ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP - ADMISSION

Reference No: AES/ADM/SOP/Rev02

Process Name: Admission

Process Objective:

To ensure complete transparency and adherence to policy, all admissions at Ansar English School are processed strictly according to our established policy (AES/ADM/PO/RE-1). We confirm that all procedures fully comply with the statutory guidelines mandated by the State and CBSE.

Scope of the Process**:**

1. Academic Heads
2. Non- Academic Heads
3. Stakeholders

Process Owner: Admission Coordinator

Process Members:

1. Principal/Head of School:
2. Vice Principal:
3. Admission Officer:
4. Reception Staff
5. Administrative Staff:
6. Teaching Staff:

ADMISSION PROCEDURE

SL NO	STEP	PROCEDURE	RESPONSIBLE ROLE	TIMELINE	DOCUMENTS/TOOLS
1	Strategy Meeting & Phasing	• The Principal meets with Academic Heads and the Process Owner to discuss admission strategy. • Academic Heads decide the phases of admission for KG, Classes 1-9, and Class 11.	Principal, Process Owner	1st Week of September	Admission Phase Schedule (AES/ADM/D/01)
2	Sibling Data Collection	• The Administration Staff distributes a Google Form to current parents to collect data on siblings for priority admission.	Administration Staff	October	Google Form
3	Preparation of brochures and prospectus	• Initiates preparation od admission prospectus and brochures by Admission Cell under the guidance of Vice Principal. • After preparation Vice principal verifies and then send for approval by Principal. • Once approved it goes for printing	Admission Cell Vice Principal	November	Brochure Prospectus
4	Selection and preparation of gifts.	• The Academic cell selects gifts which is to be given to students while they come of collecting brochure and application form	Academic Heads Vice Principal	November	Purchase request form
5	Application Form Preparation	• The Admission Cell finalizes and prepares the official admission application form for the upcoming cycle.	Admission Cell	October	Application Form (AES/ADM/F)
6	KG Application Release	• The Administration Staff releases and distributes the Application Form specifically for KG students.	Administration Staff	4th Week of October	Application Form

7	Vacancy Submission & Release	• All Academic Heads submit the formal vacancy list for Classes 1 to 9. • Vice Principal coordinates, compiles and prepares the proposed strength and vacancy for the next academic year. • The Administrative Officer then releases the present, official vacancy position based on these submissions.	All Academic Heads, Vice Principal Administrative Officer	2nd Week of January (Submission) / January (Release)	Vacancy Position Form (AES/ADM/F), Vacancy List (AES/ADM/FO)
8	Proficiency/Diagnosis Test Preparation	• The Vice Principal coordinates a meeting with the Academic cell for the preparation of Proficiency/Diagnosis test for classes 1 to 9. • Teachers prepares the Proficiency/Diagnosis Test papers for admission into Classes 1 to 9.test papers and submits to respective Junior Principals • Junior Principal verifies it and sends it for approval by Vice Principal. • Once approved it goes for printing as per the application submitted	Admission Officer	February	Proficiency Test Question Paper (AES/ADM/FO)
9	Marketing Launch	• The Media Team officially begins the admission process by releasing posters and promotional videos online and in other media.	Media Team	December / January	Social Media Content
10	Application by Parents	• Parents apply for admission using the form provided in the school prospectus or the link on the school website (www.ansarschool.in).	Parents	Begins in December	Application Form/Online Registration
11	School Tour/Enquiry	• Admissions Staff conducts a physical tour of the school for parents upon request and after a prior appointment.	Admissions Officer/Staff	Upon Request	Appointment/Visitor Log

12	Application Receipt & Filing	• The School Office receives and files the completed Application Forms from the parents.	Parents, School Office	Ongoing	Completed Application Form (AES/ADM/F)
13	Assessment Notification	• The Administrative Office and Reception Team send a notification to all registered parents regarding the date, time, and details of the Diagnosis Test.	Administrative Office, Reception Team	Prior to Assessment Date	Communication Log
14	Diagnosis Test Execution	• The Admission Cell conducts the Diagnosis Test for applicants for Classes 1 to 9.	Admission Cell	March – May	Diagnosis Test Papers (AES/ADM/F)
15	Releasing the list of qualified students	• Based on vacancy and documents submitted the Admission Officer prepares the list qualified students. • The list is then sent for approval of Vice Principal & Principal. • Administrative Office declares the list of qualified students approved by the Principal online or via the office.	Admission Cell Vice Principal Principal Administrative Office	Within 2 Days of Test	Selected List (Website)
16	Follow-up & Interview Scheduling	• Office Staff follows up with qualified students via call or email. Shortlisted students are then called for an interview with the admission team, with details informed via email or phone call.	Office Staff, Admission Team	March 3rd week - May 3rd week (Follow-up) / Based on Selection Phase (Interview)	List of Qualified/Registered Students (AES/ADM/D), Interview Schedule
17	Final Admission & Documentation	• The Office conducts the final admission process for the selected students, verifying all mandatory documents (TC, Aadhar Card, Birth Certificate) in the presence of an assigned Academic head at the time of admission.	Office Staff	January, February, April (Phased) / Admission Time	Admission Form (AES/ADM/F), Mandatory Documents
18	Group Integration	• The Office Staff adds the admitted students and their parents to the respective class-wise communication	Office Staff	April	WhatsApp Group List

		(WhatsApp) groups.			
19	Onboarding Follow-up (Academic)	• Teachers conduct a follow-up with the newly admitted students and parents to ensure a smooth transition and address any initial concerns.	Teachers	Ongoing	List of Admitted Students (AES/ADM/F)
20	Admission Progress Monitoring	• The Admission Cell circulates weekly meeting minutes and regular updates to all Academic Heads to monitor progress and address any recurring concerns.	Admission Cell	Weekly	Minutes of Meeting (AES/ADM/D/01)
21	New Student Data Collection	• The Academic Team collects academic and social data for the newly admitted students and begins tracking their progress.	Academic Team	Over 4 Terms	Data of New Students (AES/ADM/D)
22	Data Review & Action Planning	• The Academic Team conducts a comprehensive review of the collected data for new students, prepares an action plan to address identified gaps or support requirements, and tracks its progress over the academic year. • Academic Coordinator collects data at the end of every year before the commencement of the new academic year and prepares a trend analysis of the school admission. • Based on the analysis report prepares action plans and ensures its execution	Admission Cell, Academic Heads	End of Term 1 & Term 2 (Review)	New Student Performance Report, Corrective Action Plan Trend Analysis of admission

The following documents are to be submitted at the time of admission:

1. Original Birth Certificate along with a photocopy. The original certificate will be returned to the parent after verification.
2. Three recent (Not more than 6 months) passport size photographs.

3. T.C issued by the previous school and a Conduct Certificate (in the case of students for admission to Plus One (XI) from affiliated/ recognized schools). Students from other than CBSE schools must produce a TC countersigned by the AEO/ DEO. In the case of students coming from foreign schools, the TC must be authenticated by competent authorities. i.e. Consulate/ Embassy/ Ministry of Education.
4. Photocopies of all achievement certificates in the field of Academics, Sports, Extracurricular activities of the past 2 years.

- Admission will be rejected in the event of non-submission of Original / Genuine documents.
- Once the documents are verified, parents have to confirm transport facilities with the transport department.
- All fees must be paid at the time of admission. Transport fee is collected either in lump sum or monthly. Late fee will be levied on parents who fail to pay the fees on time. Admission will be confirmed only upon the payment of fees.
- Parents and student must go through the discipline policy of the school and sign the related documents before confirming admission.
- Parents along with their wards have to attend orientation session scheduled in the month of May before the start of the academic year.
- As admission to class XI is based on the results of the CBSE board examinations, the stream selection will be done on a merit basis as given below:

Science Stream	➢ Aggregate marks : 75% ➢ Marks in Science: 75% ➢ Grace Marks of 5% for Ansar students. ➢ Full A+ for state syllabus students
Maths Stream	➢ Aggregate marks: 75% ➢ Marks in Mathematics: 75% ➢ Grace Marks of 5% for Ansar students. ➢ Full A+ for state syllabus students
Commerce stream	➢ Aggregate marks: 70% ➢ Grace Marks of 5% for Ansar students. ➢ Full A+/A for state syllabus students
Humanities stream	• Minimum 60% aggregate for CBSE *I* Ansar Students.

NB:

1. Admissions will be purely based on merit.
2. 35 Students will be only admitted in a class.

ADMISSION ELIGIBILITY CRITERIA

1. Age Criteria

Children have to 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 are recognized school.

Class	Minimum Age
Pre KG	3 years by 1st June
LKG	4 years by 1st June
UKG	5 years by 1st June
I	6 years by 1st June
II	7 years by 1st June
III	8 years by 1st June
IV	9 years by 1st June
V	70 years by 1st June
VI	11 years by 1st June
VII	12 years by 1st June

VIII	13 years by 1st June
IX	14 years by 1st June
X	15 years by 1st June
XI	16 years by 1st June
XII	17 years by 1st June

Revision History

Version No.	Date of Revision	Section	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev01	10/09/2024	SOP ADM	Online admission test to offline admission test	Admisssion Coordinator	HOS	01/01/2025
SOP/Rev 02	10/05/2024	SOP ADM	As per Nabet improvement plan the structure of SOP is changed.	Admisssion Coordinator	HOS	01/06/2025

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Principal

ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP- ASSESSMENT & EVALUATION

Reference No: AES/AE/SOP/Rev01

Process Name: ASSESSMENT AND EVALUATION

Process Objectives:

This SOP outlines the procedure for the fair and smooth conduct of the assessment and evaluation in the school. This SOP ensures systematic and fair evaluation of students' academic progress and achievement. By following this SOP, the school aims to uphold standards of excellence in education and facilitate continuous improvement in teaching and learning practices.

Scope of the process:

1. Academic Heads
2. Non Academic Heads
3. Exam Cell

Process Owner : Exam Controller

Process Members:

1. Principal,
2. Vice Principal,
3. Academic heads,
4. Exam cell members,
5. Teachers,

1. Administrative staff.

ASSESSMENT AND EVALUATION PROCEDURE

SL NO	STEPS	PROCEDURE	RESPONSIBILITY ROLE	TIMELINE	DOCUMENTS / TOOLS
1	Develop assessment schedule	• Academic cell prepares the curriculum plan in which the pedagogy, assessments schedules are included	Exam Cell	1st week of May	AE/AE//FO/01
2	Form exam cell under the leadership of process owner	• Nomination of members for each section by respective JPs. • Poster released and shared with all staff through whatsaap group and general staff meeting	Assessment Controller	2nd week of May	AES/AE/FO/02
3	Prepare resources (question papers, rubrics, etc.)	Internal : • Meeting with HODs. • Preparing of blue print by HODs • Listing question paper setters • Setting cut off dates • Question papers to be send to exam mail exams@ansarschool.in • Verification done by HODs/JPS • Final verification by Vice Principal • Forwarding papers for printing • External: • Request to an external agency for preparing question paper through mail from Principal's office • A confidentiality agreement will be	Teachers	2 weeks before assessments	AES/AE/FO/03 AES/AE/FO/04 Mail

		signed.			
4	Communicate assessment plan to stakeholders	• General staff meeting , orientation for teachers • General instructions for students and parents through whatsaap groups and pupil's diary	Exam Cell	Before assessment	Circulars/Notices Diary
5	Infrastructure check (classrooms, labs, etc.)	• Exam cell members of each section will ensure the availability of infrastructure required for assessment.	Admin & Exam Cell	Pre-assessment	AES/AE/FO/05
6	Conduct formative assessments with various methods	• As per the APP teachers will conduct the assessments • Students to be graded as per the rubrics	Teachers	Ongoing	AES/AE/FO/06
7	Provide feedback to students and parents	• LO check list by subject teachers / Students – self assessment • Monthly call to parents by teachers. • PTMs	Teachers	Post-assessment	Open Day Attendance Feedback Records Monthly Parents call record
8	Conduct summative assessments using standard tools	• Preparation of seating plan and invigilation chart. • Conducting of examination as per the schedule	Exam Cell & Teachers	Term-end	AES/AE/FO/07 AES/AE/FO/08 Hall Tickets, Attendance Sheets
9	Supervise examinations effectively	• A special squad/ JPs/Vice Principal/ Principal will inspect examination halls.	Teachers	Exam Days	Conduct Report
10	Question Paper feedback	• After each exam HODs/ Subject council submits question paper feedback to exam mail			AES/AE/FO/09
11	Evaluate answer scripts centrally	• Centralized evaluation scheduled will be prepared by respective HODs. • Checked papers will be verified by parallel teachers • Final verification by Principal/ Vice	Evaluators	Post-assessment	AES/AE/FO/10 AES/AE/FO/06

		Principal after internal verification by JPs			
12	Declare results and conduct PTMs	• Mark entry to be done in school software ware and report will be generated • PTMs poster and messages will be shared through WhatsApp group • Teachers communicates students' performance with the parents through PTMs	Admin/Teachers	Post-assessment	Progress Reports Meeting Records
13	Result Analysis Meeting	• Schedules result analysis meeting with all teacher's section wise. • Analyses the gaps in each case • Prepare Academic improvement plan • Tracking the progress		After 2 weeks of last exam	AES/AE/MOM/01 (MOM) AES/AE/FO/11
14	Implement support/enhancement programs (ASP/AEP)	• Prepares Plan for both ASP & AEP • Tracking progress • Conducts PTMs	Academic Heads	After result declaration	AES/AE/FO/12
15	Analyse data and plan improvements	• Conducts trend and impact analysis. • Prepares action plan for academic improvement • Conducts action research for improvement.	School Administration	Term-end	Data Reports, Action Plans

SOP for Ensuring Confidentiality of Question Papers

Objective:
To maintain the integrity and confidentiality of all assessment materials, particularly question papers, through clearly defined protocols for outsourcing, preparation, secure handling, and distribution.

