



ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP – STUDENT’S ACTIVITIES

Reference no: AES/CCA/SOP/01

Process name: Student’s Activities

Process Objectives:

The objective of this Standard Operating Procedure is to establish a systematic and fair process for conducting co-curricular activities for all students in the school. This process is documented to streamline the organization and execution of co-curricular activities within the institution. It aims to enhance the overall educational experience of students by providing opportunities for holistic development outside of the regular academic curriculum. This SOP ensures transparency, accountability, and continuous improvement in selection process.

Scope of the process:

This SOP applies to all students at the school. It outlines a systematic approach in conducting activities in the school, ensuring fairness, transparency, and continuous improvement. This process relates to all students, faculty members, administrative staff, and external stakeholders involved in planning, organizing, and participating in co-curricular activities within the institution.

Process owner: Ms. Shabitha M M

Process members:

- The School Principal: Oversee the entire process and ensure its implementation.
- Vice Principal: Consolidate the process from all sections and recommend for incentives, rewards
- Junior Principals/Section heads/ Supervisors: Conducts activities and maintains records of their section
- Teachers: Conducts all listed activities on time as per the schedule.

Process:

1. Review

The academic team will have a review meeting towards the end of the academic year with the coordinators to review the process, discuss about the areas of improvement and the preparation of student’s activity schedule for the next academic year.

2. Planning

The coordinators will have a sitting with their team members and prepare the schedule of activities for all sections.

3. Announcement of schedule

The schedule will be published in the diary as a communication to all stake holders.

4. Dividing students to house groups

All the students of the school will be divided into four houses named Topaz, Ruby, Emerald & Sapphire.

4. Nomination for different activities

- Students can nominate themselves through Google forms which will be provided event wise for all activities
- They can also enter their participation in the page given in school diaries for different events.

5. Selection

Class wise/ house wise selection will be initiated as per the schedule and the students will be selected for different events in different categories. Class wise selection will be initiated by the class teacher and house wise by the house captains.

6. Training

The selected groups/ students will be given internal training by internal trainers.

7. Final

The trained groups/students will face the final and the first three performing students/ groups will be declared as winners.

8. Appreciation

Students declared as winners will be given appreciation in common assemblies for all activities

9. Selection for interschool competitions

Selection to interschool participation will be purely based on in-school event results. Internal training will be given to the winners and they will undergo a screening round in which the best student/ group will be selected for representing different events in different categories in interschool competition.

10. Training

The selected student/ group for each event will be given training either through internal or external resource as per the requirement. These trained students/ groups will represent our school in all interschool competitions

11. Participation

The selected student/ group for each event in each category will represent our school in interschool competitions.

12. Felicitation Ceremony

Winners of the interschool competitions ,their parents and trainers will be appreciated through felicitation ceremony conducted in school.

13. Review

A review meeting of all the activities will be conducted after the programmes ;

14. Action plan

An action plan to be prepared by the coordinators after the review meeting according to which changes will be made in the process for achieving estimated target in student's performance in various events for the next academic year.

Measurable Indicators for Process Effectiveness:

Participation record in all activities

Result sheets and posters

Judgment sheets, Feedback responses, data driven analysis of performances in various fields.

Associated Documents and Records:

Activity calendar

Participant registration forms

Budget allocation reports

Activity evaluation reports

Correspondence with external stakeholders

Minutes of planning and evaluation meetings

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