



ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP – PERFORMANCE REVIEW

Reference no: AES/PR/SOP/01

Process name: Performance Review of Academic And Non-Academic Aspects Of The School

Process Objectives:

The objective of this Standard Operating Procedure is to establish a systematic and fair process for conducting performance reviews for all Academic And Non-Academic Aspects Of the School. This SOP ensures transparency, accountability, and continuous improvement in school's overall environment.

Scope of the process:

This SOP ensures the fair and precise auditing of all the key processes in the school. It outlines a systematic approach to conducting performance reviews in the school, ensuring fairness, transparency, and continuous improvement in the school's systematic improvement.

Process owner: Ms Babitha K N

Process members:

- CEO: Ensure the flawless functioning of all the domains of the school.
- The School Principal: Oversee the entire performance review process and ensure its implementation.
- Vice Principal: Consolidate the performance reviews from all sections
- Junior Principals/Section heads/ Supervisors: Conduct performance evaluations of their respective team members.
- Department Heads: Contribute towards the performance evaluations of their respective team members.
- Human Resources Department: Assist in coordinating the performance review process and maintain relevant documentation.
- Staff Members: Actively participate in the performance review process and provide necessary information.

Process:

1. Preparing for Performance Review:

- Announce the performance review schedule to all the functionaries in a general meeting. The process owners will be announced to aid the process.
- Provide process owners with performance review forms or documents outlining evaluation criteria and expectations. It can be emailed to their official address or by hand.

Performance Review Timeline:

- Conduct triennial reviews of school's performance.
- Provide incentives to the best process owners.

Review and Continuous Improvement:

- Regularly review and update this SOP to incorporate best practices and feedback from stakeholders.
- Seek input from process owners to improve the effectiveness and fairness of the performance review process.

Compliance:

- All process owners are required to comply with this SOP and actively participate in the performance review process.

References:

- Any relevant laws, regulations, or school policies related to performance management must be considered time to time.

Records:


Records and evidences of all key processes along with minutes of meetings.

Prepared by


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Approved by


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