STEP	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS/TOOLS
1	Meeting with the HODs, briefing the QP setting process	Principal / Exam Cell / HODs	1 month before exam	Meeting Record
2	Finalize question paper setters and submit the list to concerned JPs	Principal / Exam Cell / HODs	1 month before exam	Setter List, Confidentiality Agreement
3	Prepare and submit the blueprint to the exam mail	Subject HODs	3 weeks before exam	Blueprint Format
4	Share the blueprint to the setters through the exam mail	Exam Cell	2–3 weeks before exam	Email Record / Acknowledgment
5	QP setters submit two versions (sets) of question papers as per blueprint	Outsourced Setters / HODs	2 weeks before exam	Question Paper Sets A & B
6	Principal / Exam Controller to randomly select one of the two versions	Principal / Exam Controller	1 week before exam	Selection Record
7	Store selected version securely (soft copy – encrypted / hard copy sealed)	Exam Cell	Immediately post-selection	Encrypted File / Sealed Envelope
8	Maintain strict confidentiality throughout handling and printing	Exam Cell & Printing Staff	From receipt to exam day	Print Log, Sealing Log

9	Prohibit external device usage and ensure secure document transfer	All staff involved	Entire process	IT Security Guidelines
10	Store printed question papers in secure, locked cabinets	Exam Cell In-Charge	Until exam day	Storage Access Log
11	Distribute sealed question papers to halls just before exam	Invigilators	Exam day	Distribution Record
12	Surveillance during all printing/sealing stages	CCTV + In-Person Monitoring	During printing/sealing	CCTV Backup Record
13	Report any breach or suspicious activity immediately	All Members	Ongoing	Incident Report Form

Security Protocol Addendum:

- All outsourced setters must sign a Confidentiality Agreement.
- Paper versions (A & B) must strictly follow the blueprint provided by HODs.
- Question paper version not selected must be securely deleted or archived as per protocol.
- No electronic transmission is allowed outside encrypted channels or designated emails.

Revision History

Version No.	Date of Revision	Section	Details of Revision	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev 01	10/05/2024	SOP AS	Revised to ensure confidentiality of question paper	As per Nabet improvement plan the structure of SOP is changed.	Exam Controller	Principal	01/06/2025

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ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP - CAREER GUIDANCE

Reference No: AES/CG/SOP/01

Process Owner: Career Cell Coordinator

Objectives:

1. To assist students in making informed decisions about their future career paths by providing them with comprehensive information, guidance, and support.

2. Update the students regarding the information related to career courses, competitive examinations, scholarship etc.

3. Enhance awareness about industry trends and job market demands, ultimately helping individual make informed and successful career choices

4. Motivate the students to take up entrepreneurship & create opportunities

5. Conduct career guidance classes, Industrial visits, vocational trainings, aptitude tests & motivational sessions by highly resourceful persons

Scope of Process:

1. Academic Heads
2. Teachers
3. Students
4. Career Cell
5. Alumni

Process Members:

1. Academic heads
2. Teachers
3. Students
4. Career Cell
5. Alumni

PROCESS PROCEDURE

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1.	Formation of Ansar Career Guidance Cell	• JPs nominates teachers for Career Guidance Cell as per rubrics. • Selected members will be intimated by JPs	Principal, Vice Principal and Junior Principals	Before 10 June	AES/CG/FO/01 AES/CG/D/01 AES/CG/D/02

2.	Meeting with co-ordinators	• Process Owner initiates the meeting • Provides responsibility matrix for the coordinators • Explains the areas of the process & their responsibilities	Principal, Vice Principal , Process owner & Coordinators	Before July 10	AES/CG/FO/02 AES/CG/FO/03
3.	Review of Annual Career Calendar	• Prepares Data collection questionnaire • Prepares Google forms & collect data of students' career interests • Data analysis • Section wise Proposal submission by respective coordinators • Review of Annual Career Calendar based on the section wise proposals	Process Owner & Coordinators	Before July 15	AES/CG/FO/04 AES/CG/FO/05 AES/CG/D/03
4.	Preparation of Annual Career Calendar	• Prepares revised Annual Career Calendar based on proposals • Submission to VP • Approval by VP & Principal	Process Owner & Coordinators	Before July 15	AES/CG/FO/06
5.	Implementation	• Submits proposals for each Resource class or Industrial/Field visits to JPs and further approval by VP & Principal • Arrangement of requirements by coordinators & Implementation of programme • Documents Reports & Feedback of sessions	Process Owner & Coordinators	Before 1 March	AES/CG/FO/07 AES/CG/ FO/08

6.	Internal Trend analysis	● Prepares questionnaire for the trend analysis of the interests of students on career guidance sessions conducted ● Prints hardcopies & implements trend analysis ● Documents Trend analysis reports ● Reflection of trend analysis in the future career sessions	Process Owner & Coordinators	Before 31 March	AES/CG/D/04 AES/CG/D/05

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP - COMPLAINT HANDLING

Reference No: AES/CH/SOP/Rev01

Process Name: Complaint Handling

Process Objectives:

To ensure that **complaints** from **students**, **parents**, and **teachers** are addressed **promptly**, **fairly**, and **effectively** in a manner that upholds the institution's commitment to **transparency**, **open communication**, and **quality education**.

Scope of the Process**:**

1. Academic Heads
2. Non- Academic Heads
3. Stakeholders

Process Owner : HOS

Process Members :

1. Principal
2. Vice Principal & Junior Principals
3. Teachers
4. Students
5. Parents
6. Staff

Committees active in the school

- Students Grievance Cell
- School Discipline Committee
- Grievance Redressal Committee for Teachers
- Internal Complaint Committee (ICC)
- SPG
- Hostel Management Committee
- ACID Management Committe

PROCEDURE FOR HANDLING COMPLAINTS/SUGGESTIONS - PARENTS

WRITTEN COMMUNICATION

- Parents report issues in writing to the Jr. Principal/Head Teacher through the school diary or email.
- Face-to-face discussion between Jr. Principal/Head Teacher and the Parent.
- Report to Vice Principal & Principal.
- Vice Principal initiates a meeting with the Parent if necessary.
- Referral to Parents Grievance Cell if investigation is needed.
- Parents Grievance Cell investigates and submits recommendations to the principal.
- Second sitting with the Parent to communicate recommendations.

EMERGENCY CASES

- Direct approach to the principal or prior appointment.
- Face-to-face interaction with the principal.
- Referral to Parents Grievance Cell if investigation is needed.
- Parents Grievance Cell investigates and submits recommendations to the principal.
- Communication of recommendations to the Parent in a second sitting.
- Timeline: One week

PROCEDURE FOR HANDLING COMPLAINTS/SUGGESTIONS - STUDENTS

A. VOICE BOX

- Establishment of voice boxes in accessible locations for students.
- Custodian (Jr. Principal/Head Teacher) collects letters weekly.
- Submission to Vice Principal for verification.
- Presentation of consolidated concerns in review meetings.
- Formation of an action plan based on major concerns.

B. REPORTING TO CLASS TEACHER

- Student drafts a letter to the class teacher.
- Forwarded to Jr. Principal/Head Teacher of the section.
- Referral to Student Grievance Cell for investigation.
- Principal communicates recommendations to the concerned parties.

C. EMERGENCY CASES

- Student approaches Jr. Principal/Head Teacher.
- Meeting initiated with the principal.
- Referral to Student Grievance Cell if investigation is needed.
- Principal communicates recommendations to the concerned parties.

D. PROCEDURE FOR HANDLING COMPLAINTS/SUGGESTIONS - TEACHERS

VERBAL COMMUNICATION:

- Teachers may approach their respective Jr. Principal/Head Teacher to report a matter.
- The Jr. Principal/Head Teacher will initiate a discussion with the concerned teacher.
- If the issue persists, the Jr. Principal/Head Teacher will escalate the matter to the Vice Principal.
- The Vice Principal will convene a meeting with the teacher in the presence of the respective Jr. Principal/Head Teacher.
- If resolution is not achieved, the Vice Principal will report the matter to the Principal and arrange a meeting with the teacher, if necessary.
- Concerns requiring further investigation will be referred to the Teachers Grievance Cell.
- The Teachers Grievance Cell will conduct an investigation and submit a detailed report to the Principal.
- The principal will communicate the recommendations during a subsequent meeting with the teacher.

WRITTEN COMMUNICATION:

- Teachers are expected to report issues in written format or via email to their respective Jr. Principal/Head Teacher.
- The Jr. Principal/Head Teacher will conduct a face-to-face discussion with the teacher.
- The Jr. Principal/Head Teacher will report the matter to the Vice Principal & Principal.
- If necessary, the Vice Principal will arrange a meeting with the teacher in the presence of the Jr. Principal/Head Teacher.
- The Teacher Grievance Cell will listen to the teacher, conduct an investigation, and submit the final recommendation to the Principal.
- The Principal will communicate the recommendations during a second meeting with the teacher in the presence of the Vice Principal & Jr. Principal/Head Teacher.

EMERGENCY CASES:

- In emergency situations, the teacher can approach the Jr. Principal/Head Teacher of the section.
- The Jr. Principal/Head Teacher of the section will initiate a meeting with the Principal after consultation.
- If an investigation is required, the matter will be referred to the Teacher Grievance Cell.
- The Teacher Grievance Cell will listen to the teacher, conduct an investigation, and submit a final recommendation to the Principal.
- The Principal will communicate the recommendations to the concerned teacher during a second meeting.

