



ANSAR ENGLISH SCHOOL PERUMPILAVU

ADMISSION POLICY

Ref No: AES/ADM/PO/RevO1

Our school envisions nurturing students to thrive as creative and value-driven citizens who can adapt and excel in a diverse and rapidly changing world. The admission policy reflects this vision by ensuring inclusivity, transparency, and equal opportunity.

1. The school shall follow a fair, transparent, and merit-based admission process in compliance with NEP and CBSE guidelines and government regulations.
2. Admissions will be open to all children irrespective of caste, creed, religion, gender, or socio-economic background, upholding the principle of inclusivity.
3. The school shall publicize admission criteria, age eligibility, and procedure well in advance through official notice boards, website, and other communication channels.
4. Admissions to entry-level classes (Pre-KG - Class I) will be based on age eligibility and interaction with the child and parents, not on formal testing.
5. For higher classes, admissions shall be granted on the basis of vacancies, prior academic record, and a diagnostic assessment to understand the child's learning needs.
6. A priority system may be applied for siblings of existing students, children of staff, alumni wards, and those residing in the local community, without compromising merit and fairness.
7. Records of all applications and admissions shall be systematically maintained for audit, review, and compliance purposes.
8. Admission is generally granted at the beginning of the academic year, March-May.
9. Mid-year admissions are considered for classes up to Class IX only in genuine cases of transfer of residence, with applications being accepted until October.
10. Admission to Classes X and XII shall only be granted in rare cases of a transfer of residence, provided a vacancy exists and as per the guidelines of direct admission by the CBSE.
11. The school shall provide admission to students belonging to the deprived section of society, supported by the APF - Ansar Poor Fund.
12. Admission to orphans shall be given through the Ansar Care initiative, which is funded by the Ansar Alumni.
13. Children with Special Learning Needs (CWSN), abilities or challenges shall be given admission on a case-by-case basis under the guidance of school counsellor and following the CBSE guidelines.
14. The school shall provide counseling and orientation to newly admitted students and parents to ensure smooth integration into the learning environment.
15. The admission process shall be reviewed annually by the School Admission Committee to ensure effectiveness, transparency, and alignment with the school's vision.

Age Criteria for admission

Candidates shall meet the stipulated age requirement for admission to Ansar English School as on June 1st of that year. The required age limit for each grade is mentioned in the table. The stipulated age limit may be relaxed at the discretion of the School Admission Committee based on past academic achievements and performance in our testing procedures, provided the student has graduated from a recognized school.

Class	Minimum Age
Pre KG	3 years by 1 st of June
LKG	4 years by 1 st of June
UKG	5 years by 1 st of June
I	6 years by 1 st of June
II	7 years by 1 st of June
III	8 years by 1 st of June
IV	9 years by 1 st of June
V	10 years by 1 st of June
VI	11 years by 1 st of June
VII	12 years by 1 st of June
VIII	13 years by 1 st of June
IX	14 years by 1 st of June
X	15 years by 1 st of June
XI	16 years by 1 st of June
XII	17 years by 1 st of June

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Principal



ANSAR ENGLISH SCHOOL, PERUMPILAVU

ASSESSMENT & EVALUATION POLICY

Reference No: AES/AE/PO/RevO1

This policy is in place to establish a fair, transparent, and comprehensive system of assessment and evaluation that measures student learning outcomes, promotes continuous improvement, and supports holistic development.

1. The school shall follow a balanced system of formative and summative assessments as per CBSE and statutory guidelines.
2. Assessment will be competency-based, measuring knowledge, understanding, application, skills, and values, in line with Bloom's Taxonomy and NEP 2020.
3. Formative assessments (assessment for learning) shall include classwork, projects, presentations, portfolios, peer/self-assessment, and teacher observations to provide ongoing feedback.
4. Summative assessments (assessment of learning) shall include periodic tests, term examinations, and year-end examinations to evaluate cumulative learning.
5. Evaluation will cover both scholastic and co-scholastic domains, including academics, life skills, values, arts, physical education, and co-curricular activities.
6. The school shall ensure fairness, objectivity, and confidentiality in assessments by using moderation, rubrics, and standard procedures.
7. Remedial measures and enrichment programs shall be planned based on assessment outcomes to cater to diverse learner needs.
8. Parents shall be regularly informed of their child's progress through report cards, open houses, and digital communication channels.
9. Assessment records shall be systematically maintained and reviewed for accuracy, compliance, and quality monitoring.
10. The Administrative Staff and Exam Cell shall ensure comprehensive infrastructure readiness, including exam venues and necessary equipment, before assessments begin.
11. The complete assessment schedules and evaluation criteria shall be clearly communicated to all stakeholders through official circulars or notices.

12. The School Academic Committee will annually review the assessment system to ensure continuous improvement and alignment with school vision and NABET standards.

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ANSAR ENGLISH SCHOOL PERUMPILAVU

SCHOOL CAREER GUIDANCE POLICY

Ref No: AES/CG/PO/O1

1. Ansar English School is committed to providing structured career guidance to all students from middle section onwards.
2. The school shall maintain a dedicated Career Guidance Cell to provide structured support for students' career planning and development.
3. Staff in charge and student leaders shall plan and execute the functioning of career guidance cell.
4. Equal opportunities shall be ensured for every student, without bias towards gender, stream, or background.
5. Data collection from the students and alumni shall be utilised to plan career guidance sessions throughout the year.
6. The school shall organize regular career orientation sessions to create awareness of diverse career opportunities across academic, vocational, and professional fields.
7. The school shall arrange visits to premier institutes, industries, and other relevant places to give students real-world exposure and aspirations for higher learning.
8. The school shall conduct workshops, expert talks, and alumni interactions to expose students to emerging career trends and higher education pathways.
9. All teachers from middle school onwards shall be trained for guiding students through different career options.
10. The Career Guidance Cell shall provide individual and group counseling to help students understand their interests, aptitudes, and skills.
11. The school shall engage parents through orientation programs to enable them to guide and support their children in making informed career choices.
12. The school shall provide access to technology-enabled tools such as aptitude tests, online resources, and career portals for effective decision-making.
13. The Career Guidance Cell shall support students in preparing for competitive exams, admissions, and skill-building for employability.

14. The career guidance cell activities shall emphasize lifelong learning, skill development, and responsible career decision-making.
15. The school shall review the effectiveness of career guidance initiatives annually to ensure their relevance to students' needs and the changing career environment.
16. The school shall align all career guidance initiatives with its vision of nurturing students as creative, responsible, and value-driven citizens in a rapidly changing world.

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ANSAR ENGLISH SCHOOL PERUMPILAVU

COMPLAINT HANDLING POLICY

Reference No: AES/CH/PO/O1

This policy outlines the procedure for handling complaints and suggestions from students, parents, and teachers to maintain a healthy and productive educational environment. It promotes transparency, fairness, and effective resolution while upholding the institution's values.

1. The school is committed to addressing complaints from students, staff, and parents in a fair, transparent, and timely manner.
2. Any stakeholder can register their concerns or complaints by email to principal@ansar.in.
3. The school shall collect complaints through multiple ways such as voice boxes in designated areas, google forms, review meetings, suggestion books, emails, through teachers, Junior Principals, Written request etc.
4. Class teacher shall be the immediate point of contact for students and concerned section heads will the same for staff.
5. All complaints shall be acknowledged promptly and handled with due respect and sensitivity.
6. The complainant shall be receiving a reply within 2 working days.
7. The school shall follow a non-retaliation approach, ensuring no individual is disadvantaged for raising a concern.
8. Complaints shall be reviewed by the designated committee/authority as per school rules.
9. Resolution timelines shall be set, and updates shall be communicated to the complainant.
10. If required, matters may be escalated to higher authorities or governing bodies for fair action.
11. Continuous monitoring and feedback shall be undertaken to improve the complaint-handling process.
12. Different committees shall be constituted every year to handle complaints from all stakeholders.

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

Reference No: AES/HRD/PO/RevO4

1. This policy outlines the framework for continuous professional development for all staff to align learning with school goals and enhance student success.
2. All teachers and the Head of School must complete a minimum of 50 hours of professional development annually, as mandated by the CBSE. These 50 hours of training are divided into two mandatory components: 25 hours of CBSE-Authorized Training.
3. The remaining 25 hours of School-Organized Training shall be managed internally by the school's Ansar Empower & Inspire (PEP) team.
4. The PEP team shall organize targeted training sessions based on feedback collected from staff, recommendations of academic heads or competency matrix designed for each designation.
5. All non-teaching staff are required to engage in a minimum of 40 hours of continuous professional development annually.
6. The HR representative shall be in charge of organizing CPD sessions for non-teaching staff.
7. Topics and formats for non-teaching staff training shall be determined by needs-based feedback collected from the respective supervisors of each department.
8. The effectiveness of the CPD program shall be continuously measured to ensure training successfully translates into improved performance.
9. Academic Heads shall conduct regular class observations and appraisals to check the impact and effectiveness of training sessions.
10. Feedback reports from training sessions, lesson plans, and teacher effectiveness forms will be used to analyze the program's success.
11. The school management shall bear the expenses related to mandatory staff training sessions organized by the school or CBSE or any other authorized agencies.
12. In case of additional skill development or external empowerment sessions leading to certification, the expenses may be shared between the staff and the management as mutually agreed.

