



05th October 2021

HOSTEL TUITION POLICY

1. OBJECTIVES

- 1.1 To deliver standard quality of teaching to the Hostel students in our endeavor of providing quality education for retaining focus, hostel strength and additional potential source for teachers
- 1.2 Incorporating a mechanism to monitor the evening tuitions to maintain high levels of standardization.
- 1.3 To increase awareness amongst students and enhance their reception to teaching methodologies followed in regular class schedules.
- 1.4 Retention of Hostel/ Boarding Students by addressing concerns of parents in evening tuitions.

2. PROCESS FLOW

- 2.1 Identification and Interest levels of teachers gauged by Inputs from the Principal and feedback from students.
- 2.2 Evening Tuition Time Frame: 2:45 pm TO 4.10 pm.
- 2.3 Remuneration framework: Designed by the School Management.
- 2.4 Discussion and initial negotiation by the Management.
- 2.5 Implementation to be done by Academics (Principal).
- 2.6 Time table to be formulated by Academics.

3. EVENING TUITION POLICY FOR EDUCATORS

- 3.1 All the Employees are required to Report at least 10 Minutes prior to their Allotted Time..
- 3.2 All the employees are supposed to fill their working hours as per their respective lectures. Their working hours will be justified by the monthly bio-metric report and signatures as per the attendance register maintained by the hostel warden.
- 3.3 All the employees are required to sign the attendance register with IN & OUT time, failure to which, will lead to deduction in salary as LWP for half day.
- 3.4 Leave taken without prior approval or not mentioned in the leave plan, will strictly not be allowed, failure to which will result in deduction of salary.
- 3.5 Leave application will be approved by principal.
- 3.6 The employees will be entitled for National Holidays and no deduction in the salary will be made for these holidays.
- 3.7 All the employees will be required to conduct remedial classes or any other additional classes as per the requirement.
- 3.8 Your Services are on adhoc basis and are liable to be dispensed at any time without any notice or compensation or assigning any reason thereof at the sole discretion of School Management.
- 3.9 Any queries or grievance redressal should be highlighted to the Principal.