PROCEDURE AFTER RECEIVIVG THE CONCERN

Sl. No.	Step	Procedure/Action	Responsible Role	Timeline	Documents/Record
1	Complaint Submission	The complainant formally submits the complaint to the associated committee or grievance cell.	Complainant	Within 2 days of the incident	Formal Complaint Letter, Email, or Complaint Box Entry
2	Complaint Registration & Acknowledgment	The committee receives the complaint, officially registers it, and sends an acknowledgment to the complainant.	Committee Secretariat / Member	Within 1 day of receipt	Complaint Registration Log, Acknowledgment Receipt/Email
3	Initial Hearing/ Listening Session	The committee members meet with the complainant to listen to the full details and context of the complaint.	Committee Members	Within 2 days after the complaint is registered (Step 2)	Minutes of Meeting (MOM) with Complainant
4	Investigation Planning	The committee defines the scope, methodology, and resources required for the investigation	Committee Members	Immediately after Step 3	Investigation Plan Document
5	Fact-Finding and Investigation	The committee conducts a thorough investigation, which may include interviewing witnesses, reviewing evidence, and gathering relevant data.	Committee Members	One week after the complaint is registered (Step 2)	Investigation Notes, Interview Summaries, Evidence Collected

6	Drafting Investigation Report	The committee consolidates all findings, conclusions, and proposed recommendations into a formal investigation report.	Committee Members	Immediately after conclusion of Investigation (Step 5)	Draft Investigation Report
7	Submission of Report to Chair	The completed Investigation Report, including recommendations, is formally submitted to the Committee Chairman for review and final decision-making.	Committee Members	Within 3 days after the investigation (Step 5)	Final Investigation Report, Minutes of Meeting (MOM) for Submission
8	Final Decision Review	The Committee Chairman reviews the investigation report and proposed recommendations to approve the final course of action.	Committee Chairman	Within 3 days of receiving the report (Step 7)	Chairman's Review Notes, Approval Record
9	Communication of Final Decision	The final decision, resolution, and resulting action plan are formally communicated to the complainant via email or letter.	Committee Chairman	Within 14 days after filing the complaint (Step 1)	Final Decision Letter/Mail, Satisfaction Report (if required)
10	Resolution Implementation & Closure	Necessary actions are executed to implement the final decision. The complete file is then closed and archived.	Relevant Department / Committee Secretariat	As per the Final Decision's Action Plan	Action Taken Report, Complaint Closure Form

Revision History

Version No.	Date of Revision	Section	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev 01	10/05/2024	SOP CH	As per Nabet improvement plan the structure of SOP is changed.	HOS	HOS	01/06/2025

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP- CONTROL OF RECORDS AND DOCUMENTS

Reference Number: AES/CRD/SOP/Rev01

Process Name: Control of Records and Documents

Process Objectives:

To ensure control of records and documents for effective implementation of processes. To help retrieve the records and documents in the minimum time span.

Process Owner: Document Controller

Scope of the Process

1. All Teaching
2. Non-Teaching
3. Admin Staff

PROCEDURE

SL. NO.	STEP	PROCEDURE	RESPONSIBLE ROLE	DOCUMENTS/TOOLS
1	Physical Space Numbering	The Administrative Officer ensures all physical storage locations (rooms, cupboards, and shelves) are numbered sequentially on a	Finance	List of Rooms and Cupboards with their Numbers, Annexure-7 Template-1 & 2

		floor-wise basis. If existing numbers are present, a comprehensive review and validation is performed.		
2	Inventory Request Initiation	The Process Owner (P.A. to the Principal) sends an official message via school email to all in-charges, co-ordinators, departments, and office bearers, requesting a complete list of all records and documents maintained by them. A Google Form is attached for standardized data entry.	Process Owner	Official Email, Google Sheet Template (Annexure-7, Template-3 & 4)
3	Inventory Collation	The Process Owner collates and compiles all document and record lists submitted by the various departments (teaching, non-teaching, transport, admin, security) into a single master list.	Finance Process Owner	Document Lists received from various departments, Collation Master Sheet
4	New Document/Record Authorization	Any staff member wishing to create a new or continued document/record must inform the Process Owner in writing via email, marking a copy to the Principal, before creation.	Staff Member, Principal	Staff Authorization Request Mail
5	Coding and Indexing Allotment	The Process Owner assigns a unique coding/indexing to the new document or record file according to the specified format (hard/soft copy) and updates the Master List accordingly.	Process Owner	Master List with codes (Template-5)
6	Physical Coding Application	The Process Owner prints the coded strips and ensures they are legibly pasted on the neck or head of the physical file. For soft copies, the file name is updated to reflect the assigned code.	Process Owner	Printed Code Strips, Updated Digital File Names
7	Staff Training on Coding and Placement	The Process Owner conducts training for all staff members during the Induction/Orientation Program on how to correctly maintain, store, and retrieve files/records according to the new coding system.	AC Process Owner	Training Calendar, Training Attendance Sheet (Template-6)
8	Surprise Compliance Audit	The Head of Quality Assurance, along with the Process Owner, conducts a surprise random check of records and documents across departments. The check includes timing the retrieval of documents/records, which must be 2 minutes or less.	AC Process Owner	Surprise Checklist, Audit Report with Corrective and Preventive Action (Template-7)

9	Retention and Disposal Schedule Creation	The Process Owner creates and maintains a comprehensive list detailing the shelf life (retention period) and the authorized mode of destruction for every coded document and record.	Process Owner	List of Documents and Records with Shelf Life and Mode of Destruction

Abbreviations used during Document/Record Coding Format:

AES	-	Name of the School
QD	-	Quality Document
QR	-	Quality Record
Rec. Name	-	Name of the Record
Rec. No.	-	Record Number
Doc. Name	-	Name of the Document
Doc. No	-	Document Number
R. No	-	Room Number
Cup. No	-	Cupboard Number

Revision History

Version No.	Date of Revision	Section	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev 01	10/05/2024	SOP CRD	As per Nabet improvement plan the structure of SOP is changed.	Document Controller	HOS	01/06/2025

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ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP - CURRICULUM PLAN SOP

Reference Number : AES/CP/SOP/01

Name of the Process : Curriculum Plan

Process Objective : To ensure all curriculum planning at Ansar English School is as per the academic standards, and maintain high levels of holistic development. To ensure alignment with educational goals, promotes the holistic development of students (cognitive, social, emotional, physical, and spiritual), fosters critical and creative thinking skills, integrates physical development, and embeds ethical and moral values.

Process Owner : Curriculum Coordinator

Scope of Process :

1. Academic Heads
2. Teachers

Process Members :

1. Principal
2. Vice Principal
3. Academic Council
4. Curriculum Coordinators

CURRICULUM PLAN PROCEDURE

SL NO	STEPS	PROCEDURE	RESPONSIBILITY ROLE	TIMELINE	DOCUMENTS/ TOOLS
1	Review Existing Curriculum Framework	• Analyzes the current curriculum comprehensively to identify its strengths, weaknesses, and areas for improvement. • The Curriculum Coordinator **bases** this review on feedback from all stakeholders, including teachers (collected via **result analysis**) and students (gathered through a **questionnaire**). • Uses an analysis of student performance data from the assessment. • Aims to ensure the curriculum is relevant, effective, and aligned with educational goals.	Vice Principal, Curriculum Process owner, JPs & Academic Council	December 3rd week	1. Curriculum Review Report 2. MOM AES/CP/D/01
2	Establish Curriculum Committee	• Forms a curriculum management committee that includes experienced teachers, section heads, the coordinator, and the Vice Principal to provide diverse expertise for decisions.	Principal, Vice Principal, JPs, Curriculum Process Owner & Academic Cell Curriculum Coordinators	February 2 nd week	3. CRC Members list AES/CP/Fo/01 4. MOM AES/CP/D/01
3	Prepare Activity Planner	• Involves collaboratively planning all academic activities for the upcoming year. • The planner includes co-curricular activities that promote the holistic development of students. • Key experts are planning guidelines to integrate activities like art, music, and community service into the school's culture.	Vice Principal, JPs, Academic council, Curriculum Process Owner,Programme Coordinators & Curriculum coordinators	CCA Schedule – March 1st week Activity Planning - May 2nd week	1. Activity planner for Academic AES/CP/Fo/04 2. Student Activity list

4	Define Curriculum Review Cycle & Timeline	• Develops a curriculum plan based on initial review feedback and Activity planner. • Establishes a specific calendar and timeline by prioritizing key areas for revision and assessment.	Principal, Vice Principal, Curriculum Process owner, JP s & Academic Council, Curriculum Coordinators.	May 2nd week	1. Annual Curriculum Plan Calendar AES/CP/Fo/02 2. Annual PE Plan AES/CP/Fo/03 MOM AES/CP/D/01
5	Schedules of assessment	• Plan involves designing assessment blueprints, creating sample tasks, developing clear rubrics for student work, and incorporating specific assessment dates into the curriculum plan.	Assessment coordinator, Exam cell coordinators, Academic cell, JPs.	March 3rd week	Assessment AES/AE/SOP/REV/01
6	Revision & Finalization of Curriculum Documents	• HODs presents the finalized curriculum to the Principal and Vice Principal for review and approval. The final document is submitted by May 31st.	JPs, Academic cell	May 4 th week	Annual Curriculum plan
7	Monitoring & Evaluation (Assessing Effectiveness & Impact)	• JPs and HODs regularly monitors teaching by observing classes, gathering teacher feedback, and analysing student work. • Provides ongoing support and guidance to teachers. • After each terminal exam, HODs reviews student performance and create an action plan.	Principal, Vice Principal, HOD & JP	Throughout the academic year	Reports of class observation and feedback
8	Curriculum Review & Revision (Based on Monitoring &	• JPs collects and analyses end-of-year student performance data and gather feedback from teachers, students, and parents on the curriculum's overall effectiveness.	Vice Principal, JPs, Curriculum coordinator & HOD	End of the Academic year	Curriculum Review Report AES/CP/D/02

	Evaluation)	• The Curriculum Coordinator conducts a comprehensive review of the curriculum implementation process and its outcomes.			

NON-ACADEMIC PLAN PROCEDURE

SL NO	STEPS	PROCEDURE	RESPONSIBILITY ROLE	TIMELINE	DOCUMENTS/ TOOLS
1	Review of Present Calendar	The committee reviews the current year's calendar.	JP CCA, Coordinators and JPs	January 1st week	Review Report, MOM
2	List out activities by JP CCA	Coordinators compile a list of possible activities.	Vice Principal, JP CCA, JPs	January 2nd week	List of potential co-curricular and non-academic activities, Students Feedback
3	Preparation of calendar	The coordinators draft the annual non-academic calendar.	JP CCA	January 3rd week	Draft calendar of Non-academic Activities
4	Entrust Responsibility to each section coordinator	Section Heads assign specific activity ownership to coordinators.	JP & Section Heads	February 1st week	List of coordinators for each activity, Responsibility matrix
5	Prepare Monthly Posters	Coordinators and teachers create and display promotional material.	CCA Coordinators & Teachers	Ongoing (monthly)	Monthly activity posters/ schedules

6	Implementation with report and publish result	Section coordinators execute the program and submit a detailed report.	Section Coordinators & Teachers	Ongoing (After each program)	Program reports, Result sheets, Participation lists
7	Selection o students for Interschool Competition	The committee selects students based on internal program performance.	JP, CCA Coordinators & Teachers	As needed	Result sheets from internal programs, Selection criteria
8	Impact Analysis Report	The coordinators assess the overall effectiveness of the non-academic programs.	JP & CCA Coordinators	End of Academic year	Impact Analysis report, Student feedback forms, Teacher observations
9	Trend Analysis	The coordinators analyze participation and performance patterns over time.	JP & CCA Coordinators	End of Academic year	Trend Analysis report of student participation and performance

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ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP - CWSN

Reference No: AES/CN/SOP//01

Name of the Process: Counselling, Guidance

Process Members: Principal, Vice Principal, Junior Principals, School Counsellor, Special Educators, LSA (Learning Support Assistant), Students, Teachers, and Parent Representatives.

Process Objective:

To ensure the provision of free, appropriate, and quality inclusive education to all identified Children with Special Needs (CWSN) with learning and other difficulties in a non-discriminatory environment, in line with relevant mandates (e.g., Inclusive Education policies, Rights of Persons with Disabilities Act, etc.). This involves providing structured academic, behavioral, and emotional support to students, ensuring their well-being, social skill development, enhanced focus, self-regulation, and learning progress through individualized strategies, collaboration, and continuous monitoring.

Scope of the process:

This SOP applies to all students of Ansar English School from Pre-KG to Higher Secondary who are identified as CWSN, with diagnosed or suspected Learning Difficulties (e.g., Dyslexia, Dysgraphia, Dyscalculia), and Other Difficulties (which may include co-occurring conditions, mild/moderate intellectual disabilities, Attention Deficit Hyperactivity Disorder - ADHD, Autism Spectrum Disorder - ASD, or physical/sensory difficulties affecting learning). It outlines the steps for identification, intervention, follow-up, and long-term development.