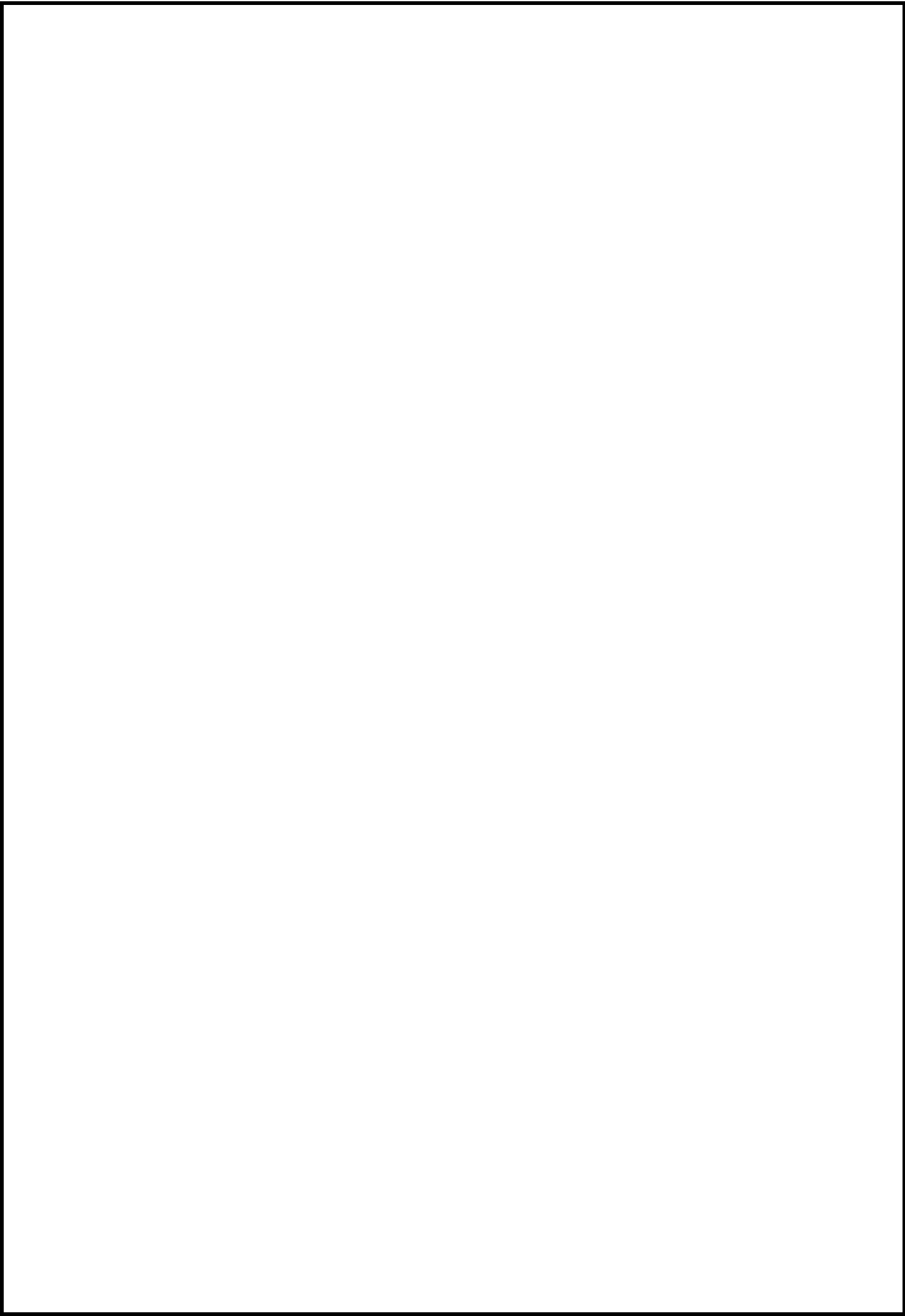
13. All staff are accountable for actively participating in and applying the learning gained through the required professional development hours.
14. Ansar English School is solemnly committed to the continuous upgrading of skills for every faculty member in their respective areas of expertise.

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

HEALTH AND SAFETY POLICY

REF NO: AES/HS/PO/RevO1

This policy outlines the school's commitment to promoting the physical, mental, and emotional well-being of all students, staff, and stakeholders. It establishes clear guidelines for health services, safety, and health education to create a supportive and healthy school environment. The school shall adhere to all statutory and regulatory guidelines issued by the affiliating body (CBSE). The school shall also adhere and practice the minimum standard of school safety issued by DOE.

HEALTH POLICY

- ❖ We are committed to the health, safety, and well-being of every student and staff member.
- ❖ The campus is kept clean with safe drinking water, hygienic washrooms, and proper waste management.
- ❖ A well-equipped health room, trained staff, and hospital tie-ups ensure medical support.
- ❖ Regular health check-ups and disease prevention measures are followed.
- ❖ Healthy eating is encouraged; junk food is discouraged and canteen hygiene is monitored.
- ❖ Physical fitness, sports, breathing exercises, mind gym exercises and yoga are part of daily school activities.
- ❖ Counselling services are available for mental health, emotional support, and stress management.
- ❖ Safety drills, first aid awareness, and emergency preparedness are conducted regularly.
- ❖ Health is a shared responsibility of students, staff, and parents.
- ❖ Together, we strive to maintain a clean, safe, and happy school environment

MENTAL HEALTH POLICY

- ❖ Ansar English school is committed to fostering a safe, supportive, and inclusive environment for the emotional and psychological well-being of all students and staff.
- ❖ The school believes that "A healthy mind builds a brighter future."
- ❖ Mental health is valued equally with physical health and academic excellence.
- ❖ Confidential counselling services are available for students and staff in need.
- ❖ Teachers and staff are trained to identify early signs of stress, anxiety, or distress and provide timely support.
- ❖ Respect, empathy, and non-discrimination form the foundation of our school culture.
- ❖ Bullying, harassment, or stigma related to mental health will not be tolerated.
- ❖ Parents are encouraged to collaborate with the school to support the mental well-being of their children.
- ❖ Wellness programs, life-skills education, and awareness sessions are conducted regularly.
- ❖ Students and staff are encouraged to seek help when needed.

CYBER SAFETY POLICY

- ❖ “Think before you click – Stay Safe Online.”
 - ❖ Ansar English school is committed to ensuring safe, responsible, and ethical use of technology by students and staff.
 - ❖ Use of school computers, Wi-Fi, and digital resources must be strictly for academic purposes.
 - ❖ Sharing of personal information, passwords, or images online without consent is prohibited.
 - ❖ Cyberbullying, online harassment, and circulation of inappropriate content will not be tolerated.
 - ❖ Students must report any suspicious links, messages, or online threats immediately to teachers/academic heads.
- students at regular intervals.

- ❖ Accessing, downloading, or sharing harmful, offensive, or pirated content is strictly banned.
- ❖ Teachers and staff will guide students in developing digital literacy and responsible online behavior.
- ❖ Parents are encouraged to monitor their child's online activities and collaborate with the school for cyber safety.
- ❖ Disciplinary action will be taken against misuse of technology, as per school rules and CBSE guidelines.
- ❖ Cyber Security sessions will be provided to the staff and students at regular intervals.

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

HOSTEL MANAGEMENT POLICY

Reference No: AES/HM/PO/O1

1. The purpose of this policy is to create a safe, supportive, and conducive environment for the holistic development of all hostel residents.
2. Hostel admission is open to students from Class 7 onwards who have successfully completed the school's general admission process.
3. Separate accommodation facilities are mandatorily provided for boys and girls to ensure their privacy, comfort, and safety.
4. Hostel admission requires the presence of parents or guardians.
5. Parents/guardians shall go through the comprehensive Hostel Manual outlining all rules and regulations and sign the consent form.
6. Hostel registration is valid for one academic year only and shall be formally renewed every year.
7. All residents must maintain decorum and respect for fellow residents, staff, and hostel property at all times.
8. Any form of ragging, bullying, or harassment is strictly prohibited and will result in severe disciplinary action, including expulsion.
9. The use of personal electrical appliances, hazardous materials, and weapons is not permitted within the hostel premises.
10. Students shall be responsible for their personal belongings and are advised not to keep valuable items in their rooms.
11. Boys are permitted to self-exit during officially designated times; however, girls must be accompanied by an authorized, pre-registered guardian for exit.
12. Home visits are permitted only during scheduled hostel holidays, with emergency home visits requiring a formal email to the principal from parents' id with supporting documentation.
13. The hostel premises shall be secured 24/7 with security personnel and surveillance systems; entry and exit of visitors are strictly monitored.
14. Regular fire safety drills shall be conducted, and students must immediately contact the hostel warden in any emergency.

15. The hostel maintains a clean and hygienic environment through regular cleaning of rooms and common areas, and students must maintain personal hygiene.
16. Basic first-aid shall be available; in case of illness, students shall be provided with necessary medical attention, and parents shall be informed promptly.
17. Students with pre-existing medical conditions must provide all relevant medical documents at the time of hostel admission.
18. The hostel mess provides nutritious meals with a fixed menu, and students are encouraged to adhere strictly to the mess timings and avoid food wastage.
19. Outside food is generally discouraged unless there is a specific medical condition or with prior written permission from the warden.
20. The hostel provides facilities for both indoor and outdoor recreational activities to promote student well-being and relaxation.
21. Supervised study hours shall be conducted in the hostel premises. Students may use laptops or tablets strictly for educational purposes during designated study periods, as approved by the warden.
22. Students shall not keep mobile phones with them throughout the day. Mobile phones will be kept under the custody of the hostel warden. Students may use their phones only during scheduled communication hours for contacting parents or guardians.
23. Misuse of mobile phones or violation of communication time limits shall result in confiscation and disciplinary action.
24. Students are required to vacate their rooms within the stipulated time after the completion of the academic year, with prior notice to the warden.
25. Students must obtain a clearance certificate after clearing all dues and ensuring hostel property is in good condition; recovery charges will be levied for any damages.

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ANSAR ENGLISH SCHOOL PERUMPILAVU

INCENTIVES & REWARDS FOR TEACHERS

Reference No: AES/HRD/PO/O5

This policy is in place to recognize, encourage, and reward teachers for their dedication, innovation, and excellence in teaching, thereby fostering professional growth, motivation, and commitment towards the school's vision.

1. The school shall implement a structured system of incentives and rewards to acknowledge teachers' contributions in academics, co-curricular activities, mentoring, innovation, and community service.
2. Recognition will be based on fair, transparent, and measurable criteria linked to student learning outcomes, classroom practices, professional development, and participation in school initiatives.
3. Types of incentives and rewards may include:
 - Certificates of Appreciation and Letters of Commendation
 - Annual "Best Teacher Awards" in various categories (academic excellence, innovation, mentoring, community service, etc.)
 - Financial incentives, honorariums, or performance-linked bonuses (where applicable)
 - Opportunities for professional growth through sponsored training, workshops, or conferences
 - Public recognition during school functions, assemblies, felicitation ceremonies or newsletters.
 - Special privileges such as leadership roles in projects, study tours, or exposure visits.
4. The Teacher Appraisal System shall form the basis for determining eligibility, incorporating self-assessment, peer review, student feedback, and administrative evaluation.
5. Incentives and rewards shall be non-discriminatory and inclusive, ensuring equal opportunity for all teaching staff.
6. Meeting the quality objectives shall be one area for teacher appreciation.
7. Teachers shall be awarded based on the performance of their students on Merit Day and Talent wards day.
8. Teachers shall be awarded based on the service years on the Annual staff farewell day.
9. The school shall encourage teachers to take up innovative practices, research projects, and creative teaching methods, which will be considered in the reward process.

