

KAKSHA EDUCATION CENTRE

10 SYED AMIR ALI AVENUE KOLKATA 700 017



Rules & Regulations

❖ **Working Hours :**

- *Centre is closed on Thursday and Sunday of every week .*
- *Teaching Hours is 1730 Hrs to 2100 Hrs .*

❖ **For Faculty Members :**

- *Faculty Member should be present at the premises half an hour before the scheduled teaching hour i.e. 1730 Hrs to 2100 Hrs .*
- *If any faculty member by any reason finds that He / She will Not Be Able to Reach on Time or will Not be Teaching that Day , He / She should inform well in advance to other members and his student as well .*
- *Maximum of 02 Absent / Late Arrival is permissible in a particular month , if and only informed well in advance .*
- *If any faculty member misses to inform other members OR his students about his Absence / Late Arrival , pay will be deducted for that particular day .*
- *If Number of Absent / Late Arrival exceeds 02 Days in a particular month , then pay will be deducted for every additional day absent / Late Arrival even He / She informs well in advance .*
- *Extra Class should be provided by faculty if He / She has been absent .*
- *Extra teaching hours should be provided before Term Examination.*

- *Teacher should engage with students about his progress in studies on regular basis .*
- *Subject teacher should inform Parent / Guardian if his ward is Not paying attention to studies and Not following instructions .*
- *Regular Mock Test should be conducted by subject teacher and result should be intimated to Parent / Guardian positively .*

❖ **For Students :**

- *Students should reach the premises on Time & leave the premises as soon as teaching session is over .*
- *He / She should inform well in advance in case of Absence / Late Arrival .*
- *He / She should be well versed about Books to bring on a particular Day & same should be clarified by the subject teacher.*
- *He / She should Not Engage in any In disciplinary activity .*
- *Faculty member should inform Parent / Guardian immediately if student is absent without any intimation.*
- *Student must pay the monthly fee on time i.e. before 07th of every month .*

Cc :

- 1. Hazra Khatoon for kind information please .**
- 2. Faizal Ahmed for kind information please .**
- 3. Tahera Sohail for kind information please .**
- 4. All students should be intimated verbally .**