SL. No.	Step	Procedure	Responsible Person	Time Line	Documents/Tools
1	Identification & Referral	Identify students with potential difficulties through observation, screening, and parental/teacher referral.	Class Teacher, Subject Teacher	Ongoing (As per the crisis/need)	Teachers Reference, Student Profile
2	Baseline Assessment	Conduct a detailed initial/baseline assessment (academic, social, behavioral) of the referred student.	Special Educator (SE), Learning Support Assistant (LSA)	Within 1 week (General), or within the first 2 weeks of attending an Individual Case	Assessment Sheet, Case History Forms, Observation Checklist, Baseline Report
3	IEP Development	Prepare the Individualized Education Plan (IEP), setting specific, measurable goals based on the student's academic and behavioral needs.	Special Educator, LSA, Counselor	Within 1st or 2nd week of attending each case, Within 1 month (Individual Case)	IEP Document
4	Implementation	Implement individualized support sessions, remedial classes, and academic support (step-by-step teaching, worksheets, repetition).	Special Educator, LSA, Teacher	Ongoing (Daily, as per schedule)	IEP and Case Sheet, Worksheets, Lesson Notes, Attendance Log
5	Stakeholder Orientation	Conduct orientation/sensitization for teachers and parents regarding the student’s specific needs and the required support strategies (in school and at home).	LSA, Counselor, Special Educator	Starting of each term	Orientation Report, Training Materials, Attendance Sheets
6	Behavior Management	Implement and monitor behavior reinforcement strategies (e.g., token systems, praise, reward	LSA, Class Teacher	Continuous (As required)	Behavior Chart, Reward Chart, Behavior Log

		charts) and manage disruptive behavior using de-escalation techniques.			
7	Counseling & Skill Building	Conduct one-on-one counseling sessions focused on emotional regulation, self-regulation, social interaction skills, and behavior support.	Counselor, LSA	Weekly/Bi-monthly (Continuous)	Session Records (Confidential), Activity Sheets, Progress Notes
8	Parent Communication	Maintain ongoing parent communication, providing updates on progress, guidance on home behavior management, and psychoeducation.	Special Educator, LSA, Counselor, Junior Principal	Initial stage of case, Monthly/Weekly/As required	Parent Meeting Notes, Assessment Report, Parent Feedback Log
9	Crisis Intervention	Execute immediate Crisis Intervention procedures if withdrawal, aggression, extreme distress, or high stress is observed.	Counselor, SE, LSA, Class Teacher, Junior Principal	Immediate	Crisis Management Log, Crisis Report
10	Monitoring & Review (Internal)	Monitor academic progress with subject teachers; conduct a monthly team review of the student's academic and behavioral progress.	Special Educator, LSA, Teachers, Class Teacher	Every month	Session Records, Teachers Remarks, Progress Tracking Sheets, Progress Note
11	Periodic IEP Review	Conduct a periodic/final review meeting with parents and the school team (Principal, Counselor, SE, etc.) to review and formally update IEP goals.	Special Educator, Principal, Counselor, LSA, Teachers	Once every three months, End of each term (IEP update)	Progress Reports, Parent Feedback, Review MoM, Revised IEP
12	Program Evaluation	Conduct a Year-End Evaluation, prepare a Final Progress Report, and provide Recommendations for the next academic year and vacation activities.	Junior Principal, SE, LSA, Counselor, Vice Principal	End of academic year	Final Progress Report, Annual Progress Report, Action Plan, Vacation Activity Files
13	External Referral	Initiate Referral to an external therapist/specialist if a student's issues persist or fall beyond the scope of school capacity, obtaining Principal approval.	LSA, Counselor, Junior Principal	As required	Referral Letters, Consent Forms

14	Documentation & Confidentiality	Maintain accurate and daily documentation of all academic and behavioral progress and ensure strict confidentiality of all student records.	LSA, Special Educator	Daily (Continuous)	Progress Sheet, Confidential Counseling Register, Case Files

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ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP – HEALTH & SAFETY

Reference Number : AES/HS/SOP/Rev01

Name of the Process : Health and safety

Process Objective :

1. To promote physical, mental, and emotional well-being among students, staff, and other stakeholders.
2. To create a supportive environment that encourages healthy eating habits and regular physical activity.
3. To provide access to health education and resources that empower individuals to make informed decisions about their health.
4. To implement policies and practices that prioritize safety and prevent injuries and illnesses.
5. To collaborate with parents, community partners, and health professionals to address health-related issues effectively.

Process Owner : Health & Safety Coordinator

Scope of Process:

1. Academic Heads
2. Non Academic Heads
3. Stake holders

Process Members:

1. Academic heads
2. Teachers
3. Students

4. Counselors
5. School nurse.

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIME LINE	DOCUMENTS /TOOLS
1	Review & Planning	• Academic and Non-Academic heads review the previous year's Action Plan. • They invite and gather suggestions and recommendations for the current academic year.	Process Owner, Academic Coordinator (AC), Academic Heads, & Non-Academic Heads	May	MOM
2	Coordination & Designation	• A dedicated staff member or select cohort is officially designated as the Health and Safety Coordinator(s), based on aptitude and training. • The team develops, releases, and enforces a clear Matrix of Accountability detailing specific health and safety duties for every staff member.	Process Owner, AC, & Academic Heads	May	AES/HS/FO/01
3	Final Planning and Audit	• Team members renew and plan procedures for safety and readiness for the school reopening. • The Principal undertakes a comprehensive review and final audit of the cyclical safety plan before affixing their Seal of Self-Certification (attesting to adherence to all established safety mandates).	Principal, Process Owner, Head of Quality Assurance (HQA), & Office Staff	May	Annual Safety Plan Document Statutory Documents Principal's Self-Certification Form/Checklist
4	Monthly Meetings	• Key process members convene mandatory monthly meetings to discuss safety issues, review incident reports, track the efficacy of mitigation plans, and provide critical health education updates.	Coordinator, Process Owner, & Team Members	Monthly (Fixed Date)	Monthly Meeting Agenda, MOM
5	Collecting Stakeholder Feedback	• The team circulates feedback forms and systematically collects feedback from all	Coordinator, Process Owner & Members	Twice in a year	Stakeholder Feedback Forms Summary Report

		stakeholders regarding safety protocols and implementation efficacy.			
6	Prepare Action Plan and tracking Status	• Detailed Action Plans are engineered to proactively address and eliminates all identified high-risk hazards (e.g., structural risks, fire vulnerabilities, or communicable diseases). • Monitors and tracks all areas where ever action required and updates the status	Coordinator, Relevant Staff (e.g., Maintenance, School Nurse)	Ongoing (Immediately upon hazard identification)	Hazard/Risk Assessment Report, Action Plan

Revision History

Version No.	Date of Revision	Section	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev 01	10/05/2024	SOP/ HS	As per Nabet improvement plan the structure of SOP is changed.	Health & Safety Coordinator	HOS	01/06/2025

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ANSARENGLISHSCHOOLPERUMPILAVU

SOP – HOSTEL MANAGEMENT

Reference No: AES/HM/SOP/01

Name of the Process: HOSTEL MANAGEMENT

Process Objective : The purpose of this Standard Operating Procedure (SOP) is to ensure the efficient, safe and comfortable operation of the hostel facilities to all residents at Ansar English School ,Perumpilavu. This encompasses maintaining a high standard of living, promoting harmonious community environment, ensuring the well being and security of residents.

Process Owner : JP CCA

Scope of Process :

1. Academic heads
2. Nonacademic heads

Process Members :

1. Principal/ Heads of School
2. Vice Principal
3. Junior Principals
4. Hostel Chief Warden
5. Hostel Dorm Parent

ADMISSION PROCEDURE

SL NO	STEP	PROCEDURE	RESPONSIBILITY	TARGET DATE/ DAYS	ASSOCIATED DOCUMENTS REQUIRED
1.	Vacancy Announcement	The Chief Warden formally announces the availability of seats and facilities in the hostel for the upcoming academic year.	Hostel Chief Warden	End of January	AES/HM/FO/01
2.	Application Distribution	The Office Superintendent distributes the official hostel application form *only* to students who have secured admission to the school and who reside 25 km or more away from the school premises.	Office Superintendent	After school admission	AES/HM/F/01
3.	Application Collection	The Admission Cell is responsible for collecting all fully completed hostel application forms from the eligible students.	Admission Cell	After school admission	AES/HM/F/01
4.	Screening and Shortlisting	The Chief Warden screens all collected applications based on criteria (e.g., distance, academic record, behavior) and prepares a shortlist of eligible students for potential admission.	Hostel Chief Warden .	After school admission	AES/HM/FO/02
5.	Admission Confirmation	Upon receipt of the parental consent letter, the Chief Warden issues the final official admission confirmation to the student.	Hostel Chief Warden	On the same day	Admission Register
6.	Consent Letter Collection	The Dorm Parent collects the mandatory consent letter from the parents/guardians of the shortlisted students to confirm their acceptance of the hostel terms and conditions.	Hostel Dorm Parent	After confirmation of Admission	Hostel Manual
7.	Hostel Induction	Conducts a mandatory orientation session for new residents. This includes a detailed review of hostel guidelines, discipline rules, reporting time after holidays, visitor policy, and expectations for communal living.	Hostel Chief Warden & Dorm Parent(s)	One week after admission	Report

8.	Monitoring and Record	Monitors the communication and keeping an official record of all requests and approvals. Every year.	Hostel Chief Warden	Ever Month	AES/HM/FO/03
9.	Hostel Renewal	The Chief Warden must complete the annual renewal process for existing hostel residents to secure their accommodation for the next academic year.	Hostel Chief Warden	Every year	

IN DISCIPLINARY ISSUES

SL NO	STEP	PROCEDUERE	RESPONSIBILITY ROLE	TIMELINE	ASSOCIATED DOCUMENTS REQUIRED
1	Initial Investigation	Hostel Mentors conduct an immediate, fact-finding investigation into the reported disciplinary issue.	Hostel Mentors	Within 1 Day	AES/HM/FO/04
2	Issue Reporting	Hostel Mentors formally report the incident, including preliminary findings, to the relevant authorities (e.g., Hostel Chief Warden, Principal).	Hostel Mentors	Within 1 Day	AES/HM/FO/04
3	Formal Documentation	Based on the initial investigation, the Hostel Mentors prepare and submit the Hostel Discipline Record Form to the Hostel Management Committee.	Hostel Mentors	Within 1 Day	AES/HM/FO/05
4	Parental Notification & Acknowledgement	Hostel Mentors officially inform the parents/guardians about the disciplinary incident and secure a signed acknowledgement from both the parents and the student, which is then filed.	Hostel Mentors	Within 2 Days	Individual file
5	Committee Investigation	The Discipline Committee In-Charge initiates a formal, in-depth investigation based on the submitted reports and documentation.	Discipline Committee In-Charge	Within 1 Week	Individual file
6	Decision Making	The Principal (Chairperson of the Committee) reviews the investigation report and the Hostel	Principal	Within 1 Week	MOM

		Discipline Record to render a final disciplinary decision.			
7	Decision Communication	Hostel Mentors inform the parents/guardians about the final disciplinary decision made by the Principal/Chairperson.	Hostel Mentors	Within 1 Week	MOM, Email AES/HM/FO/06
8	Action on Repetition	In cases where a student is involved in a second disciplinary offense, the Hostel Mentors executes the suspension order following two documented cases. This is an executive action based on the prior decision.	Hostel Mentors	Within 1 Week (Following the second confirmed case)	Email

CONCERNS OF STUDENTS PROCEDURE

SL NO	STEP	PROCEDUERE	RESPONSIBILITY ROLE	TIMELINE	ASSOCIATED DOCUMENTS REQUIRED
1	Concern Submission	The concern is formally submitted by the student (or related party) using the designated format to the Class Mentor.	Class Mentor	Within 1 Day (of receipt)	AES/HM/FO/07
2	Internal Discussion	The Chief Mentor reviews the submitted format and initiates a discussion with the relevant authorities (e.g., subject teachers, department heads) to understand the issue.	Chief Mentor	Within 2 Days	
3	Decision Finalization	Based on internal discussions and investigation, the Chief Mentor determines the appropriate resolution or course of action and records the decision.	Chief Mentor	Within 5 Days	
4	Student Notification	The Class Mentor communicates the finalized decision and resolution plan directly to the concerned student.	Class Mentor	Within 1 Week	