10. A Staff appraisal committee (comprising the Principal, Vice Principal, and Junior Principals) will evaluate and finalize recommendations for incentives and rewards.
11. Feedback from students and parents, where appropriate, may be considered to ensure holistic evaluation of teacher contributions.
12. Achievements or recognition of teachers by any relevant organizations or Government bodies shall also be appreciated in the school functions.
13. Retiring or resigning teachers shall be appreciated as per the clause of staff fund byelaw.
14. A dedicated system is established for staff who maintain highest percentage of attendance.
15. Evidences of staff recognition shall be documented and included in the staff member's service record.
16. The policy will be reviewed biannually to maintain fairness, transparency, and alignment with the school's vision.

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

INCENTIVES & REWARDS POLICY FOR STUDENTS

Reference No: AES/SAS/PO/O2

MERIT DAY POLICY

The school recognizes and appreciates students who excel in academics with prizes or awards. It serves as a meaningful incentive for increasing academic achievements and encouraging students to become responsible citizens and lifelong learners.

Objectives:

- To recognize and celebrate the academic excellence of students in all classes from KG to XII.
- To honor the teachers who motivated and enhanced students and equipped them to become national toppers in various subjects in classes X & XII.
- To appreciate the parents of students who excelled in academics
- To showcase school's commitment towards nurturing and supporting students' excellence in academics & competitive exams.
- To provide a wider platform for the stakeholders and the community to appreciate and value their excellence
- Promote positive role models by highlighting the achievements of students.
- Inspiring others to set goals and work towards achieving them.

Policy regarding awards:

1. Students belonging to the following categories will be honored on Merit Day "Excellentia" which will be held on May/ June for classes KG to XII as per the norms given below.
 - A. Toppers of each class will be awarded with a memento on Ansar Excellentia Award function which will be held on June of every academic year.
 - B. The first 3 Toppers of class X & XII will be awarded a memento & cash prize as per the following criteria
 - 1st Topper – Rs 5000/- & Memento worth Rs 500/-
 - 2nd Topper – Rs3000/- & Memento worth Rs 400/-
 - 3rd Topper – Rs 2000/- & Memento worth Rs 300/-

- C. Students who score centum scores in various subjects in classes X & XII will be awarded a memento worth Rs 250/-.
- D. Students who score 89.5% & above in class X & XII will be honored with a memento worth Rs. 300/-
- E. Students who score A1 in all subjects will be awarded a memento worth Rs.300/-
- 2. All students scoring 90% & above marks in Annual Assessment will be awarded Scholastic Badge at the beginning of the next academic year in section wise assemblies.
- 3. Majlis Primary & Secondary Examination
 - A. Rank holders will be awarded a memento worth Rs. 300/-.
 - B. Students who scored A1 in all subjects will be awarded a memento worth Rs. 250/-.
- 4. Winners of competitive exams who were not honored in the Annual Talent Award Day will be awarded memento worth Rs. 300/-.
- 5. The teachers who motivated students and equipped them to become national toppers in various subjects in classes X & XII will be awarded a memento worth Rs. 500/- and a cash prize of Rs.2000/-. For every subject.
- 6. The Principal will be the General Convener of the Merit Day “Excellentia”.
- 7. A screening committee under the leadership of Vice Principal including the Junior Principals of various sections will finalize the awardees list.
- 8. Addition or deletion of awards if any will be decided by the Principal based on the recommendation of the academic heads

Review and Amendment:

The School Academic Team reserves the right to review and amend this policy as necessary. Staff will be informed of any changes in the policy.

TALENT AWARDS DAY POLICY

Objectives:

- To recognize and celebrate the talents and achievements of students in various fields such as academics, arts, sports, music, drama, technology during each academic year.
- To honor the teachers who trained students and equipped them to reach national level competitions.
- To appreciate the parents of students who won prizes in various events.
- To show case school's commitment towards nurturing and supporting students' talents.
- To provide a wider platform for the stakeholders and the wider community to appreciate

and value the talents.

- Promote positive role models by highlighting the talents and achievements of students. Inspiring others to set goals and work towards achieving them.

Policy regarding awards:

I. Students belonging to the following categories will be recognized on Talent Awards Day:

- A. Best performers from all sections from KG.
 - B. Kalathilakam / Kalaprathiba selected from each section based on the performance in internal CCA competitions.
 - C. Champions selected based on the Annual sports meet conducted in each section.
 - D. State level winners of various competitions.
 - E. National level participants in various fields.
 - F. India book of records-students, alumni
 - G. Winners of creative fest conducted for parents
 - H. Winners of Rabeeh competition or other structured competition conducted for parents.
- I. Teachers who trained national level participants.
2. Regarding competitions where the first stage is national level, only winners will be awarded. (e.g.: ATL Marathon, Olympiads)
3. Only one award will be given for a student in each field. (For eg: a student having multiple achievements in the field of sports, only one award will be given on which all achievements will be mentioned. If the same students have achievements in the field of arts, another memento will be awarded.)
4. Awards declared in the month of March will be given in the next academic year.
5. Trophies in the range of Rs. 250/- to Rs. 300/- will be given as award.
6. Tentative date of Talent Awards Day will be in the second half of February.
7. The Principal will be the General Convener of the Talent Awards Day.
8. A screening committee under the leadership of JP CCA including the HODs of various departments will finalize the awardees list.
9. Addition or deletion of awards if any will be decided by the Principal based on the recommendation of the academic heads.

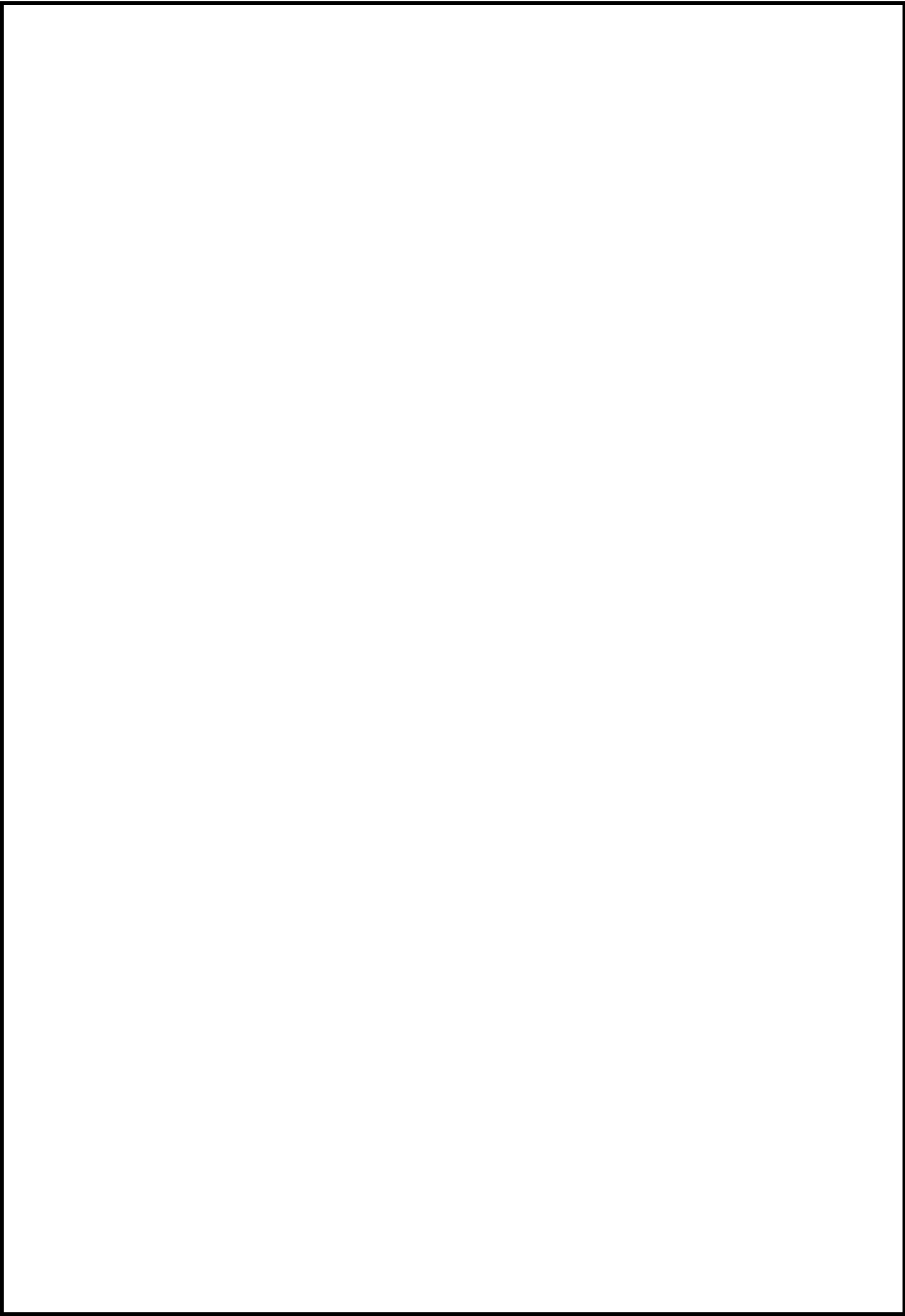
POLICY FOR APPRECIATING VALUES AND LIFESKILLS

Ansar also has a policy to cultivate a positive school climate where every student is motivated to exhibit exemplary Character, Leadership, and Citizenship, and to recognize efforts in all academic and co-curricular pursuits, fostering self-esteem and an integrated personality.

