

CHAPTER IX

DISCIPLINE

1. **Formulation of Rules for Discipline** - (1) The rules of discipline of every school shall be formulated in a definite manner and shall include the rules in this Chapter.

¹[(2) x x x x]

(3) A copy of the rules of discipline shall be pasted on the school notice board.

2. **General rules of Discipline** - (1) Every pupil shall attend his class punctually.

²[(1A) Students and members of the staff should assemble before the classes begin and sing National Anthem standing.]

(2) Every pupil shall respectfully greet the teachers on meeting them in the school premises for the first time every day.

(3) On the teacher entering the class- room, the pupils shall rise and remain standing till they are desired to sit or till the teacher takes his seat.

(4) No pupil shall leave his class-room during working hours without the permission of the teacher.

(5) Every pupil shall wear clean cloths.

¹[(6) x x x]

¹[(7) x x x]

(8) No pupil shall use tobacco or any intoxicant in any form in the school and in the school premises.

(9) In order to promote discipline, personal contact between teachers and pupils should be strengthened, self - Government in the form of house system with prefects or monitors and student- councils, whose responsibility will be to draw up a Code of conduct and enforce its observance, should be encouraged in all schools.

3. **Medical Inspection** - (1) All schools and all pupils are subject to inspection by such medical officers as the Government may specify.

(2) The Headmaster shall give every facility to such officers for the inspection.

(3) No pupil shall enter the school premises if he is suffering from any contagious disease.

¹[4. x x x x]

¹[5. x x x x]

6. Suspension and dismissal:- (1) Any pupil who is deliberately insubordinate or mischievous or guilty of fraud or malpractice in connection with examinations or who is found guilty of any other offence under these rules or who by his proved conduct is in the opinion of the Headmaster likely to cause an unwholesome influence on other pupils, may be, according to the degree of offence, censured, suspended or dismissed by the Headmaster. ³[The Headmaster of a Secondary School may also for adequate reasons impose fines on pupil studying in Standards VIII to X]. In case of dismissal a report shall be sent to the Educational Officer. An appeal from the dismissed pupil shall lie to the Educational Officer.

Note:- (i) Temporary removal and permanent removal from rolls for misconduct also mean suspension and dismissal respectively under this Rule. "Rolls" means mainly the Admission Register and includes also the Attendance Register.

(ii) When a pupil is dismissed he should be removed from the rolls with appropriate entries in the Admission Register. When a pupil is suspended, his name should not, for that reason alone, be removed from rolls but the particulars of the suspension should be entered against his name in the Attendance Register.

(iii) Before a pupil is suspended or dismissed from school, the Headmaster shall inform the pupil's guardian of the fact.

(iv) Suspension and dismissal are within the competence of Headmasters of Secondary Schools. In other Schools, the Headmaster shall make recommendation to the Educational Officer who shall be competent to deal with the matter, stating in detail the facts of the case, but he may suspend the pupil until orders are received.

(2) Any pupil who is found to have secured admission by means of false certificate or by false representation of any kind shall be summarily dismissed with forfeiture of whatever fee he may have paid.

(3) Any pupil who seeks admission into a Government, aided, or recognised school by means of false certificate or false representations of any kind, but who does not actually obtained admission, shall be debarred from being admitted into any school for a period not exceeding one year to be determined by the Educational Officer.

7. **Pupils under suspension not be allowed to attend the school-** (i) The period of suspension under rule ⁴[6(1)] shall be proportionate to the gravity of the offence.

(2) A pupil suspended from school under rule ⁴[6(1)] shall not be allowed to attend the school during the period of suspension and shall be allowed to resume attendance thereafter.

Note:- See also rule 18 (3) in Chapter VI regarding the issue of Transfer Certificate to such pupils.

8. **Pupils suspended or dismissed not eligible for exemption from fees-** If a pupil is dismissed or suspended he shall not be eligible for exemption from the payment of fee granted ⁵[under rule 6 of Chapter XII].

Note:- See also rules regarding the admission and re-admission of such pupils and the issue of Transfer Certificate to them.

9. **Punishment Register-** (1) Every school shall maintain a Punishment Register in Form 9.

(2) Particulars of every punishment awarded to the pupil shall be entered in the Punishment Register.

10. **Headmaster responsible for discipline -** (1) The Headmaster of a school shall be responsible for all matters connected with discipline in the school.