5	Acknowledgement Filing	The Class Mentor ensures the student (and/or parent) signs the Concern Form to acknowledge receipt and understanding of the final decision/resolution. The form is then officially filed.	Class Mentor	Within 1 Week	AES/HM/FO/07

VACATING HOSTEL PROCEDURE

SL NO	STEP	PROCEDUERE	RESPONSIBILITY ROLE	TIMELINE	ASSOCIATED DOCUMENTS REQUIRED
1	Prior Notice Submission	The parent must send a formal email or written application providing notice of the student's intention to vacate the hostel.	Parents/Guardians	1 Week prior to vacating	Email
2	Formal Approval and Forwarding	The Principal approves the vacation request and forwards the approved request to the Hostel Chief Warden for initiation of the clearance process.	Principal / Administration	Within 3 Days of receiving notice	
3	Fee Dues and Clearance Check	The Office Superintendent checks the student's financial records to verify that all outstanding hostel and school fees have been paid.	Office Superintendent	31st March (or date of vacating)	
4	Mandatory: Equipment and Property Inspection	Hostel Chief Warden/Dorm Parent inspects the allotted room and all equipment/property (furniture, fixtures, etc.) to ensure they are free from damage. Any damage must be documented and charged.	Hostel Chief Warden	31st March (or date of vacating)	
5	No-Dues Certification	Once fee dues are cleared by the Office Superintendent and property inspection is complete, the No-Due Certificate is issued and submitted to the parents.	Office Superintendent / Administration	31st March (or date of vacating)	Non Due Clearance certificate

6	Final Vacation and Submission	The student physically vacates the room, and the parents submit the signed Clearance Certificate (No Dues) to the administration.	Parents/Guardians	31st March (Final date for academic year)	

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ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP – HUMAN RESOURCE DEPARTMENT

Reference Number : AES/HRD/SOP/Rev01

Name of the Process : HR- Recruitment

Process Objective : To ensure a transparent, fair, and compliant internal promotion and external recruitment process at Ansar English School Perumpilavu, adhering strictly to CBSE regulations and established management policy.

Process Owner : HRD Coordinator

Scope of Process :

1. Academic heads
2. Nonacademic heads

Process Members :

1. Principal/ Heads of School
2. Vice Principal
3. HR Department
4. Junior Principals/Supervisor
5. Department Heads

A. INTERNAL PROMOTION PROCESS
Section A (TEACHING POST)

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1	Vacancy Identification	• Reviews academic plan for upcoming year • Estimates class strength and number of divisions • Prepares period and subject allotment • Finalizes teacher allotment and responsibility matrix • Identifies new or replacement vacancies • Submits teacher requirement form to VP • VP verifies and forwards to Principal for approval • HR receives approved list • New vacancies subject to management sanction	Junior Principal/Heads	First week of January	Teacher Requirement Form, Academic Structure, Subject Allocation, Teacher Allotment, Responsibility Matrix, MOM
2	Vacancy informed to HR	• Communicates approved vacancies to HR • Includes replacements and new posts as applicable	Principal/Vice principal	End of January/at the time of resignation	AES/HRD/ Staff Request form file /S6/R1

3	Vacancy Announcement	• Announces internal promotion openings • Shares link for application submission	HR Department	First week of February	Google form circulated by principal,
4	Application Submission	• Invites applications from eligible staff • Collects responses via Google Form	Principal	First week of February	Google form circulated by principal,
5	Screening and Shortlisting	• Verifies eligibility and experience Prepares shortlist for interview	HR Department	Second week of February	AES/HRD/ Interview file /S4/R2
6	Evaluation and Interview	• Conduct interviews by panel • Assess performance and suitability Document evaluation outcomes	Principal Vice Principal Director Subject Expert HR Representative	Last week of February	AES/HRD/ Interview file /S4/R2
7	Selection and Notification	• Finalizes selected candidates Obtain management approval • Notifies selected candidates officially	Principal Vice Principal Director Subject Expert HR Representative	Second week of February	AES/HRD/ Interview file S4/R2
8	Promotion letter	• Prepare promotion letter • Files copy in staff personal record	HR Department	First Week of March	AES/HRD/ Staff personal file /S1/R1 to R4

B. INTERNAL PROMOTION PROCESS
Section B (NON-TEACHING)

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1	Vacancy Identified	• Identifies vacancy due to resignation or replacement • Verifies departmental requirements • Seeks management approval for new post	Director Department head	Occasionally	Resignation letter Staff request form
2	Vacancy Informed to HR	• Forwards vacancy details to HR for further process • Includes supporting documents and justifications	Director Department head	Occasionally	Staff request form
3	Application Submission	• Invites internal applications for the vacant post • Receives applications through mail or WhatsApp	HR department	Occasionally	Email / WhatsApp Communication
4	Screening and Shortlisting	• Reviews received biodata • Shortlists eligible and suitable candidates	HR Department	Occasionally	Biodata / Resume
5	Evaluation and Interview	• Conducts interview and performance evaluation • Assess suitability for promotion	Director Head of the department HR Representative	Occasionally	AES/HRD/ Internal Interview Promotion /S4/R2

6	Selection and Notification	• Finalizes selected candidate • Notifies selected employee officially	Director Head of the department HR Representative	Occasionally	AES/HRD/ Internal Interview Promotion /S4/R2
7	Promotion letter	• Prepares and issues promotion letter • Files document in staff personal record	HR Department	Occasionally	AES/HRD/ Staff personal file /S3, S4/R1 to R2

C. EXTERNAL RECRUITMENT PROCESS

Section A (Teaching Post)

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1	Vacancy Identification	• Reviews academic plan for upcoming year • Estimates class strength and number of divisions • Prepares period and subject allotment • Finalizes teacher allotment and responsibility matrix • Identifies new or replacement vacancies • Submits teacher requirement form to VP • VP verifies and forwards to Principal for approval • HR receives approved list • New vacancies subject to management sanction	Heads/Junior Principal	First Week of January	Teacher Requirement Form Academic Structure Subject Allocation Teacher Allotment Responsibility Matrix MOM
2	Vacancy Informed to HR	• Communicates approved vacancies to HR for recruitment initiation	Principal/Vice Principal	End of January	Staff Request form

3	Vacancy Announcement	• Publishes vacancy notice through newspaper and social media • Highlights position details and eligibility criteria	Heads/ HR Department	As per approval	AES/HRD/ Advertisement file /S6/R1
4	Application Submission	• Receives applications through email or WhatsApp • Maintains records for all submissions	HR Department	Ongoing during recruitment period	Email, WhatsApp
5	Screening and Shortlisting	• Reviews received biodata • Shortlists candidates based on qualification, experience, and suitability	HR Department	Second week of February	Biodata Box File
6	Evaluation and Interview	• Conducts interviews by panel members • Evaluates subject knowledge and communication skills Records scores and remarks	Principal Vice Principal Director Subject Expert HR Representative	Last week of February	AES/HRD/ Interview file /S4/R2
7	Selection Process	• Conducts preliminary interview (online) • Conducts secondary interview (offline) • Conduct demo class • Consolidates score sheets by HR • Obtains recommendations from Vice Principal • Seeks approval from CEO and Principal • Publishes final rank list	Principal Vice Principal Director Subject Expert HR Representative	Last week of February	AES/HRD/ Interview file /Room 1/ S4/R2/
8	Offer Letter & Appointment	• Issues offer letter to selected candidates • Explains job description and salary package • Obtains candidate’s signature Issues appointment order upon confirmation	HR Department	1. First week of March (for those joining at academic start) 2. Upon selection (for mid-year joiners)	AES/HRD/Staff personal file/room1/S1/R1 to R4

9	Induction & Orientation	• Conducts induction and orientation program for new recruits • Introduces school policies, roles, and responsibilities • Collects attendance, feedback, and participation certificates	Academic Heads & non-Academic heads HR department	Second week of May (for academic-year joiners) On joining date (for mid-year joiners)	Attendance Reports Certificates for participants Google forms Feedback forms

D. EXTERNAL RECRUITMENT PROCESS
Section B (NON-TEACHING)

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1	Vacancy Identification	• Identifies vacancies due to resignation or replacement • Reviews departmental needs • Obtains management approval for new posts	Director Department head	Occasionally	Resignation letter Staff requirement file
2	Vacancy Announcement	• Announces vacancies through approved communication channels • Publishes notices via HR or department heads	Heads	Occasionally	AES/HRD/ Advertisement file /S6/R1
3	Application Submission	• Receives applications through email or WhatsApp • Records all submissions systematically	HR department	Occasionally	Email, WhatsApp

4	Screening and Shortlisting	• Reviews applications and biodata • Shortlists eligible candidates based on criteria and experience	HR Department	Occasionally	Biodata File
5	Evaluation and Interview	• Conducts interview with selection panel • Assess suitability and competence for promotion Records evaluation details	Director Head of the department HR Representative	Occasionally	AES/HRD/Interview File/S4/R2
6	Selection and Notification	• Finalizes selected candidates Communicates results officially to selected staff	Director Head of the department HR Representative	Occasionally	AES/HRD/Interview File/S4/R2
7	Offer Letter & Appointment	• Issues offer letter to selected candidates • Explains job description and salary details Obtains candidate's signature • Issues appointment order	HR Department	Occasionally	AES/HRD/Staff personal/S3, S4/R1, R2
8	Induction & Orientation	• Conducts induction and orientation for newly appointed staff • Familiarizes them with school policies and work culture	HR Department	Occasionally	AES/HRD/ Induction Training programme file/ S6/R1

E. INDUCTION PROGRAMME

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1	Meeting with Academic/nonacademic	• Conducts meeting with heads and management to plan	Head of the department & HR	Second week of May (for new academic-	MOM

	heads & Management committee	induction program • Discusses agenda, schedule, and responsibilities	Department	year joiners) On joining date (for mid-year joiners)	
2	Fix the Date & Schedule the Training	• Finalizes induction date and prepare detailed session plan • Assigns trainers and resource persons	PEP Coordinators/Heads	As per academic schedule	Programme Schedule
3	Inviting New Staff for Induction	• Sends invitation through phone, WhatsApp, or mail • Confirm attendance of new staff	HR Department	Before commencement of induction	Call Details/ Mails
	Welcome & Introduction	• Conducts formal welcome session for new staff • Introduces management and department heads	Academic Heads	During induction session	Report. attendance sheet, pics
5	Briefing about the School	• Presents overview of school vision, mission, and policies • Highlights academic structure and culture	Academic Heads	During induction session	Report, PPT, Pics
6	Campus Familiarization	• Organizes campus tour for new staff. • Introduces departments, facilities, and key locations	Class Coordinators & HODs	During induction session	Programme chart,pics
7	Issuing Certificate & Letter	• Provides induction participation certificate and letter	PEP Coordinators	End of induction session	Orientation Certificate
8	Collecting Feedback	• Collects feedback from participants on the induction programme	PEP Coordinators	Immediately after induction	Google Forms / Feedback Letters
9	Revising based on Feedback	• Reviews collected feedback • Updates induction as needed for improvement	PEP Coordinators	Post induction review	MOM

F. PERFORMANCE APPRAISAL

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1	Set Performance Goals (Competency Matrix)	• Defines performance goals based on the competency matrix • Aligns goals with institutional objectives and role expectations	Heads/ HR department	May	Competency Matrix
2	Communicate Expectations & policies to the staff	• Shares appraisal criteria, performance policies, and timelines with all staff Conducts orientation or briefing sessions	Heads/ HR department	May - June	MOM, Programme Schedule
3	Monitor Staff Performance	• Observes and assess performance periodically. • Conducts two appraisals per year for regular staff . • Conducts three appraisals for newly appointed teachers.	Heads of the section	November & March (New Staff & confirming Staff – August)	Quarterly Appraisal Half Yearly Appraisal Annual Appraisal
4	Evaluate Performance of Each Staff	• Reviews self-appraisal and supporting documents • Collects student feedback and peer inputs • Prepares consolidated performance report	Academic Heads/ HR Department	November & March (New Staff & confirming Staff – August)	Monthly Self Appraisal Score Performance Review Teacher Effectiveness report Students Feedback Appraisal Report Supporting Documents
5	Document Outcomes	• Compiles and file appraisal outcomes	Academic Heads/ HR Department	November & March (New Staff &	Quarterly Appraisal Report Half Yearly Appraisal Report Annual Appraisal Report