1. This policy establishes guidelines to cultivate a positive school climate where every student is motivated to exhibit exemplary character, leadership, and citizenship.
2. The system aims to recognize efforts in all academic and co-curricular pursuits, fostering self-esteem and an integrated personality in every student.
3. The Character & Citizenship Pillar rewards daily conduct, courtesy, respect, kindness, and adherence to school values, cultivating Integrity, Empathy, and Discipline
4. Level 1: Instant Recognition is delivered daily or in-class for specific, immediate acts of kindness, focus, or effort. It includes Tokens/Stickers or 'Ansar Star' badges, which are redeemable for small privileges. It also includes Verbal Praise, which must be specific and provided through public or private positive feedback.
5. Level 2: Formal Acknowledgment is provided weekly or monthly for sustained effort or a significant achievement in a specific area, such as a club activity. It includes Certificates, specifically the 'Student of the Week/Month' announced during common assembly.
6. Level 3: Premier Honor is reserved for termly or annual recognition for consistently high performance across multiple pillars or sustained excellent behavior. It will be presented at the Annual Awards Day, featuring Trophies, Medals, and Special Sashes. Premier Honored students may also receive a unique Honor Badge/Pin to be worn on the uniform throughout the year of recognition
7. Teachers are responsible for consistent and fair observation and nomination of students across all three pillars and reward levels.
8. The school administration and academic heads will oversee the maintenance and promotion of the recognition wall and the award ceremonies.
9. The reward structure will be reviewed annually to ensure its continued effectiveness in motivating students and aligning with school value

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Principal





ANSAR ENGLISH SCHOOL, PERUMPILAVU

LIBRARY POLICY

Reference No: AES/IR/PO/O1

1. This policy outlines the procedures for managing the library to ensure the efficient use of its resources and services by all users (students, teachers, and administrators).
2. The library's operating hours shall be posted prominently, and access may be restricted during special events or exams to maintain a quiet environment.
3. The Librarian oversees all operations, manages the collection, and shall be the primary provider of library services.
4. The Assistant Librarian shall support circulation, shelving, and maintenance, while the Library Attender shall assist the team with daily tasks.
5. The library shall be responsible for Collection Management, which involves sourcing, acquiring, processing, and weeding out outdated or damaged materials.
6. The library shall organize Programs and Events like book clubs, author visits, and observing events such as Reader's Week to promote literacy.
7. For Book Acquisition, the Librarian shall initiate the process by sending a circular to department heads to collect suggestions for new titles.
8. A formal proposal shall be submitted to the finance committee for review and allocation of funds.
9. For Classes I-VII, the class teacher selects and issues books to students on a weekly basis, maintaining a log for accountability.
10. For Classes VIII-XII, students are issued library cards to borrow books directly during designated library periods or hours.
11. A separate register shall be maintained for tracking all books issued to staff members.
12. Additional books may be issued to students beyond the standard allowance upon receiving a formal recommendation from their class teacher.
13. A Library Committee, chaired by the Principal, supervises key library decisions and policy implementation.
14. The Library Committee's members include the Librarian, five academic heads, and two student representatives.
15. The committee's recommendations are crucial for both the purchase of new books and the

removal (weeding) of outdated ones.

16. To ensure accountability, a fine shall be imposed for any lost book, which is set at double the cost of the book.
17. A fine of ₹25 shall be charged for a lost library card, after which a new card will be issued to the student.
18. All books and materials shall be cleared and accounted for at the end of the academic year or upon a student's withdrawal.
19. The library shall maintain an organized and tidy space, ensuring all equipment's are operational and reporting any maintenance issues promptly.
20. All users are expected to adhere strictly to the library's decorum and contribute to a quiet, research-friendly environment.

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ANSAR ENGLISH SCHOOL PERUMPILAVU

STAFF RECRUITMENT POLICY

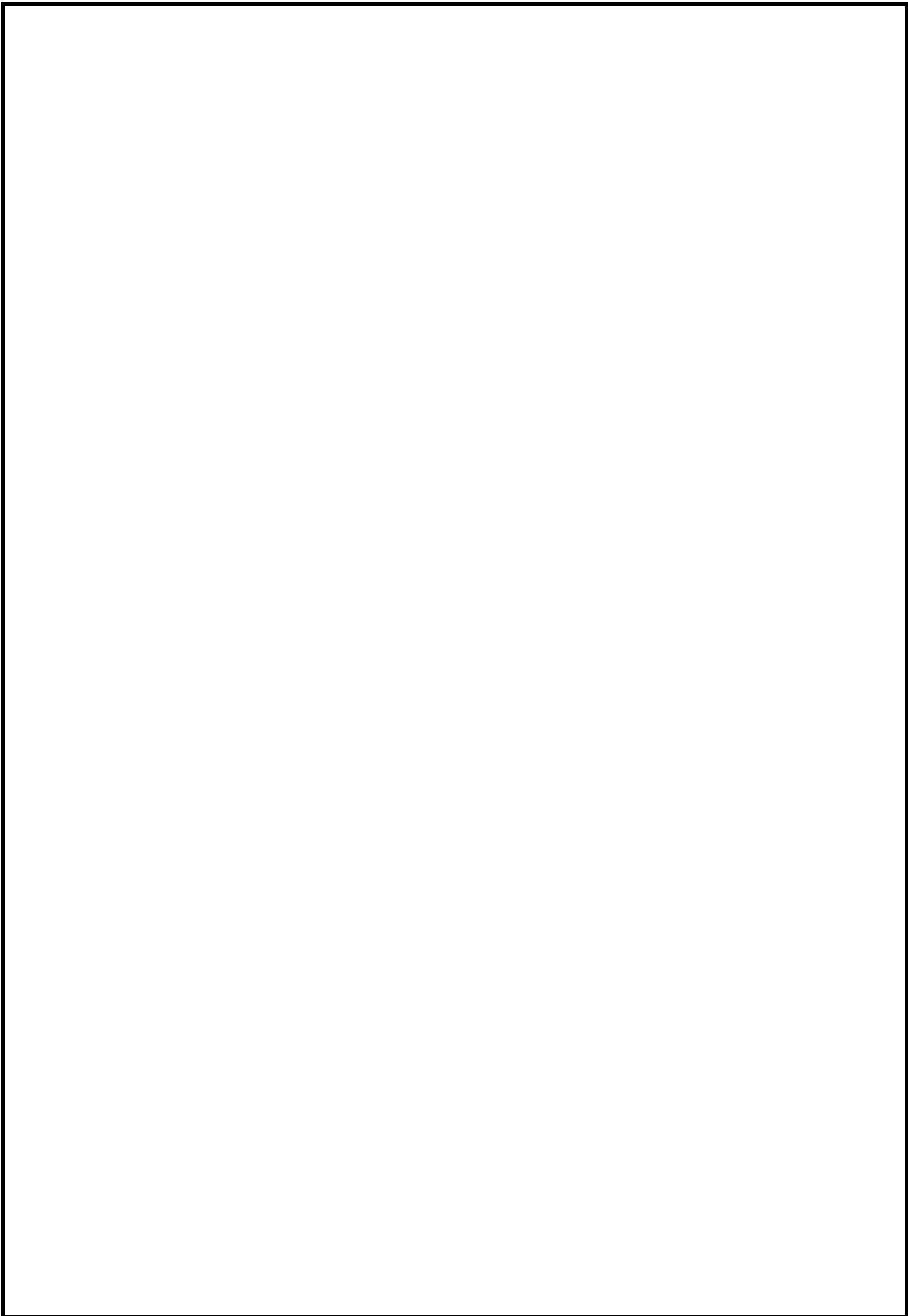
Reference No: AES/HRD/PO/RevO2

1. All staff recruitment shall be conducted strictly on the basis of merit, competence, and suitability for the designated position.
2. Candidates shall be selected based on a structured evaluation against the pre-defined Competency Matrix for each designation.
4. The entire recruitment process shall maintain transparency and fairness, adhering to CBSE regulations and school management policy.
5. Respective Section Heads/Department Heads shall submit a prior request to the Principal/Vice Principal for any required staff appointment.
6. All vacancies shall be advertised internally and/or externally, specifying the job description, qualifications, and application process as per the required scope (Academic/Non-Academic Heads).
7. External advertisements shall be placed in the newspaper and all available social media resources by the HR Department.
7. Interested candidates shall submit their applications and relevant documents within the specified timeframe via email to hr@ansar.in or physically at the HR Office.
8. The HR Department or designated committee shall screen applications to ensure candidates meet the minimum mandatory qualifications.
10. Shortlisted candidates shall be invited by the HR Department to participate in the evaluation process.
11. The selection process shall follow a two-tier interview structure: Preliminary (Online) and Secondary (Offline).
12. The Interview Board shall assess candidates based on their qualifications, experience, skills, and suitability for the position, ensuring alignment with the Competency Matrix.
13. The HR Department shall consolidate the score sheet after all evaluation steps.
14. The Vice Principal shall provide the final recommendation.
15. The CEO and Principal shall provide final approval for the consolidating score sheet.
16. A Rank List shall be published upon final approval.

17. In the event two or more candidates share the exact same top position and score, priority shall be given based on tie-breaking factors such as near-by residence, alumni status, or being a parent of a student.
18. If a candidate meets all mandatory requirements but lacks a desirable one, and there is an urgent need to fill the vacancy, the candidate may be appointed with the approval of the Principal/CEO.
19. The HR Department shall send an official Offer Letter to the selected candidate.
20. The HR Department shall issue the Appointment Order after consultation with the Principal and CEO.
21. The Joining Process shall include an introduction of the new teacher to the Principal, Vice Principal, and respective Section Head using an appointment slip.
22. All new staff shall attend an Induction Programme explaining the policies and procedures of the institution.
25. No teacher shall be allowed to resign in between an academic year.
26. In case of genuine and unavoidable reasons, the resigning teacher shall submit the resignation letter one month prior to their intended last working day.
27. Any vacancy arising mid-session due to resignation or termination shall be treated as urgent.
28. Such a mid-session vacancy shall be filled within one week after the concerned teacher has left the service.
29. A teacher shall receive an Experience Certificate only once he/she completes a full academic year of service.
30. The respective Section Head shall initiate the recruitment process in advance by making a request as soon as the resignation notice is received.
31. The Principal/Vice Principal shall ensure rapid movement through the recruitment stages to meet the one-week deadline for filling the urgent vacancy.

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Approved by
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Principal





ANSAR ENGLISH SCHOOL, PERUMPILAU

POLICY - STAFF LEAVE

Reference No: AES/HRD/PO/Rev01

The School Leave Policy ensures fairness, discipline, and smooth functioning of the school while supporting the personal and professional needs of staff.

General Instructions:

1. All teachers are expected to apply leave through the software- <http://ansarinstitutions.dyndns.org:6100/OrisonESSPortal/Login>
2. Before applying for leave online, the teacher should consult the Junior Principal and take verbal consent.
3. After taking approval from the immediate head, teachers have to email the leave application to the Junior Principal
4. Approval of the leave in the software shall be done by the concerned Junior Principal.
5. The reason for leave shall be specified while applying online.
6. Specify the type of leave such as duty leave, casual leave or loss of pay.
7. Evidences in connection with the reason to be uploaded in the software. For e.g.: hall ticket for examinations, medical evidences for sickness, invitation card for weddings or other programs.
8. No leave shall be sanctioned during examination duty, open days, on the days of training and other major school functions except under medical or emergency situations.
9. Staff has to check the software and update the status of leave once applied.
10. In case of staff working in more than one section, it must be ensured that both the Junior Principals are informed about the leave.
11. If the staff is entrusted with any additional duties other than allotted periods of the day, substitute must be arranged and the same should be informed to the Junior Principal.
12. Maximum of 3 leaves only shall be sanctioned by the Junior Principal in a section for a day.
13. If there is any issue in applying through the software, it must be intimated to the authorities through email.
14. Please note the email ids: principal@ansar.in, viceprincipal@ansarschool.in
15. 3 consecutive late punches in a month will lead to half loss of pay.
16. Unauthorized absence shall be treated as leave without pay and may affect appraisal.

