



ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP - CONTROL OF RECORDS AND DOCUMENTS

Reference Number: AES/CRD/SOP/01

Process Name : Control of Records and Documents

Process Objectives :

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines and procedures for the control of documents and records within Ansar English School Perumpilavu, ensuring consistency, accuracy, and compliance with regulatory requirements.

Scope of the Process:

This SOP applies to all documents and records generated, received, maintained, or controlled within Ansar English School Perumpilavu for the operation and management of its activities and functions.

Process Owner : Ms. Saleena Kader

Process Members :

A. Principal

- Overall responsibility for the implementation and enforcement of this SOP.

B. Vice Principal

- Designate personnel responsible for document and record control.

C. Junior Principals/Section Supervisors

- Responsible for the creation and maintenance of records and documents.
- Responsible to ensure the implementation of the standard operating procedure in concerned sections.

D. Administrative Staff:

- Responsible for the distribution, maintenance, and disposal of documents and records.

E. Teachers and Staff:

- Ensure adherence to document and record control procedures within their respective departments.

Training:

- Provide training to relevant staff members on the proper procedures for document and record control every year.
- Ensure understanding and compliance with this SOP through periodic training sessions and updates.
- Awareness about control of records and documents will be included in the induction programme for newly appointed staff.

Documentation and Review:

- Maintain documentation of all procedures related to document and record control.
- Digital documents to be maintained in google classrooms created for each section.
- General documents to be saved in the drive folders created by academic heads.
- All documents once created must be emailed to the principal for approval.
- Process owner or the responsible person must email the MOM to the Principal.
- Conduct periodic reviews of this SOP to ensure its effectiveness and relevance.

Digital Documentation

The school maintains the digital documents related to academic and non-academic activities in google classrooms. The school owns google suite platform for the same which is maintained periodically by the IT department.

Procedure

- Each key personnel and academic staff member receive will receive email id in the domain of ansarschool.in on the day of joining Ansar English School Perumpilavu.
- All official communication is to be made using the official email id.
- Section wise google classrooms are created in the school's domain where all the section related documents and evidences will be uploaded by teachers on a timely basis.
- Administrative google classrooms are created where the concerned section heads will update all documents and evidences related to academic and non-academic areas.


Measurable Indicators for process effectiveness

1. MOM

Associated Documents & Records

1. All the above-mentioned documents

Prepared By


Ms . Nimmi M K
NABET Co-ordinator



Approved by


Mr Shihabudeen Pulath
Principal