		• Maintains quarterly, half-yearly, and annual reports for record		confirming Staff – August)	
6	Appraisal Discussion (face to face)	• Discusses performance outcomes individually with each employee • Encourages reflection and agreement on improvement plans	Academic Heads	November & March (New Staff & confirming Staff – August)	Acknowledgement by the Staff in the Documents
7	Conduct CPD based on feedback	• Plans and organize Continuous Professional Development (CPD) sessions • Addresses improvement areas identified during appraisal	Heads/PEP Coordinators	Continuous Process	PEP Revised Schedule
8	Follow-up PDCA (Plan–Do–Check–Act)	• Implements continuous improvement cycle based on appraisal findings • Reviews outcomes and document action taken	Head of the department	Continuous Process	MOM. Review Plan report

G. STAFF LEAVE

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1.	Verbal intimation	• Informs the Head of the section or reporting authority about the intended leave • Provides advance notice for planning and substitution	Staff member	2 days prior the date of leave	Leave record book
2.	Update in the Leave software	• Submits leave request through Orison software • Attaches supporting documents for long or medical leaves	Staff member	Within 2 days	Submission through orison software & supporting documents in case of long leaves and medical leaves

3.	Approval by concerned heads	• Reviews and approve/reject leave requests • Ensures work arrangements are made during the period of absence	Head of the section	Within 1 week after applying	Orison Software
4.	Verification by HR	• Cross-checks approved leave entries with attendance records • Ensures all leave data is accurate and updated	HR Department	Last week of the month	Orison Software
5.	Consolidate Individual Leave Report	• Generates and file individual staff leave summaries • Maintains monthly records for internal tracking	HR Department	Before 30th of each month	Orison Software individual report
6.	Consolidate Monthly Leave Report	• Compiles section-wise and department-wise monthly leave summaries • Files reports for management review and reference	HR Department	Before 30th of each month	Orison Software report (Attendance report box file)
7.	Consolidate Yearly Leave Report	• Prepares an annual leave summary for all staff • Maintains records for audit and reference	HR Department	End of March	Orison Software report

H. INCENTIVE & REWARDS

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1	Meeting with Management & Academic Heads	• Conducts discussion with management and heads to finalize the categories and criteria for annual rewards • Reviews performance trends and	Principal, Academic heads	March - May	MOM

		institutional priorities			
2	Prepare Proposal for Eligible Candidates	• Identifies and nominate staff members eligible for incentives and rewards • Prepares and submits a detailed proposal for approval	Vice principal & department heads	May	Proposal
3	Communication and Presentation	• Presents the proposed list to management for review • Communicates reward policies and criteria to staff	Principal, Vice Principal & Section Heads	May- June	AES/IR/F/01
4	Identification of Deserving Staff Members	• Evaluates staff based on performance data, achievements, and feedback • Shortlists deserving candidates for final consideration	Principal, Vice Principal & Section Heads	December – January	AES/IR/D/01
5	Selection and Approval	• Finalizes selected staff through management committee review • Ensures transparency and fairness in selection	Principal, Vice Principal, HR & Management Committee	January	AES/IR/D/02
6	Documentation and Record-Keeping	• Maintains complete documentation of the process and final list • Files relevant records for audit and future reference	HR department and Concerned Heads	January - February	AES/IR/F/02
7	Review and Continuous Improvement	• Evaluates the effectiveness of the incentive and reward system • Suggests improvements based on feedback	Concerned Heads	March - May	AES/IR/FO/01
8	Compliance	• Ensures all staff adhere to reward policies and ethical standards • Maintains transparency and fairness in reward distribution	All staff members	March	AES/ IR/FO/02

I. CONTINUOUS PROFESSIONAL DEVELOPMENT (TRAINING DEVELOPMENT)

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS / TOOLS
1	Preparing Skill matrix	• Identifies training needs and required competencies for each staff category • Develops a detailed skill matrix as a baseline for the training plan	PEP Coordinator	March - April	Skill Matrix
2	Collecting Suggestions from staff	• Seeks training suggestions and areas of interest from staff through feedback collection • Analyses responses to align with institutional goals	PEP Coordinator	March – April / August - September	Google Form
3	Prepare Ansar Empower & Inspire Yearly Schedule	• Drafts a comprehensive annual training schedule incorporating all capacity-building programmes.	PEP Coordinator	May	Proposal, Report, Pics
4	Workshops for Teachers – Yearly Schedule	• Plans and organize yearly workshops in both online and offline modes • Ensures balance between pedagogical, skill-based, and well-being topics	PEP Coordinator & Academic Heads	May	Proposal
5	Finalize PEP Schedule	• Consolidates and finalizes the PEP calendar after review and alignment with academic priorities	PEP Coordinator in consultation with Academic Heads	May	PEP Annual Calendar
6	Submission for	• Submits finalized schedule to	Vice Principal & Principal	May	PEP Annual Calendar

	Approval	Vice Principal for verification and forward it to the Principal for final approval			
7	Implementation of Schedule	• Executes training programmes as per the approved yearly plan • Ensures timely documentation and reporting of each session	PEP Coordinator & Academic Heads	May to February	Reports of each programmme
8	Collecting Feedback	• Gathers feedback from heads and participants twice a year to assess training effectiveness	PEP Coordinators	March – April / August - September	Google Forms
9	Revising the Plan	• Reviews and revises the training plan based on appraisal data and feedback	PEP Coordinator & Academic Heads	March – April / August - September	MOM
10	Review and Continuous Improvement	• Evaluates training outcomes and identify improvement areas for the next cycle • Documents revisions to the policy for institutional growth	Heads & PEP Coordinator	March – April	MOM and Revised Policy

Revision History

Version No.	Date of Revision	Section	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev 01	10/05/2024	SOP/HRD	As per Nabet improvement plan the structure of SOP is changed.	HRD Coordinator	HOS	01/06/2025

Prepared by
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Approved by
Mr. Feroz E M
Principal

ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP - INSTRUCTIONAL RESOURCES

Reference Number : **AES/IR/SOP/01**

Name of the Process : Instructional Resources

Process Objective : To establish a systematic and collaborative process for identifying, procuring, distributing, and monitoring instructional resources that support effective teaching-learning practices, integrate ICT and co-curricular needs, and ensure alignment with curriculum goals.

Process Owner : Instructional Resource Coordinator

Scope of Process :

1. Academic Heads,
2. Teachers
3. HODs
4. Librarian
5. ICT Coordinator
6. Lab Assistants
7. Students

Process Members :

1. Principal
2. Vice Principal
3. Subject Teachers

4. Academic Heads
5. Purchase Committee
6. Administrative Staff

SL. NO.	STEP	PROCEDURE	RESPONSIBLE PERSON	TIMELINE	DOCUMENTS/TOOLS
1	Define Review Cycle & Committee Formation	The leadership team establishes a clear schedule for the annual review, updating, and procurement cycle (e.g., all decisions finalized by March). The Resource Committee (HODs, Librarian, ICT Coordinator, etc.) is formally constituted to oversee the process.	Principal, Vice Principal, HODs	March	Review Calendar, Meeting Schedule, Committee Members List
2	Needs Assessment & Inventory Audit	HODs, the Librarian, and the ICT Coordinator analyze the current inventory (books, digital tools, lab materials). They actively collect teacher and student feedback to identify resource gaps and align needs with new educational requirements (NEP/CBSE).	HODs, Librarian, ICT Coordinator	March	Inventory Report
3	Goal Definition & Resource Selection	HODs and subject teachers clearly define the pedagogical goals and objectives for new resources (e.g., enhancing digital literacy, supporting lab-based projects). They finalize the specific list of textbooks, digital content, and learning aids for the upcoming academic year.	HODs, Subject Teachers, Resource Coordinator	March - April	Analysis Report, Outcome of Review, Final Resource List
4	Procurement Planning & Budgeting	The Purchase Committee prepares the Procurement Plan, including budget allocation, vendor shortlisting, and scheduling for the acquisition of all approved instructional resources.	Principal, Vice Principal, Admin, Purchase Committee	March	Procurement Plan, Budget Allocation Sheet, Vendor List
5	Resource Procurement & Reception	The Purchase Committee executes the procurement plan. Upon delivery, the Admin team and Librarian/Lab Assistants confirm receipt against the vendor invoices and update the inventory records.	Purchase Committee, Admin, Librarian	April	Invoices, Delivery Receipts, Updated Inventory Report

6	Capacity Building for Utilization	The ICT Coordinator and designated Resource Persons conduct training and orientation workshops for all teachers on the effective use and integration of new ICT tools, lab equipment, and library resources into their daily pedagogy.	ICT Coordinator, Resource Persons	April	Training Session Reports, Attendance Sheets
7	Curriculum Alignment and Integration	HODs and teachers ensure all new instructional resources are seamlessly integrated into the Lesson Plans, teaching plans, projects, and co-curricular activities for the new academic year.	HODs, Teachers, Librarian	April	Updated Lesson Plans, TLM Records
8	Resource Utilization Strategy Development	HODs and the ICT Coordinator develop and publish clear, written guidelines detailing the correct usage, maintenance, and check-out procedures for all shared instructional resources.	HODs, Teachers, ICT Coordinator	May	Resource Guidelines, Usage Protocols
9	Initial Review & Final Plan Revision	Principal and HODs collect initial feedback from teachers and students on the adequacy and usability of the new resources. The Resource Committee uses this feedback to make minor revisions or final additions to the resource pool.	Principal, HODs, Librarian	May	Consolidated Feedback Report, Updated Resource Plan
10	Communication and Dissemination	HODs, the Librarian, and the ICT Coordinator formally communicate the availability of all new and updated resources to staff and students through orientation meetings, official circulars, and updates on the school's digital platforms.	Librarian, HODs, ICT Coordinator	June	School Circulars, School Website Updates
11	Continuous Monitoring and Tracking	HODs continuously track the utilization of resources in classrooms and labs. They proactively identify and address any implementation gaps or support needs throughout the year.	HODs	Throughout the academic year	Utilization Records, Teacher Support Logs
12	Periodic Resource Audit and Review	The Resource Committee and HODs conduct periodic checks (e.g., quarterly) to monitor the implementation	Resource Committee, HODs	Quarterly (Throughout	Quarterly Monitoring Report, Maintenance Logs

		fidelity, ensure proper maintenance, and verify the continued functionality of all instructional assets.		the academic year)	
13	Impact Evaluation and Closure	HODs compile Usage Reports and conduct a final Feedback Analysis at the end of the academic year to formally evaluate the effectiveness and impact of the resources on student learning outcomes, closing the cycle and informing the planning phase (Step 1) for the next year.	HODs, Principal	End of Academic Year	Year-End Usage Reports, Impact Assessment Report, Final Feedback Analysis

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ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP - MEDIA

Reference Number: AES/MPC/SOP/01

Name of the Process: Media Production and Management

Process Objective: To ensure efficient planning, production, and dissemination of audio-visual content in alignment with academic and extracurricular needs of the school.

Head of Department**:** Vice Principal

Scope of Process**:** Applies to all media-related activities including planning, recording, editing, archiving, and publishing of content within the school.