17. Frequent or long absences will be reviewed and may impact annual performance appraisal.

Types of leaves:

A. Casual leave (CL):

1. Maximum of 15 days per academic year.
2. Cannot be combined with vacation or carried forward.
3. No casual leave will be permitted during mid-term and annual assessment.
4. More than two casual leaves will not be granted in a month.

B. On Duty Leave (OD):

Granted for official assignments, training, workshops, or conducting examinations.

C. Emergency leave (EL):

Emergency leaves will be granted on genuine grounds.

D. Compensatory Leave:

Compensatory leave will be granted if any staff works on public holidays for school related programs with prior permission of the Junior Principal.

E. Loss of pay

If all leaves are exhausted, additional leave may be granted as Leave without pay, subject to the principal's approval.

F. Maternity leave

1. As per government/CBSE norms, up to 180 days (with applicable benefits).
2. Maternity leave to be intimated at least 2 months before through email.
3. All documents to be handed over to the Junior Principal before the leave begins.
4. Rejoining letter to be emailed 1 month before.
5. There will be break in the service term if the leave is extended.

G. Medical leave

Up to 14 days per year on submission of valid medical certificate attested by a practicing physician to be produced

H. Special Leave:

May be considered by the Principal/Management on compassionate grounds (marriage, bereavement, emergencies).

- Leave on compassionate grounds. will be granted in case of death of parents, siblings or spouses.
- Leave for a maximum of 5 days will be granted in case of demise of parents.

I. Vacations & Holidays

Summer and winter vacations as per academic calendar.

Staff may be called on duty during vacations for training, result processing, or school events, with prior intimation.

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Approved by

Mr. Feroze E M
Principal



ANSAR ENGLISH SCHOOL, PERUMPILAVU

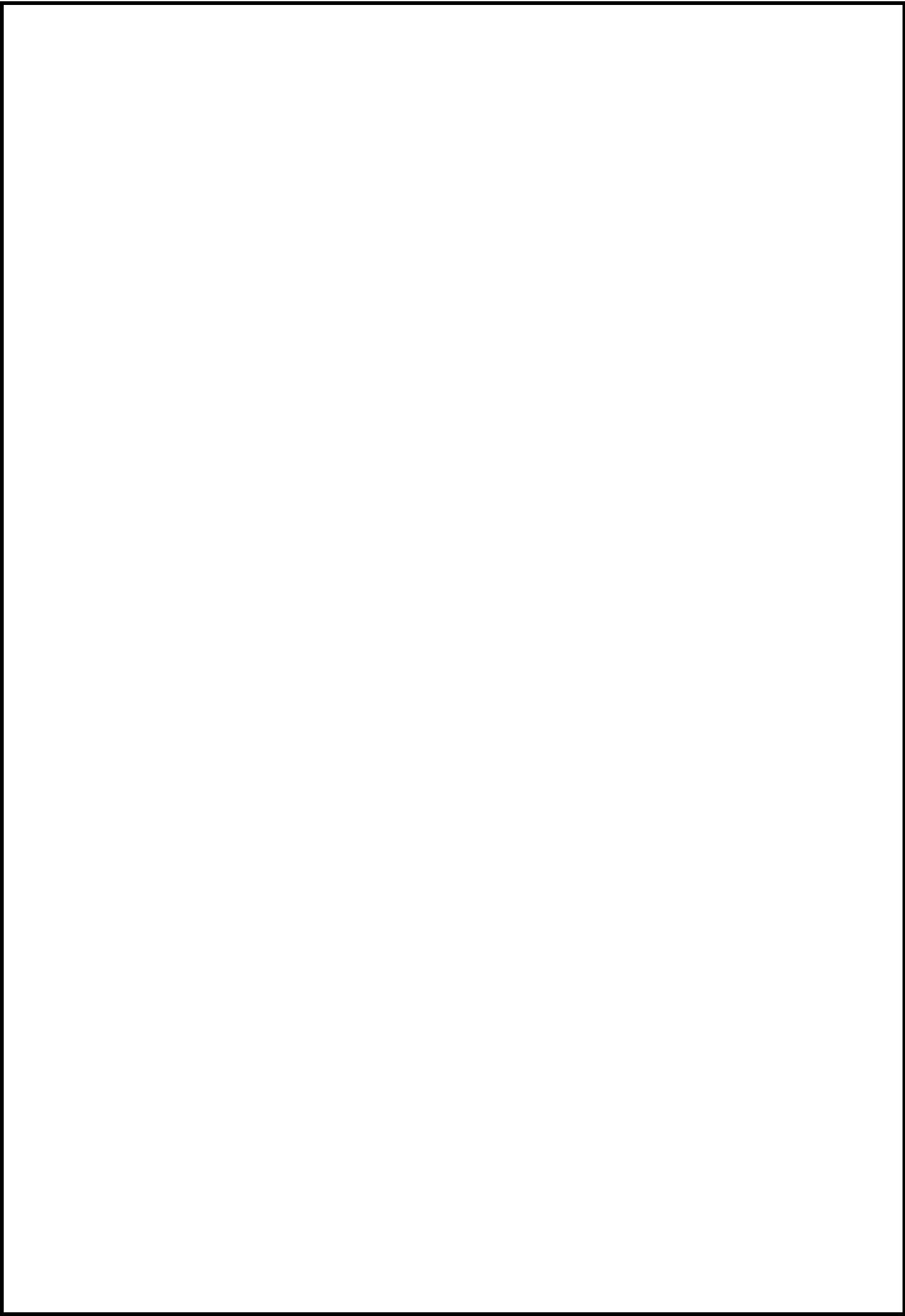
STAFF PERFORMANCE APPRAISAL POLICY

Reference No: AES/HRD/PO/O3

1. This policy establishes the formal guidelines for the evaluation and feedback process for teachers, designed to promote professional growth and enhance instructional practices.
2. All teachers shall undergo a formal appraisal process twice the academic year: a Half-Yearly Appraisal and an Annual Appraisal.
3. New teachers and those who have not been confirmed in their positions shall be assessed three times per year.
4. Appraisals shall be conducted by the Principal, Vice Principal, or a designated Junior Principal and shall include a detailed feedback report.
5. All appraisal discussions and feedback reports will be kept strictly confidential and conducted with the utmost respect for the teacher.
6. The appraisal process shall be based on specific, pre-defined criteria outlined in with a clear rubric.
7. The appraisal process shall cover the effectiveness of Instructional Strategies and teaching methods, Classroom Management, Quality and Preparation of Lesson Planning and the student performance in assessments.
8. Areas for improvement identified in the feedback reports shall be communicated to the Professional Enhancement Program (PEP) in-charge for arranging future sessions.
9. Staff appraisal will be linked to the incentives and rewards provided to them.
10. Teachers shall be strongly encouraged to engage in self-reflection, analyzing their own teaching practices and setting personal goals for improvement.

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

STAKEHOLDER FEEDBACK POLICY

Reference No: AES/CS/PO/O2

This policy outlines the procedures for collecting and utilizing feedback at Ansar English School to ensure continuous improvement and stakeholder satisfaction.

I. Policy Framework and Schedule

1. **Purpose:** To systematically gather, analyze, and act upon feedback from all stakeholders for continuous school improvement.
2. **Scope:** This policy covers all key stakeholders: Parents, Students, and Staff.
3. **Frequency:** Feedback will be collected bi-annually (twice per academic year).
4. **Schedule:**
 - a. Collection 1 will be in the **First Term (September/October)** and Collection 2 in the **Second Term (February/March)**.
 - b. **Non-Teaching Staff** Feedback will be collected **Annually**.
5. A short, focused feedback form will also be distributed to the participants immediately following any official school program (e.g., Annual Day, Sports Day, Workshops, PTMs).
6. **Confidentiality:** All individual feedback responses will be treated with strict confidentiality.

II. Parent Feedback Collection Matrix

PARENTS FEEDBACK COLLECTION MATRIX			
SL NO	KEY PROCESSES	Collection 1: (September/October)	Collection 2: (March/April)
1	Curriculum	All classes Roll no 1 to 10	All classes Roll no 26 to 36 /25 to 35/18 to 28
2	Teaching Learning Process	All classes Roll no 11 to 20	All classes 16 to 25
3	Co-curricular Activities	All classes Roll no 21 to 30 /13 to 22 for sprouts	All classes Roll no 1 to 10
4	Health & Safety	All classes 16 to 25	All classes Roll no 11 to 20
5	Infrastructure	All classes Roll no 5 to 15	All classes Roll no 21 to 30 /13 to 22 for sprouts

6	Administration	All classes Roll no 26 to 36-38 /25 to 35/18 to 28	All classes Roll no 1 to 10
7	Transportation	Classes 1 to 5 using bus	Classes 6 to 12 using school bus
8	Hostel	Half of Hostel inmates- girls & boys	Next half of Hostel inmates- girls & boys
9	Canteen	Those who avail canteen facility (Hard copy)	Those who avail canteen facility (Hard copy)
10	Mess Facility	Those who avail school mess facility (Hard copy)	Those who avail school mess facility (Hard copy)

III. Student Feedback Collection Matrix

STUDENT FEEDBACK COLLECTION MATRIX			
SL NO	KEY PROCESSES	Collection 1: (September/October)	Collection 2: (March/April)
1	Curriculum	All classes 16 to 25	All classes Roll no 1 to 10
2	Teaching Learning Process	All classes Roll no 5 to 15	All classes Roll no 11 to 20
3	Co-curricular Activities	All classes Roll no 26 to 36 /25 to 35/18 to 28	All classes Roll no 21 to 30 /13 to 22 for sprouts
4	Health & Safety	All classes Roll no 1 to 15	All classes Roll no 16 to 30
5	Infrastructure	All classes Roll no 16 to 30	All classes Roll no 1 to 15
6	Transportation	Classes 6 to 12 using school bus	Classes 1 to 5 using School bus
7	Hostel	Half of Hostel inmates- girls & boys	Next half of Hostel inmates- girls & boys
8	Canteen	Those who avail canteen facility (Hard copy)	Those who avail canteen facility (Hard copy)
9	Mess Facility	Those who avail school mess facility (Hard copy)	Those who avail school mess facility (Hard copy)

IV. Staff Feedback (Focus on Job Satisfaction)

A. Collection Area (Teaching Staff - Both Terms): Feedback will focus solely on job satisfaction, working conditions, professional development, and school leadership support. Separate feedback will also be collected from teachers after every training session provided by the school.

