intoxicating drinks, or any substance abuse.
- Spread rumours damaging the school's integrity.

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- Accuse authorities or incite others against management.
- Borrow money or materials from students or colleagues.
- Accept gifts from students, parents, or vendors without parental knowledge.
- Engage in monetary transactions with students/parents.

PART D: INTERPERSONAL RELATIONSHIPS (Colleagues, Parents, Authorities)

D1. With Colleagues

Treat all with respect. No false accusations, violence, false/damaging information, or conduct involving moral turpitude.

D2. With Parents

Maintain regular, professional communication. Record all parent-teacher interactions (meetings, calls, written). No exploitation of influence for personal ends.

D3. With Authorities

Conform to all school rules and lawful orders. Show due respect to constituted authority. No organizing/attending unauthorized meetings during school hours.

D4. Financial Integrity

No asking for or accepting contributions/funds without prior sanction of Chairman, Managing Committee. No incurring debts beyond means to repay.

PART E: SEXUAL HARASSMENT PREVENTION (SHWW Act, 2013)

E1. Internal Committee

The school's Internal Committee (IC) shall address all complaints of sexual harassment.

Composition: Presiding Officer (senior woman staff) + 2 senior staff members + 1 external member (legal/NGO background). More than half members shall be women.

E2. What Constitutes Sexual Harassment

- Unwanted sexual advances or offers of benefits for sexual favours.
- Threats of retaliation for rejecting advances.
- Suggestive gestures, derogatory verbal comments, physical touching/body positioning.

E3. What is NOT Sexual Harassment

- Work-related disagreements, reprimands for performance, constructive feedback, accidental touching without sexual connotation.

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However, if such acts are retaliation for rejection of sexual advances, they become sexual harassment.

E4. Interim Reliefs Possible

Transfer of complainant or respondent; leave up to 3 months for complainant; restraining respondent from writing confidential reports.

E5. Findings & Penalties

If proven: Written apology, warning, censure, withholding promotion/increments, termination, counselling, compensation deduction.

If malicious/frivolous complaint: Action against complainant.

PART F: DISCIPLINARY ACTION & PENALTIES

F1. Discipline Committee Composition

- Manager of the School
- Nominee of Managing Committee
- Principal
- A teacher who is a member of the Managing Committee

F2. Penalties – Two Categories

Minor: Censure; recovery of pay for pecuniary loss; withholding of increment.

Major: Reduction in rank; compulsory retirement; removal from service; dismissal for gross misconduct, insubordination, or disloyalty.

F3. Progressive Enforcement (from Notice No. 051)

| Violation Stage | Action |
|-----------------|--|
| 1st | First Reminder Memo (copy in file) |
| 2nd | Second Reminder Memo + final warning |
| 3rd | Third Reminder Memo + mandatory meeting with Principal |
| 4th | Penalty – fine deducted from salary |
| 5th | Suspension from duties pending inquiry |
| 6th | Termination from service (may be recommended after review) |

F4. Procedure

First memo is issued. No disciplinary action unless employee is given a charge sheet

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and opportunity to respond. Arbitration by an appointee of LBVM (final and binding) or an independent Enquiry Officer.

F5. Confidential Records

Two parts:

- Part 1 (factual: salary, leave, disciplinary action) – employee signature required.
- Part 2 (confidential evaluative statements) – reviewed annually by Managing Committee.

PART G: ENCOURAGED PRACTICES & INCENTIVES

G1. Encouraged Activities

- Membership in literary, scientific, or professional organizations.
- Making bona fide grievances in respectful language.
- Continuous professional development (trainings, workshops, self-learning).
- Participation in co-curricular, extra-curricular, and community service activities.

G2. Incentives (Yearly)

Based on: effective syllabus completion, organizing events, industrial visits, professional development, research publications, awards won by students/staff.

PART H: GENERAL & MISCELLANEOUS RULES

H1. Communication

All official communication with students, parents, colleagues must be through approved channels (ERP, school email). No private social media messaging with students for non-school reasons. No spreading misinformation or unverified information.

H2. Library Rules

Max 5 books at a time. Textbooks retained for academic year; others return within 30 days.

H3. Sports Faculty

Conduct proper drill sessions. No standing in corners or idle supervision.

H4. Coordinator Duties

Check classroom arrangements/management daily. Submit written report to Principal every Saturday.

H5. Background Checks

LBVM conducts thorough background checks (physical neglect, sexual exploitation, any crime against children) prior to employment and periodically thereafter.

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