Process Members:

1. Media Coordinator
2. Content Creators
3. Editor and Photographer
4. Student Volunteers

SL. NO.	STEP	PROCEDURE/ACTION	RESPONSIBLE ROLE	TIMELINE	DOCUMENTS/TOOLS
1	Content Planning and Proposal	The Subject Teacher drafts the teaching objectives and learning outcomes. The Media Coordinator reviews the technical feasibility and resource allocation. Both finalize the content plan.	Media Coordinator, Subject Teacher	7 days before shoot	Content Planning Form, Resource Allocation Sheet, Approval Sheet
2	Scripting and Rehearsal	The Content Creator (usually the teacher/faculty) prepares the Final Script. They conduct a rehearsal with the Assigned Faculty (if applicable) to ensure timing, delivery, and clarity before the shoot.	Content Creator, Assigned Faculty	5 days before shoot	Final Script, Rehearsal Report

3	Equipment Preparation and Setup	Technical Staff check all recording, lighting, and audio equipment for functionality. All equipment is set up and tested for sound and video quality.	Technical Staff	2 days before shoot	Equipment Checklist, Pre- shoot Test Report
4	Recording (Shoot Day)	The Technical Team operates the equipment, and the Media Coordinator manages the session flow, ensuring the script is followed, and all necessary shots are captured.	Technical Team, Media Coordinator	Scheduled shoot day	Recording Log Sheet, Raw Footage Files
5	Editing and Draft Review	The Editor processes the raw footage, applying graphics, cuts, and sound mixing. The Media Coordinator reviews the first draft against the original content plan for accuracy and quality.	Editor, Media Coordinator	Within 3 working days of recording	Editing Checklist, Draft Video File, Review Form
6	Final Approval for Release	The reviewed and finalized video is submitted to the Principal or Head of Department (HOD) for final authorization for public/internal release.	Principal / HOD	Within 2 days post editing	Final Video File, Final Approval Note
7	Publishing and Feedback Collection	The Media Coordinator uploads the video to the designated platform (e.g., LMS, website, etc.), confirms accessibility, and initiates the feedback collection mechanism.	Media Coordinator	1 day after release	Publishing Checklist, Platform URL, Feedback Form/Link
8	Archiving and Backup	The Technical Staff secures all final video files and project source files. A redundant backup is created and stored off-site or on a separate secure server.	Technical Staff	Same day as release	Archive Log, Backup Report
9	Equipment Maintenance	The Technical Staff performs routine scheduled maintenance, cleaning, and calibration on all production equipment to ensure longevity and optimal performance.	Technical Staff	Monthly	Equipment Maintenance Report, Calibration Records

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ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP – RISK & OPPORTUNITIES

Reference No: AES/CS/SOP/01

Process Name: Risk & Opportunities

Process Objective: To establish a consistent method for identifying and assessing risks and opportunities in all areas of operation. To minimize or eliminate potential risks that could hinder organizational performance or compliance. To identify and utilize opportunities that enhance quality, efficiency, and stakeholder satisfaction.

Scope of Process: Academic Heads

Non-Academic Heads

Process Members: Principal

Vice Principal

Administrative Officer

Safety & Security Officer

Quality Coordinator

Department Heads

Teachers

SL No.	Steps	Procedure	Responsible Person	Timeline	Documents / Records
1	Establish Context & Criteria	Review the School's Mission, Vision, and Strategic Goals. Define a simple scale for assessing Risk (e.g., High, Medium, Low) and Opportunity (e.g., High Impact, Medium Impact).	Principal, Vice Principal, Accreditation	Annually (Start of Academic Year)	School Strategic Plan, Risk & Opportunity Matrix
2	Identification & Listing Section-Level Brainstorming	JPs facilitate a meeting with teachers in their section (Sprouts, LP, Primary, etc.) to identify specific risks (e.g., high student-teacher ratio impact, student indiscipline) and opportunities (e.g., new tech integration, partnership).	Section JPS (JPS/Sprouts, JPS/LP, etc.)	Quarterly	Section-Specific R&O Sheets
3	Management Consolidation	JPs submit their lists. The Vice Principal and Accreditation Coordinator consolidate all section-level inputs into a single master list.	Vice Principal, Accreditation Coordinator	Within 2 Weeks of Section Meeting	Consolidated R&O Register (Draft)
4	Analysis & Evaluation Assessment	Assess each item and prepare a prioritized list	Vice Principal, Accreditation Coordinator	Annually (Q2)	Risk & Opportunity Matrix (Final)
5	Review & Approval	The prioritized list is presented to the Principal for final review and approval of the High and Medium priority items.	Principal	After Final Matrix Completion	Minutes of Management Review Meeting
6	Treatment Plan Development Risk Treatment (Action)	For each Risk, define actions to: a) Avoid (eliminate source), b) Mitigate (reduce impact/likelihood), or c) Accept (plan for contingency). Assign a specific action owner.	Vice Principal, Action Owners (JPs/Heads)	Within 1 Month of Approval	Risk Treatment Plan
7	Opportunity Treatment (Action)	For each Opportunity, define actions to: a) Enhance (maximize gain), b) Exploit (ensure realization), or c) Share (find partners). Assign a specific action owner.	Vice Principal, Action Owners (JPs/Heads)	Within 1 Month of Approval	Opportunity Realization Plan
8	Implementation & Monitoring Action Execution	Action owners implement the defined treatment plans and track progress.	JPs, Department Heads, Teachers	Continuous	Progress Reports, Logbooks, Attendance Records, Budget Reports

9	Performance Review	Accreditation Coordinator tracks the closure of high-priority risks and the realization of opportunities. Any new, high-priority issues that arise are immediately added to the Register.	Accreditation Coordinator	Quarterly	Quarterly NABET Compliance Report
10	Management Review	The Principal reviews the entire process, including the effectiveness of treatment plans, at the Management Review Meeting. Decisions are made on closing/transferring treated items and setting the context for the next cycle.	Principal, Vice Principal, Accreditation Coordinator, JPs	Annually (End of Academic Year)	Management Review Meeting Minutes

Prepared by
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Approved by
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Principal

ANSAR ENGLISH SCHOOL PERUMPILAVU

SOP - SELF ASSESSMENT

Reference Number: AES/SA/SOP/Rev01

Name of the Process: Self-Assessment

Process Objective : The purpose of this Standard Operating Procedure (SOP) is to establish guidelines and procedures for conducting Self-Assessment of Process owners

Process Owner : H Q A

Scope of Process :

a. HQA
b. Academic heads
c. Process Owners
d. Non-Academic Heads

Process Members : 1. Principal/ Heads of School
2. Vice Principal
3. HR Department
4. Junior Principals/Supervisor
5. Department Heads

SELF ASSESSMENT

Step	**Action Taken**	**Responsibility**	**Target Time**	**Associated Documents/Evidence**
Step 1 (Planning)	Develop Self-Assessment Framework	School Management & Principal	Start of Academic Year (or 2 months prior to assessment period)	Internal Policy Document for Self-Assessment

	Constitute a Self-Assessment Committee (SASC), including HQA	Principal/School Head	Within 1 week of framework development	SAC document: Constitution, bylaws, and official notification of the SAC members.
	Define Roles, Responsibilities, and Timelines for the self-assessment process.	HQA & SASC	Within 2 weeks of SAC constitution	Role Matrix: Defines roles, responsibilities, timelines, and deliverables for all members.
	Schedule and Conduct Orientation/Training Sessions on accreditation parameters, evidence collection, and scoring.	HQA & SASC	As per Training Schedule	Training Schedule and Attendance Sheets. Training materials/presentations.
	Preparing Annual Self-Assessment Calendar	HQA	June	Self-Assessment Calendar
	Intimating the Calendar Schedule to all process Owners	HQA	June	Self-Assessment Calendar copy with notice
Step 2 (Doing)	Conduct Periodic Self-Assessment at least twice in a year	SAC Members	As per the Annual Self-Assessment Calendar	Screenshot/Confirmation of Portal Submission. Checklist of uploaded documents and evidence.
	Upload Supporting Documents/Evidence relevant to each criterion.	Individual SAC Members/Department Heads	Concurrently with the self-assessment scoring	Progress Tracking Sheet/Log. Feedback forms from team members (if peer review is part of the process).
Step 3 (Checking & Reviewing)	HQA leads a Gap Analysis for each parameter based on assessment scores.	HQA	Within 2 weeks of Step 2 completion	Self-assessment report with visual dashboards.
	Prepare a Graphical and Narrative Report identifying strengths, weaknesses, and compliance levels.	HQA	Concurrently with Gap Analysis	Draft Self-Assessment Report.
	Present the Report before the Governing Body/Management Committee.	HQA	As per Management Meeting Schedule	MoM of Review Meeting with School Authority/Management.

	Record Suggestions and Directives for further improvement.	Governing Body/Management Committee	During the review meeting	Record of Recommendations provided.
	Conduct an Internal Review Meeting to finalize corrective actions.	HQA & SAC	Within 1 week of Governing Body review	Final List of Improvement Areas with priorities assigned.
	Prepare an Action Plan to address improvement areas with timelines and responsibilities.	HQA & Process Owners	Within 2 weeks of Step 3 completion	Corrective Action Plan with status updates (includes timelines and responsible persons).
Step 4 (Acting for Continual Improvement)	Initiate Corrective Actions for identified non-compliances or weak areas.	Process Owners	As per the Corrective Action Plan	Logs/Documentation of corrective actions taken.
	Conducts Follow-ups when gaps are identified.	HQA & Process Owners	As per Training Schedule in Action Plan	Training records for follow-up sessions. Compliance Tracking Sheets.
	Regularly Monitor implementation and compliance progress.	HQA & Process Owners	Ongoing	Monitoring progress reports/logs.
	Capture Before-and-After Results to evaluate the impact of actions taken.	Process Owners	Upon completion of action plan items	Evidence of implementation (photos, logs, documents). Revised SOPs (if applicable).
	Integrate self-assessment findings into the School's Strategic Improvement Plan.	School Management & Principal	Annual Review/Planning Cycle	Impact Report showing progress in compliance. Updated Strategic Improvement Plan.

Revision History

Version No.	Date of Revision	Section	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev 01	10/05/2024	SOP SA	As per Nabet improvement plan the structure of SOP is changed.	HQA	HOS	01/06/2025

Prepared by
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Approved by
Mr. Feroz E M
Principal

ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP - FINANCE

Reference No:AES/FN/SOP/Rev01

Purpose:

This SOP outlines the key responsibilities, processes, and controls for the Accounts Department to ensure accurate financial reporting, compliance with legal and regulatory standards,and proper management of the organization's financial resources.

Process Owner: Finance Manager

Scope:

This procedure applies to all financial activities within the Accounts Department, including accounts payable, accounts receivable, financial reporting, payroll, reconciliation, tax compliance, and budgeting.

1. Financial Reporting

Purpose:

Ensure timely and accurate preparation of financial reports (monthly, quarterly, and annual) for internal management and external stakeholders.

Procedure:

1. **Data Collection:**
   a. Collect all transaction records, bank statements, and source documents.
   b. Ensure all invoices, receipts, and other accounting records are accurately recorded in the accounting system.
2. **Report Preparation:**
   a. Prepare financial statements, including the balance sheet, profit & loss statement, and cash flow statement.

    b. Ensure financial reports comply with generally accepted accounting principles.
3. **Review and Approval:**
    a. Financial reports must be reviewed for accuracy by the accounting manager.
    b. Once reviewed, submit reports to the CFO or Finance Director for final approval.
4. **Distribution:**
    a. Distribute the finalized reports to relevant stakeholders, including management, auditors, and regulatory bodies.
5. **Archiving:**
    a. Ensure all reports and supporting documentation are archived securely and comply with retention policies.

2. Payroll Processing

Purpose:

Ensure accurate and timely payment of employee salaries, wages, and benefits.

Procedure:

1) **Employee Data Collection:**

- Collect and update employee payroll information from the HR department (salary, deductions, benefits).
- Verify attendance and timekeeping records issued by the HR Department (timesheets, leave balances).

2) **Salary Calculation:**

- Calculate gross pay, deductions (taxes, insurance, retirement contributions), and net pay.
- Ensure compliance with labor laws, tax regulations, and company policies.

3) **Payment Processing:**

- Process payroll via bank transfer, checks, or any other method agreed upon with employees.
- Record payroll entries in the accounting system.

4) **Tax Reporting and Filing:**

- Prepare and file tax returns for payroll taxes (e.g., professional tax, TDS, etc.).
- Ensure timely remittance of withheld taxes to the appropriate authorities.

5) **Pay slip Distribution:**

- Generate and distribute pay slips to employees electronically or via physical copies.

6) **Payroll Reports:**

- Prepare reports summarizing payroll expenses, tax deductions, and other relevant information for management.

3. Purchase Process

Purpose:

Ensure that all materials and services are procured in a transparent, cost-effective, and controlled manner.

1) **Purchase Requisition**

- Departments must submit approved purchase requisition to the Accounts/ Purchase department after authorization by the department Head and institution Director.
- Requisition should be properly signed and documented

2) **Request for Quotation (RFQ):**

- Based on requisition, request for quotation is sent to multiple approved suppliers.
- Ensure RFQ contains clear specifications, quantity, and delivery terms.