KEY PROCESS	KEY AREA OF FEEDBACK
I. Professional Growth & Support	Professional Development
	Resource Availability
	Overall, Job Satisfaction
	Mentoring & Peer Support
II. Work Environment & Compensation	Workload Balance
	Remuneration & Benefits
	Physical Environment
III. Leadership & School Management	Leadership Support
	Performance Appraisal
	Internal Communication
	Involvement in Decisions
IV. Curriculum & Teaching Practice	Curriculum Clarity
	Assessment System
	Student Discipline/Support
	Recognition & Appreciation

B. Collection Area (Non-Teaching Staff - Annually):

SL NO	DESIGNATION/CATEGORY	FEEDBACK AREAS (FOCUS ON JOB SATISFACTION & RESOURCES)
I. Administration & Management Support Staff (Annual)		
1	Administration	Clarity of roles, workload balance, internal communication flow and access to necessary administrative tools.
2	HR Staff	Clarity of internal policies, involvement in HR process improvement and support from leadership.
3	IT Staff	Reliability of technical infrastructure, availability of necessary hardware/software and training on new systems.
II. Operations & Facilities Staff (Annual)		
4	Housekeeping	Adequacy of cleaning equipment and supplies, working environment and management support for hygiene standards.
5	Maintenance	Availability and condition of tools, support for maintenance budget/resources and clarity of repair priorities.
6	Security	Adequacy of security equipment (CCTVs, gates), effectiveness of safety protocols and coordination with main office.

7	Transport Staff	Condition and safety of vehicles, clarity of routes/schedules and fairness of shift allocation.
8	Mess / Canteen Staff	Adequacy of kitchen equipment, quality of food supplies and adherence to hygiene and safety standards.

III. General Staff Satisfaction (Applied to all above)

9	Management Support	Feeling of respect and value from immediate supervisors and school leadership.
10	Fairness & Equity	Perception of fairness in disciplinary procedures, promotions, and opportunities.
11	Teamwork	Quality of collaboration and cooperation with staff in other departments.
12	Training & Growth	Opportunities for skill development relevant to their job functions.
13	Safety	Satisfaction with workplace safety conditions and emergency preparedness procedures.
14	Grievance Handling	Effectiveness and timeliness of the process for addressing staff concerns.
15	Overall Satisfaction	Overall rating of the school as a workplace.

IV. Vendor Feedback (Annual - Service Quality Review)

16	Service Quality	Adherence to contractual service levels and responsiveness to issues.
17	Supply Quality	Quality and consistency of goods/materials supplied
18	Contract Management	Clarity of the service contract terms and expectations set by the school.
19	Communication	Ease and professionalism of communication with the designated school contact person.
20	Payment Process	Timeliness and accuracy of invoice processing and payment by the school's finance department.

V. Data Analysis and Action

- 1. Analysis Timeline:** Feedback data from each collection cycle will be analyzed within **four weeks** after the closing date.
- 2. Responsibility:** The School Leadership Team is responsible for the final analysis and action plan.

3. **Triage System:** Feedback will be categorized by urgency and impact. High-Priority cases will be dealt with immediate effect and others based on the priority will be addressed as per the need.
4. **Action Plan:** A clear, measurable action plan will be developed for all high and medium-priority issues.
5. **Reporting:** A summary of the key findings and the resulting action plan will be reported to the Management/Governing Body.

VI. Closing the Loop (Communication and Review)

1. **Stakeholder Communication:** The school will communicate the summary of feedback and the planned actions.
2. **Policy Review:** The effectiveness of this feedback policy and its impact on school operations will be reviewed annually.
3. **Commitment:** Ansar English School commits to treating all feedback as a valuable tool for growth and development.

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ANSAR ENGLISH SCHOOL PERUMPILAVU

STUDENT'S ACTIVITIES POLICY

Reference no: AES/SAS/PO/O1

This policy outlines the procedures for organizing and conducting co-curricular activities, managing student participation in interschool competitions and providing incentives and rewards for students. It aims to provide a structured, fair, and transparent process that promotes holistic development and a culture of excellence.

POLICY FOR STUDENT PARTICIPATION

1. The Academic Team and Coordinators shall meet annually to review, plan, and announce the co-curricular activity schedule for the next year in the month of March and publish it in the school diary.
2. Students shall be divided into four houses—Topaz, Ruby, Emerald, and Sapphire—to foster a spirit of competition and teamwork within the school.
3. Participation in various activities may be through self-nomination, parent-nomination or teacher recommendation, ensuring equal opportunity for all students.
4. Nominations may be submitted through the google form link shared by the school or by making an entry in the student's diary within the stipulated time.
5. Selected students will receive training from in-house trainers or external parties before the final competition is held. They are expected to attend all scheduled practices, orientations and events punctually and responsibly.
6. Participation certificates or recognition shall be awarded based on active involvement or performance.
7. Winners of internal and external competitions shall be formally recognized and appreciated during common assemblies to celebrate their achievements and motivate other students.
8. Selection for interschool representation shall be strictly based on merit and performance in internal selection trials, demonstrated aptitude, and commitment.
9. The selection process shall be overseen by the respective subject teachers, coaches, and coordinators, in consultation with the principal or designated authority.
10. Categories covered by this policy include Sports, Literary, Visual & Performing Arts, Digital/Technology, and Competitive Exams (e.g., Olympiads, LEAP).

11. For all State/District-level competitions, the school will bear the school registration fee, travelling expense, uniform material, and trainers/coach's fee.
12. For State/District-level competitions, students are responsible for the Individual Participation Registration Fee and Food Expenses.
13. For National-level competitions, the school will bear the full School and Individual Registration Fees, Uniform Material, and Trainers/Coaches Fee.
14. Travelling Expenses for National competitions will be shared -50% by the school and 50% by the students.
15. For Competitive Exams, the school will cover the school registration fee, travelling expense, and trainers/coaches fee, while the student covers the individual fee and food expenses.
16. A detailed budget for each interschool competition must be prepared by the coordinator and approved by the principal before participation.
17. Parents/guardians will be informed in advance about any required financial contributions from their end.
18. For Competitive Exams, the entire prize money won by an individual student will be awarded to that student.
19. For Digital Competitions, Other Competitions, and Team Prizes, 70% of the prize money will be awarded to the student(s), and the remaining 30% will go to the school fund.
20. If the individual prize amount won in any category is ₹1000 or less, the full amount will be given to the winner.
21. Winners of interschool competitions, along with their parents and trainers, will be honored at a special felicitation ceremony to acknowledge their achievements.
22. The policy will be reviewed periodically by the school management and may be amended to ensure its effectiveness, with any changes communicated to all stakeholders.

STUDENT HOUSE ALLOTMENT POLICY

1. This policy governs the procedures for allotting students to the four school houses: Emerald (Green), Topaz (Yellow), Ruby (Red), and Sapphire (Blue), to foster belonging and healthy competition.
2. The house system shall be implemented every year to encourage active participation in school events, promote teamwork and cooperation, and develop leadership skills.
3. The division shall ensure balanced representation of classes, gender and abilities across all houses.

4. House allotment for new admissions will be done by the Junior Principals and co-ordinators ensuring equitable distribution.
5. House uniforms will be distributed by the school for classes 1-5 and the students shall wear them on designated days and during house activities.
6. House allotment for students in classes 1 to 5 will primarily take place during April- May at the beginning of the academic year for students of classes KG and 6 to 12 will take place in the month of June.
7. Students in Classes 2, 4, and 5 may retain their house from the previous academic year unless otherwise directed by the academic team.
8. The allotment process shall employ a fair and transparent method, such as random selection, to ensure a balanced distribution of students across all four houses.
9. House allotment
10. The house points system shall be followed to recognize performance, discipline, participation and team work throughout the year.
11. The best house trophy shall be awarded based on the cumulative points earned in all activities.
12. The school academic team is responsible for the implementation and ongoing management of this policy, which will be reviewed periodically for effectiveness and necessary amendments.