(2) The Headmaster may require any of his assistant teachers during holidays or outside school hours on week days, to do any work in connection with the school.

(3) Heads of schools are expected to promote manual labour and social service by students, the Boy Scouts and Girl Guides Movements, the

N.C.C and A.C.C in accordance with the instructions issued by the Department in this behalf.

11. Headmaster's duties- The Headmaster's duties shall include the following:-

- (i) to see that the rules and orders issued by the Department and Government are complied with;
- (ii) to maintain discipline in the school;
- (iii) to organise work in the school by framing time-tables, distributing work among the assistants, conducting tests and examinations and encouraging extracurricular activities;
- (iv) to effect promotions of pupils from Standard to Standard in accordance with the prescribed rules;
- (v) to supervise the work of teachers;
- (vi) to see that records, books and registers of the school are maintained in proper conditions and to attend to school correspondence promptly;
- (vii) to collect fees from the pupils through the teachers and remit the amount into the Treasury in the case of the Government and aided schools (or send it to the educational agencies, in the case of recognised schools) as per detailed instructions regarding levy collection, and remittance of fees;
- (viii) to maintain the school premises in a healthy, neat and tidy condition.
- (ix) to organise and conduct staff council in which all the teachers may be members and the Headmaster, the chairman.

12. Duties of teachers- It shall be the duty of the teachers-

- (i) to perform to the best of their abilities the teaching and other items of work allotted to them;
- (ii) to maintain discipline in the class room and to assist the Headmaster in maintaining the general discipline of the school;
- (iii) to conduct themselves in or outside the school in such a manner that their behavior would be a model for the pupils.

Note:- Teachers shall maintain Notes of Lessons for the subjects they teach.

13. Undertaking external work- No teacher or Headmaster shall undertake external work of any kind without the written permission of such

authority as the Government may by notification in the Gazette specify in this behalf.

Note:- Teachers are allowed to undertake private tuition work with the sanction of the Heads of the schools concerned, but no teacher shall be allowed to undertake such work for more than two hours a day and for more than four pupils.

- 14. Supervision Diary-** (1) The Headmaster shall maintain a Supervision Diary in respect of every teacher under him wherein he shall enter factual details regarding the teachers attention to duty and his observation relating to the teacher's work and conduct as a whole at least once in a term of the school year or to any particular lesson conducted by the teacher or to any special school activity in which the teacher is engaged.
- (2) The Headmaster may place the Supervision Diary of a teacher before that teacher for perusal and obtain his acknowledgment. A copy of the observations may be furnished to the teacher in case he wishes to offer any explanations and the explanation, if any, so offered shall form part of the record with the remarks of the Headmaster.]
- (3) The Supervision Diary shall be kept as a confidential record until the retirement of the teacher and it shall not be open to inspection by any person except the Headmaster, the teacher, the Manager, in the case of private schools, and the officers of the Department exercising control over the school.
- (4) When a teacher leaves one school and joins another, his Supervision Diary shall be forwarded to the Headmaster of the latter school.
- (5) When a teacher quits service his Supervision Diary shall be filled in the records of the school in which he was last serving.
- 15. Log Book and Factual Diary-** (1) The Headmaster shall maintain a Log Book in which he should enter all important events connected with the school such as the introduction of new books, apparatus, or courses of instruction, any plan of lessons approved by the Educational Officer, the visits of managers, absence, illness or failure of duty on the part of any of the staff, or any special circumstances affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded. No reflections or opinions of a general character shall be entered in the Log Book.

(2) The Headmaster shall also maintain a Factual Diary as per the departmental instructions on the subject. It shall be open for perusal for any teacher.

Note:- A Visitor's Book may be maintained in which distinguished visitors may record their observations about the school.

16. Cases not covered by the Rules- Cases not covered by these Rules shall be reported to the Director through the Educational Officer for decision.

1. Deleted by Legislative Assembly
2. Inserted by G.O. (P) 186/86 G.Edn. dt. 25-11-1986 published in Gazette dt. 27-1-1987.
3. Inserted by G.O (P) 42/65 dated: 25-1-1965 published in gazette dated. 19-2-1965.
4. Added by Ed (e special) 50398/59 EHD dated: 28-06-1959 published in Gazette dated: 30-06-1959.
5. Substituted by G.O (P) 716/63/Edn. dated: 21/10/1963 published in Gazette dated: 05-11-1963.