



ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP -SELF ASSESSMENT

Reference No: AES/SA/SOP/01

Process name: Self- assessment

Process Objectives:

The objective of this Standard Operating Procedure (SOP) is to establish a systematic process for process owners to conduct self-assessment of their respective process. This SOP aims to promote self-awareness about their areas of improvement and preparing action plan by Accreditation Coordinator.

Scope of the Process:

This SOP ensures the fair and precise auditing of all the key processes in the school.

Process owner: Hasna K H

Process Members:

- ✓ The School Principal: Oversee the implementation of the self-assessment process and ensure its alignment with the school's goals and values.
- ✓ Vice Principal: Provide guidance and instructions to the all-process owners and consolidating the data of each process.
- ✓ Accreditation Coordinator : Provide guidance and support to all the process owners.

Process:

1. Internal Auditing & External Auditing

- ✓ Internal auditing & External Auditing will conduct on all the key process through a standard checklist.
- ✓ Conducting review based on the the report and make an action plan.
- ✓ The process will continue throughout the year.

Documentation and Record-Keeping:

- ✓ Maintain accurate records of self-assessment results, goals, action plans, and progress reviews.
- ✓ Ensure confidentiality and security of self-assessment-related information.