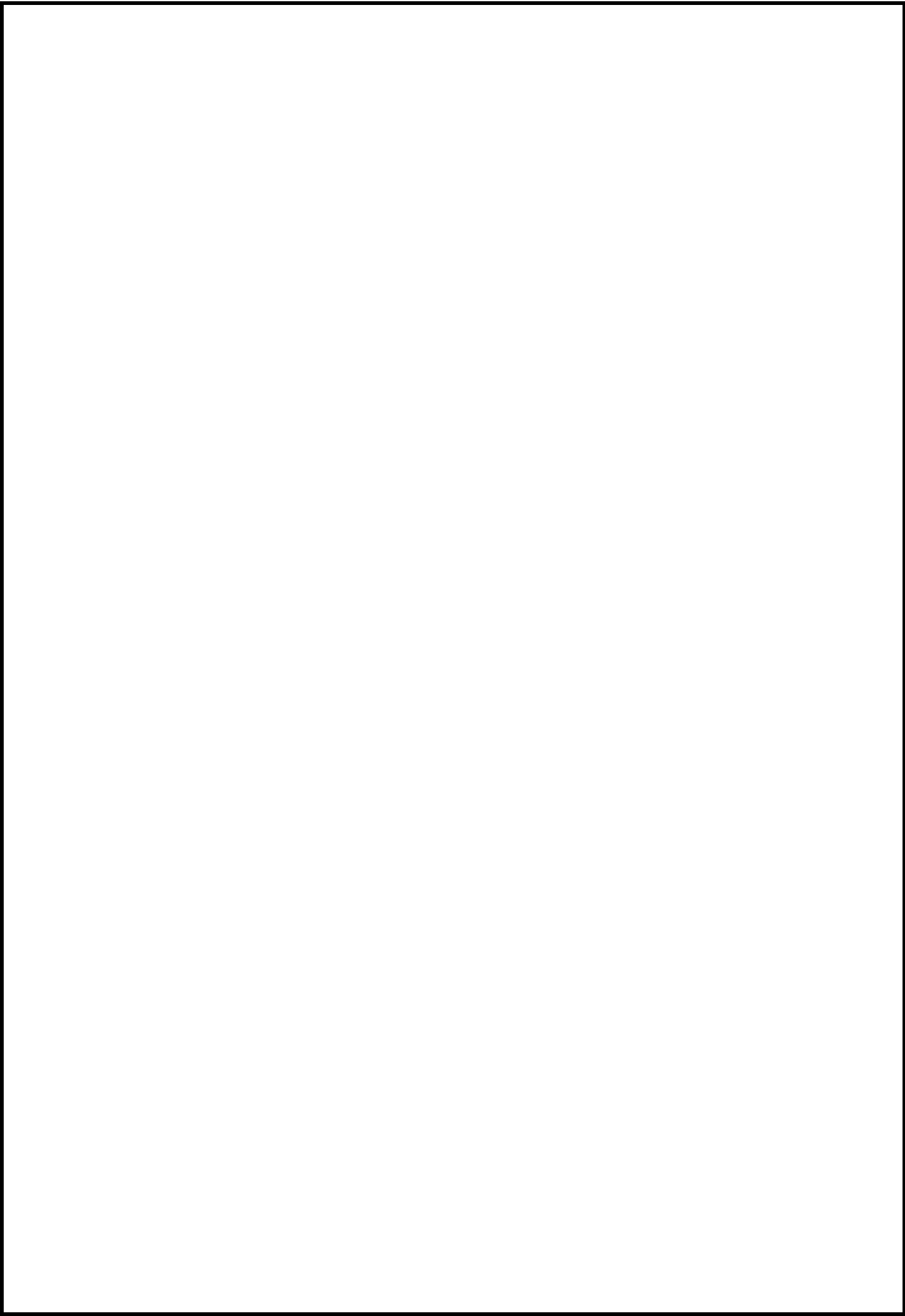
COMPETITIVE EXAMS POLICY

1. A Competitive Exam Council shall be formally established within the school, operating under the guidance of a designated Academic Head.
2. The CEC will include coordinators from all academic sections along with JP CCA and teachers from all subject departments to ensure wide representation and coverage.
3. Annual budgets will be prepared to cover all expenses related to the conduct of competitive exams, including necessary training and materials.
4. The school will only entertain invitations from organizations that strictly adhere to a data encryption policy to safeguard student information.
5. Fee collection and the initial enrolment/registration process will be initiated through the designated section and subject coordinators of the CEC.
6. A common notice informing parents about the different competitive exams the school will initiate registration for must be sent out in the month of June.
7. A selection round test will be administered to all interested students using a standardized question paper prepared by the school.

8. A question bank file must be prepared for each class selected students including topic-specific worksheets and previous years' question papers.
9. Final selection of participants will be based on achieving the established cut-off marks in the selection round test.
10. The list of selected participants must be submitted to the Vice Principal for verification by the Junior Principal at least seven days before the final registration deadline which will then be forwarded to higher authorities and registration desk
11. The secretary to the Principal will be responsible for proceeding with the official registration process.
12. Parents of selected students will be informed about all further procedures, including fee payment and the training schedule.
13. Training for Classes 1-5 will be primarily scheduled on Saturdays, with materials shared through Google Classrooms.
14. Training for Classes 6-12 will be conducted primarily online using Google Classrooms, supplemented by offline sessions twice a week.
15. A mock test must be conducted for all participants in every fortnight (every two weeks) to track progress and readiness.
16. Regular motivation sessions will be conducted for participants to boost their confidence, and optional stay-back practice sessions can be conducted on Saturday afternoons.
17. Upon the release of results, a poster announcing the winners will be released the same day, followed by a Felicitation Ceremony for parents and students, with State-level winners honored at the annual Talent Awards Day.

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

STUDENT PROMOTION POLICY

Reference No: AES/AE/PO/RevO2

1. Promotion of students from any class will be as per the school's policy considering the Government rules and CBSE guidelines.
2. Promotion will be based on a comprehensive evaluation of scholastic and co-scholastic performance, attendance, and participation in school activities.
3. Special consideration shall be given to students with learning difficulties, health challenges, or special needs, ensuring inclusivity and fairness in promotion decisions.
4. The school shall communicate promotion policies and outcomes to parents in a clear and timely manner through students' diary, parent meetings, and official notices.
5. No student shall be detained in Classes I–VII as per the Right to Education (RTE) Act, but additional academic support shall be provided to improve competencies.
6. In Classes VIII–XII, students not meeting promotion criteria may be given one more opportunity through compartment examinations as per CBSE/State rules.
7. The Promotion Committee (Principal, Vice Principal, Junior Principals, Coordinators, and concerned class teachers) will finalize all promotion decisions in a transparent and documented manner.

Pre KG -Sr KG

1. Promotion to the next class is based on the overall performance of the student in various scholastic and co scholastic areas.
2. For students who have been absent for all subjects in the annual exam, the marks obtained in the midterm exams will be taken into consideration for promotion.

CLASSES I & II

1. The pass criteria in a particular subject will be as follows: Theory + Internal Marks (10%) + Post Midterm = 33% of the total score.
2. Overall percentage should be equal to or greater than 50.
3. A student passed in all subjects including MS will be considered as passed and promoted to the next class.
4. For students who have been absent for all subjects in the annual exam, the following options will be considered for promotion:
 - Midterm Marks: The marks obtained in the midterm exams will be taken into consideration for

promotion.

- Answer all question papers once and submit before given date.

CLASSES III- V

1. The pass criteria in a particular subject will be as follows: Theory + Internal Marks (10%) + Post Midterm = 33% of the total score.
2. Overall percentage should be equal to or greater than 50.
3. A student passed in all subjects including MS will be considered as passed and promoted to the next class.
4. In case a student does not score pass percentage in any subject, Bridge Course will be provided.
5. In case a student is absent for all subjects:
 - Pre-Midterm, Midterm, and Post-Midterm marks will be considered.
 - The student must answer all the question papers once and submit them before the given date.

CLASSES VI & VII

1. Students who scored a minimum of 33% in each subject including both theory and internal assessment will be marked as passed in that particular subject.
2. A student passed in all subjects including MS will be considered as passed and promoted to the next class.
3. A student who secured pass marks with the help of grace marks will be considered as promoted to the next class.
4. If the child fails in 1 subject, grace marks can be awarded as per the conditions given below:

I. referring to the overall academic performance in annual assessment as follows:

- 70% and above in Annual assessment - 5 marks
 - 60-69 % in Annual assessment - 4 marks
 - 50-59% in Annual assessment - 3 marks
5. Grace marks for SPC - 5 marks.
 6. Grace marks for band team - 5 marks.
 7. Grace marks for 100% attendance -1 mark.
 8. If the child fails in maximum 3 subjects, grace marks can be awarded in one/two subjects as

per the conditions given below:

II. Referring to the academic performance in midterm examination as follows:

- 80% and above in midterm - 5 marks
- 70-79 % in mid term exam - 4 marks
- 60-69% in mid term exam - 3 marks
- 50-59 % in mid term exam - 2 marks

III. Referring to the performance in co-curricular activities as follows:

- Child has attended any National level competition - 5 marks
 - Child has attended any state level competition - 4 marks
 - Child has attended any district level competition - 3 marks
 - Child has participated in any certified school level activities - 1 mark.
9. MS1 and MS2 will be together considered as one subject and the students have to score minimum 33% together to get promoted to next class.
 10. Absentees in any one of the MS papers have to attend compartment exam.
 11. No compartment exam / additional coaching to be given in Hindi for students of class VIII as they have to opt for any one second language in class IX.
 12. A student who could not meet the pass criteria in 1 or more subjects has to attend coaching classes in the school campus and attend the test provided at the end of the coaching camp.
 13. Parents of students who could not score minimum 33% must be called for an offline session with the class teacher to communicate the results and further procedures before the result declaration. Those due to absence can be informed over the phone.
 14. If any student fails in 3 subjects with 2-digit scores, the student has to attend coaching classes and answer the questions 3 times.
 15. If any student fails in more than 3 subjects, he /she will be recommended to take TC from the school and join a different stream of studies. The class teacher has to fix an appointment for face- to-face session with the parent and Junior Principal before the open day.
 16. If the child is absent for all the exams due to medical reasons:
 - A) If the case is genuine and the student has an excellent performance record in all previous exams, performance in mid-term exam can be considered and the student has to answer the

question papers 3 times as an open book test to understand the value of annual assessment and to make the concepts thorough.

B) If the child had scored above 60% in the mid-term examination, answer the question paper once.

17. In case of medical leave, the certificate is to be sought from a government hospital.

18. A student who tried any kind of malpractice in the exam hall will be awarded zero marks in that particular subject and if the student's overall score is in the range of 50- 60%, he/she has to write all the answers 5 times.

CLASS VIII

1. Students who scored a minimum of 33% in each subject of theory will be marked as passed in that particular subject.

2. A student passed in all subjects including MS will be considered as passed and promoted to the next class.

3. A student who secured pass marks with the help of grace marks will be considered as promoted to the next class.

4. If the child fails in 1 subject, grace marks can be awarded as per the conditions given below:

I. Referring to the overall academic performance in annual assessment as follows:

- 70% and above in Annual assessment - 5 marks
- 60-69 % in Annual assessment - 4 marks
- 50-59% in Annual assessment - 3 marks

II. Referring to the academic performance in midterm examination as follows:

- 80% and above in midterm - 5 marks
- 70-79 % in mid term exam - 4 marks
- 60-69% in mid term exam - 3 marks
- 50-59 % in mid term exam - 2 marks

III. Referring to the performance in co-curricular activities as follows:

- Child has attended any National level competition - 5 marks
- Child has attended any state level competition - 4 marks
- Child has attended any district level competition - 3 marks
- Child has participated in any certified school level activities - 1 mark.

IV. Grace marks for SPC - 5 marks.

V. Grace marks for band team - 5 marks.

VI. Grace marks for 100% attendance -1 mark.

5. MS1 and MS2 will be together considered as one subject and the students have to score minimum 33% together to get promoted to next class.
6. Absentees in both MS papers due to genuine medical reasons have to attend compartment exam any one of their choices.
7. Absentees in any one of the MS papers have to attend compartment exam.
8. A student who could not meet the pass criteria in more than one subject has to attend coaching classes in the school campus, attend the retest as per the schedule and score pass marks in retest.
9. Parents of students who could not score minimum 33% must be called for an offline session with the class teacher to communicate the results and further procedures before the result declaration. Those due to absence can be informed over the phone.
10. If the child is absent for all the exams due to medical reasons:
 - A)** If the case is genuine and the student has an excellent performance record in all previous exams, performance in mid-term exam can be considered and the student has to answer the question papers 3 times as an open book test to understand the value of annual assessment and to make the concepts thorough.
 - B)** If the child had scored above 60% in the mid-term examination, answer the question paper once.
11. In case of medical leave, the certificate is to be sought from a government hospital.
12. A student who tried any kind of malpractice in the exam hall will be awarded zero marks in that particular subject and if the student's overall score is in the range of 50- 60%, he\she has to write all the answers 5 times.

