



Sanatan High School, Bharatpur

Human Resource Policy

2022-2023

Appointment

All teaching staff will be appointed by the Senior Management Team. It is pertinent for a teacher to be a B. Ed. /Pursuing B. Ed. Or any technical degree with good command over the language English, can be appointed as teacher in PYP as well as CBSE

Letters of Appointment:

The formal letter of appointment will bear the signature of the heads of the institution. The letter shall require the signature of the appointee before the appointment is considered effective.

Duration of employment:

Unless otherwise stated, employment for all staff shall be on a permanent basis subject to the satisfactory completion of the probation period. Probation period is one year from the date of joining.

Personal Data:

On acceptance of an appointment, the new staff member is required to complete the employee personal data form. New employees must also provide photocopies of certificates and other testimonials. Any changes in personal status shall be reported promptly to the Head of Human Resources / HR office by completing a fresh personal data form. Staff records and related correspondence shall be treated confidentially at all times.

Induction in PYP

All new staff members appointed for PYP shall undergo induction training to assist them in the process of becoming integrated into the institution

Training and development of teaching staff

We strongly believe that a well-trained and efficient workforce is crucial for the development of any institution. We will always strive to attract and retain employees of the highest caliber.

To achieve this, the institution will recruit all levels of staff strictly on merit. After their engagement, the institution will further provide them with opportunities to advance skills and professional expertise as well as give them adequate exposure.

COST OF SOME CRUCIAL TRAININGS WHICH ARE UNDERTAKEN BY EXTERNAL ORGANISATIONS WILL BE PAID FOR BY THE SCHOOL UNDER FOLLOWING TERMS, MANDATORY FOR ALL TO GO THROUGH:

- Every teacher will accept their commitment towards the School through the trainings/Professional Development Sessions conducted time to time.
- Some mandatory and a few voluntary trainings will be conducted.
- School shall pay for these only after a bond is counter-signed by the teachers.
- Payment will be held 50% from your salary during the probation period. Should you choose to continue after completion of one academic session, shall we release this amount.
- If teachers leave the organization before the term end, they will bear the entire cost of training expenses and same will be adjusted in their full and final settlement.

Note:

- Any misconduct by an employee, further spoiling schools reputation, harming student's /staff's , wellbeing will be considered a serious offence .The decision of the SMT will be considered final
- The SMT will review the HR policy after every three years.

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