CLASS IX

1. Students who scored a minimum of 33% in each subject, theory and practical separately will be marked as passed in that particular subject.
2. A student passed in all subjects including MS will be considered as passed and promoted to class X.
3. A student who secured pass marks with the help of grace marks will be considered as promoted to class X.

4. A student who could not score the minimum 33% in any two subjects will be eligible for compartment exam scheduled within 7 days of result declaration. No grace marks will be awarded in such cases.
5. If the child fails in 2 or more subjects, grace marks can be awarded in one subject as per the conditions given below:

I. Referring to the academic performance in midterm examination as follows:

- 80% and above in midterm - 5 marks
- 70-79 % in midterm exam - 4 marks
- 60-69% in midterm exam - 3 marks
- 50-59 % in midterm exam - 2 marks

II. Referring to the performance in co-curricular activities as follows:

- Child has attended any National level competition - 5 marks
- Child has attended any state level competition - 4 marks
- Child has attended any district level competition - 3 marks
- Child has participated in any certified school level activities - 1 mark.

III. Grace marks for SPC - 5 marks.

6. MS1 and MS2 will be together considered as one subject and the students have to score minimum 33% together to get promoted to next class.
7. Absentees in both MS papers due to genuine medical reasons have to attend compartment exam any one of their choices.
8. Absentees in any one of the MS papers have to attend compartment exam.
9. Parents of students who have to attend compartment exam due to failure must be called for an offline session with the class teacher to communicate the results and exam date before the result declaration. Those due to absence can be informed over the phone.
10. If any student fails in 3 or more subjects, no grace marks will be awarded and student will be detained in class IX. The class teacher has to fix an appointment for face to- face session with the parent and communicate the results before the open day.
11. If the parent is not ready to accept the result, next sitting to be scheduled with the class teacher and Head teacher.
12. If the parent is still not ready to accept the result, a final and third meeting is to be scheduled with the vice principal.

13. If the child is absent for all the exams due to medical reasons:

If the case is genuine and the student has an excellent performance record in all previous exams, performance in mid-term exam can be considered and the student has to answer the question papers 3 times as an open book test to understand the value of annual assessment and to make the concepts thorough.

14. Teachers must provide online support classes for students attending compartment exams.

15. Procedure for compartment exams:

- Question paper will be prepared by one of the subject teachers.
- Compartment exam will be administered as offline test.
- If the student is abroad, his/her first option is to return to home country and attend the test
- The second option is to arrange test abroad using Alumni, the expenses for which is to be met by the student.
- The third option is to withhold the results and conduct the test when they rejoin.

16. A student who tried any kind of malpractice in the exam hall will be awarded zero marks in that particular subject and he/she has to attend compartment exam. Promotion will be based on the performance in compartment exam.

CLASS XI

1. Students who scored a minimum of 33% in each subject, theory and practical separate will be marked as passed in that particular subject.
2. A student passed in all subjects including MS will be considered as passed and promoted to class XII.
3. A student who secured pass marks with the help of grace marks will be considered as promoted to class XII.
4. A student who could not score the minimum 33% in any one subject will be eligible for compartment exam scheduled within 7 days of result declaration. No grace marks will be awarded in such cases.
5. If the child fails in 2 subjects, grace marks can be awarded in one subject as per the conditions given below:

I. Referring to the academic performance in midterm examination as follows:

- 80% and above in midterm - 5 marks

- 70-79 % in midterm exam - 4 marks
- 60-69% in midterm exam - 3 marks
- 50-59 % in midterm exam - 2 marks

II. Referring to the performance in co-curricular activities as follows:

- Child has attended any National level competition - 5 marks
 - Child has attended any state level competition - 4 marks
6. Parents of students who have to attend compartment exam due to failure must be called for an offline session with the class teacher to communicate the results and exam date before the result declaration. Those due to absence can be informed over the phone.
 7. If any student fails in 3 or more subjects, no grace marks will be awarded and student will be detained in class XI. The class teacher has to fix an appointment for face-to-face session with the parent and communicate the results before the open day.
 8. If the parent is not ready to accept the result, next sitting to be scheduled with the class teacher and Head teacher.
 9. If the parent is still not ready to accept the result, a final and third meeting is to be scheduled with the vice principal.
 10. If the child is absent for all the exams due to medical reasons:
If the case is genuine and the student has an excellent performance record in all previous exams, performance in midterm exam can be considered and the student has to answer the question papers 3 times as an open book test to understand the value of annual assessment and to make the concepts thorough.
 11. For all students who scored overall percentage in the range of 50-60%, the promotion will be given on submitting an undertaking duly signed by the parent.
 12. Teachers must provide online support classes for students attending compartment exams.
 13. Procedure for compartment exams:
 - Question paper will be prepared by one of the subject teachers.
 - Compartment exam will be administered as offline test.
 - If the student is abroad, his/her first option is to return to home country and attend the test
 - The second option is to arrange test abroad using Alumni, the expenses for which is to be met by the student.
 - The third option is to withheld the results and conduct the test when they rejoin.

14. A student who tried any malpractice in the exam hall will be awarded zero marks in that particular subject and he/she has to attend compartment exam. Promotion will be based on the performance in compartment exam.

Prepared by
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Accreditation Co-ordinator

Approved by
Mr. Feroze E M
Principal



ANSAR ENGLISH SCHOOL, PERUMPILAVU

POLICY OF TEACHING LEARNING PROCESS

Ref No: AES/TLP/PO/O1

This policy is prepared to ensure that the teaching–learning process at our school is learner-centered, competency-based, inclusive, and aligned with CBSE and NEP guidelines, fostering holistic development of every student and guiding towards our vision.

1. The school shall adopt a learner-centric and activity-based approach that promotes inquiry, creativity, and critical thinking.
2. Teachers shall design lesson plans and learning outcomes based on Bloom’s Taxonomy and Competency-Based Education (CBE) guidelines.
3. Experiential learning, integration of ICT, and interdisciplinary teaching will be encouraged to make learning meaningful and engaging.
4. Continuous assessment shall be carried out through formative and summative evaluations, focusing on both scholastic and co-scholastic aspects.
5. Teachers will maintain records of lesson plans, teaching aids, learning outcomes, and assessments as per school policy and SOP.
6. The school shall ensure inclusive education, catering to the needs of all learners, including gifted, remedial, and differently-abled students.
7. Professional development programs will be conducted regularly to upgrade teachers’ pedagogical and subject knowledge.
8. Feedback from students, parents, and peers shall be collected periodically to improve the teaching–learning process.
9. Emphasis shall be placed on values, life skills, mental health, and social responsibility alongside academics.
10. Instructional delivery shall be student-centered, utilizing a variety of teaching aids, multimedia resources, and technology tools to encourage critical thinking, creativity, and problem-solving.
11. Teachers shall provide timely and constructive feedback to students, highlighting areas for improvement and celebrating achievements, as a key component of the learning cycle.

12. The school shall maintain open communication with parents through regular Parent-Teacher Meetings (PTMs) and orientations, and establish mechanisms for continuous monitoring and evaluation of the teaching-learning process based on stakeholder feedback and academic data analysis.

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Approved by

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Principal



ANSAR ENGLISH SCHOOL, PERUMPILAVU

POSCO POLICY

Reference No: AES/HS/PO/O4

The school is firmly committed to ensuring the safety, dignity, and well-being of every child under its care. We believe that a secure and supportive environment is essential for children to learn, grow, and thrive. This Child Protection Policy outlines the school's responsibility to prevent, identify, and respond to any form of abuse or neglect. It aligns with the Protection of Children from Sexual Offences (POCSO) Act, 2012, and national child safety standards. All members of the school community share the duty to uphold these principles and protect every child from harm.

1. The school is committed to providing a safe and secure environment for every child.
2. All students have the right to protection from abuse, neglect, and exploitation.
3. The school will follow the provisions of the POCSO Act, 2012, and all related child protection laws.
4. The safety and best interest of the child will always come first in every decision or action.
5. Any form of physical, emotional, or sexual abuse will not be tolerated under any circumstance.
6. All staff, teachers, and volunteers must maintain professional boundaries with students at all times.
7. Background verification and police checks will be mandatory for all employees and volunteers.
8. Students will be taught about personal safety, safe and unsafe touch, and how to seek help.
9. Regular workshops and awareness programs will be held for staff, students, and parents on child protection.
10. A Child Protection Committee (CPC) will be formed in the school to handle all matters related to child safety.

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Approved by
Mr. Feroze E M
Principal



ANSAR ENGLISH SCHOOL, PERUMPILAVU

POSH POLICY

Reference No: AES/HS/PO/O2

The school is committed to providing a safe, respectful, and inclusive workplace for all employees, free from sexual harassment, discrimination, and intimidation. . This policy aims to prevent, prohibit, and address any form of sexual harassment at the school. It is framed in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and relevant government guidelines. All staff, including teaching and non-teaching members, are required to adhere to this policy.

1. The school maintains a zero-tolerance approach toward sexual harassment at the workplace.
2. All employees, irrespective of gender, designation, or employment type, are covered under this policy.
3. Sexual harassment includes any unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
4. The policy applies within the school premises and during any school-related events or travel.
5. An Internal Committee (IC) shall be established to address and resolve complaints of sexual harassment.
6. The Internal Committee will function as per the POSH Act, ensuring fair, prompt, and confidential handling of complaints.
7. All staff members must sign a declaration confirming that they understand and agree to abide by this POSH Policy.

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Mr. Feroze E M
Principal



ANSAR ENGLISH SCHOOL, PERUMPILAVU

ANTI BULLYING POLICY

Reference No: AES/HS/PO/O3

The school is committed to providing a safe, caring, and respectful environment where all students can learn and grow without fear of bullying or intimidation. Every student has the right to feel secure, valued, and included in the school community. This policy aims to prevent and address all forms of bullying — physical, verbal, emotional, or online — among students. The school encourages kindness, empathy, and responsible behaviour as the foundation of student conduct. All staff, students, and parents share the responsibility to uphold this policy. The school maintains a zero-tolerance approach toward sexual harassment at the workplace.

1. The school adopts a zero-tolerance approach toward any form of bullying.
2. All students, staff, and parents must work together to create a culture of mutual respect and inclusion.
3. The school will promote awareness programs to help students understand the impact of bullying.
4. Students who experience or witness bullying must report it immediately to a teacher, counsellor, or the Principal.
5. The school will ensure confidentiality for any student who reports bullying.
6. Anti Bullying Committee is formed to monitor, prevent, and respond to bullying incidents.
7. Cyberbully through phones or social media is strictly prohibited and will be treated as a serious offence.

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Principal