3) Quotation Approval:

- Quotations received from suppliers are complied
- Finance Management Committee reviews and approves the best quotation considering price, quality, and delivery terms.

4) Purchase order (PO):

- Approved quotation is converted in to a formal purchase order
- PO is issued to the selected supplier and recorded in accounts.

5) Receiving Inventory:

- Materials /Services received are checked and verified by the Sore department.
- Goods Received Note (GRN) is prepared and shared with the Accounts department.

6) Invoice Submission:

- Supplier submits invoice to accounts along with PO and GRN for cross-verification.
- Accounts ensure the invoice details match the PO and GRN

4. Accounts Payable

Purpose:

Ensure that all vendor invoices are processed and paid accurately and on time.

1) Invoice **Receipt and Recording:**

- Receive and log vendor invoices as soon as they arrive.
- Ensure the invoice matches purchase orders or contracts

2) Invoice **Approval:**

  - Send invoices to the relevant department for verification and approval
  - Ensure approvals are received from authorized personnel before payment

3) Payment **Processing:**

- Schedule payments according to vendor terms
- Process payments via the appropriate method (Cheque, bank transfer, etc.)

4) Reconciliation**:**

- Reconcile accounts payable records with bank statements monthly
- Investigate any discrepancies and resolve them promptly.

5. Accounts Receivable

Purpose:

Manage the collection of payments from different collection centers in a timely and efficient manner.

Procedure:

1. **Verification of collection records and recorded in to accounting system:**

- Log in to the collection software portal and enter into the account's software.
- Ensure that collections are accurate and match the figures appearing in the collection system.

2. **Payment Tracking:**

- Record receipts as soon as they are received.
- Maintain a ledger of outstanding receivables of various collection heads

3. **Collections:**

- Monitor overdue accounts and follow up with the collection office for the settlement.
- Send reminders to arrear collection teams as if necessary.

4. **Reconciliation:**

- Reconcile accounts receivable records with bank deposits monthly.
- Investigate discrepancies and resolve them promptly.

6. Bank Reconciliation

Purpose:

Ensure that all bank transactions are accurately recorded and aligned with the institution's records.

Procedure:

1. **Collect Bank Statements:**

    - Obtain bank statements for all institution's accounts monthly.

2. **Compare Transactions:**

    - Compare the bank statement to the institution's accounting records.
    - Ensure that all deposits and withdrawals are correctly recorded.

3. **Identify Discrepancies:**

    - Investigate and resolve discrepancies such as unrecorded transactions or timing differences.

4. **Adjust Entries:**

    - Make necessary journal entries to correct any errors found during the reconciliation process.

5. **Finalize Report:**

    - Prepare a bank reconciliation report summarizing the adjustments made and the final balance.
    - Submit the report to management for review.

7. Budgeting and Forecasting

Purpose:
Ensure proper financial planning and resource allocation for the organization's operations.

Procedure:

1. The heads of the institutions will call a meeting at the beginning of December every year and ask participants to give their next-year academic and non-academic plans and infrastructural requirements details.
2. The following people should participate in the meeting:
    - Head of the Institutions
    - Academic Head, Principal, or Vice Principal
    - Finance Director
    - Finance Officer
    - Maintenance Dept. Head
    - Housekeeping Department Head
    - Institutional Accountant

3. After the primary meeting at the end of December, the finance officer will get their requirements with an estimated amount.
4. The Finance Department will prepare the first draft budget **in the month of January** based on the data provided by all departments and will sit with the HOI before submitting the budget to the Management Committee.

5. The first draft budget will be presented before the management committee on February 2nd week, and the HOI, Academic Head, and CFO should participate in the meeting to evaluate each expense and make necessary changes to the draft budget.
6. **After being approved by the** Management Committee meeting, the budget will be submitted at the nearest general body meeting in March.
7. The final budget will be presented by the CFO and get approval from the general body.
8. After admissions completion during the month of June, the budget will be revised if there are any significant changes, or an additional budget will be prepared with the necessary changes to the budget and will get approval from the management committee or trust.
9. Budget V/s Actual analysis will be conducted on a quarterly, half-yearly, and yearly basis.

8. Jobs & Responsibilities

Finance Officer

- Responsible for the complete Department works of all subordinates. Ensure that financial transactions are properly updated and recorded on daily basis.

- Preparation of monthly/quarterly financial and management reporting such as (Department wise Income and expenditure, Balance sheet, Profit and Loss account, Cash flow statement, Performance Analysis Report, Report risk management, regular review of actual with budget, budgetary control.

- Manage and ultimate responsibility for the Finance ERP implementation and running.

- Make sure the internal control system, policies and procedures, work flow of each document.

- Responsibility of complete tax returns and other statutory compliance requirements Such as GST, TDS, ESI EPF, Professional Tax etc.

- Team leader of Budget Preparation committee along with assigned accounts team, all other department heads, COO, CEO etc.

- Control on Treasury, Banks, online Banking on Daily Basis, Document Verification

- Ensure account receivables and payables activities are performed accurately and timely.

- Ensure all expenses are within the assigned budget including projects activities.

- Dealing with the Auditors, Banks, Agreements Terms and Conditions etc.

- Review the vendor evaluation report, ensure the purchase procedures are completed, Regular review of Inventory Management (Book store, General Store, Mess Purchases Project follow up etc.,
- Review of payroll, checking the all documents on daily basis if it is as per compliances.
- Support the GFC, Management and Trust members for the work assigned on time to time.
- Make sure all transactions are subject to approved by higher authorities.
- Facilitating all matters required to the smooth functioning of the Department.

Senior Accountant

- Managing and overseeing the daily operations of the accounting department
- Assist finance officer in the preparation of financial reports such as financial statements and budget performance
- Recording, maintaining and managing day-to-day financial transactions of the company.
- Establishing and enforcing proper accounting methods, policies and principles
- Coordinating, preparing and maintaining purchase orders, invoices, and payment orders
- Verify that Cash payments, bank payments and online bank payments are made correctly and properly.
- Verify consolidated scroll tally with appropriate units Cash account
- Verify reconciliation of banking transactions and Cash Transaction done Regularly
- Manage all financial reporting, accounts receivable, general ledgers and reconciliations.
- Verify accounting functions including journal entries, reconciliations, and monthly and annual financial reporting.
- Verify following monthly employee benefit expenses and Inter branch accounts.
- Managing Payments based on budgets
  Monitoring the work performance of colleagues

Accounts Payable

- Responsible for purchase booking, online payments,
- Ensure all invoices, bills are receiving, processing, verifying, and reconciling invoices.
- Ensures timely payments of vendor invoices and expense vouchers and timely updates to the trading and financial systems
- Keeps track of all payments and expense invoices and statements

- Payment to vendors by monitoring discount opportunities, scheduling and booking online and resolving purchase orders, contracts, invoices, or payment discrepancies and documentation.
- Issues stop-payments or purchase order amendments.
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Disburse petty cash by recording entries and verifying documentation.
- Deal with inquiries from vendors and internal staff.
- Lodge manual payments at the bank and assist with the reconciliation process for manual payments.
- Updates job knowledge by participating in educational opportunities and protects the organization's value by keeping information confidential.
- Proper coordination with all related Departments and employees and other works assigned by higher authorities.
- Maintains financial historical records by filing accounting documents.

Accounts Receivable

- Daily record, Income and release payments based on proper approval from authorities.
- Manage and maintain tuition Fees and other Fees accounts
- Responsible for reaching out to customers to collect payments for overdue bills, loans, or other payments.
- Closely monitor receivables against due dates and report on potential overdue on a timely basis
- Maintain accounts receivable files and records in the financial systems
- Prepare reconciliation of banking transactions and Cash Transaction done Regularly
- Post customer payments (cash, check, Google Pay, and card transactions) to the appropriate account.
- Posts revenues by verifying and entering transactions.
- Updates receivables by totaling unpaid invoice.
- Providing accurate up-to-date account information to customer service representatives upon request.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with customer service representatives
- Proper coordination with all related Departments and employees and other works assigned by higher authorities
- Updates job knowledge by participating in educational opportunities and Protects the organization's value by keeping information confidential

- Maintains financial historical records by filing accounting documents

General Accountants

- Daily record, Income and release payments based on proper approval from authorities
- Prepare reconciliation of banking transactions and Cash Transaction done Regularly
- Maintain accounts receivable and accounts Payable files and records in the financial systems
- Ensures timely payments of vendor invoices and expense vouchers and timely updates to the trading and financial systems
- Keeps track of all payments and expense invoices and statements
- Maintains accounting ledgers by verifying and posting account transactions.
- Proper coordination with all related Departments and employees and other works assigned by higher authorities
- Updates job knowledge by participating in educational opportunities and Protects the organization's value by keeping information confidential
- Maintains financial historical records by filing accounting documents

9 Compliance and Auditing

Purpose:

Ensure compliance with tax regulations, legal requirements, and internal controls.

Procedure:

1. **Document Maintenance:**
    - Maintain accurate and up-to-date financial records in accordance with legal and regulatory requirements.
2. **Tax Filings:**
    - Prepare and file tax returns (GST, TDS, Professional Tax etc.) on time.
3. **Internal Controls:**
    - Implement and enforce internal controls to prevent fraud and errors.

4. **External Audits:**

   - Assist external auditors by providing necessary financial records and documentation for the audit process.

5. **Compliance Reporting:**
   - Report on compliance with regulatory bodies, including tax authorities, financial institutions, and governmental agencies.

Responsibilities:
Finance Officer: Assists with audit and compliance tasks.

Review and Update of SOPs

This SOP will be reviewed and updated annually or as needed to reflect changes in regulations, Institution's policies, or industry best practices.

Revision History

Version No.	Date of Revision	Section	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev 01	10/05/2024	SOP FN	As per Nabet improvement plan the structure of SOP is changed.	Finance Manager	HOS	01/06/2025

Prepared by
Ms Shabitha M M
Accreditation Co-ordinator

Approved by
Mr Feroz E M
Principal

ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP - SCHOOL ASSEMBLY

Reference No: AES/SA/SOP/01

1. Objective:

The school assembly at Ansar English School aims to foster a sense of community, promote spiritual and moral values, enhance discipline, and keep students informed about important announcements.

2. Frequently Timing:

- Daily Assembly: Held every morning, Monday to Friday.
- Timing: 9:00 AM - 9:40 AM.

3. Venue:

- School Auditorium
- Designated Assembly Area.

4. Components of Assembly

1. Prayer: Starts with a prayer / invocation.
2. Thought of the Day: A motivational thought shared by a teacher or student.
3. News / Announcements: Important school announcements, notices, and updates by JP /VP/Principal.
4. Special Talks / Activities: Occasional talks by guests, student presentations, cultural Items.
5. Acknowledgments / Recognitions: Recognition of achievements of students in academics, sports, co-curricular activities.

5. Assembly Conduct

- Order and Discipline: Students assemble in designated groups/class-wise with teachers.
- Punctuality: Assembly starts and ends on time.
- Participation: Encourage student participation in leading prayers, thoughts, announcements.
- Respect and Silence: Maintain decorum and respect during assembly proceedings.

6. Role & Responsibilities

- Assembly Coordinator: Teacher-in-charge coordinates assembly arrangements.
- Class Teachers: Ensure students are present and maintain discipline.
- Students: Participate actively and respectfully.
- Principal / VP/ JP: Oversee conduct and address assembly as needed.

7. Safety and Supervision

- Supervision: Adequate teacher supervision during assembly.
- Emergency Procedures: Known to staff; handled as per school safety protocols.

8. Variations / Special Assemblies

- Theme-based Assemblies: Occasional assemblies focusing on specific themes like festivals, national days.
- Celebrations: Assemblies may include celebrations of achievements, festivals with cultural programs.

9. Communication

- Announcements: Clear communication of announcements to students and staff.
- Feedback: Mechanism for feedback on assembly proceedings if needed.

10. Review and Updates

- Periodic Review: SOP reviewed periodically for relevance and effectiveness.
- Updates: Changes communicated to staff and relevant stakeholders.

Prepared by	Approved by
Ms. Shabitha M M	Mr. Feroz EM
Accreditation Co-ordinator	Principal

ANSARENGLISHSCHOOL, PERUMPILAVU

SOP - STUDENT'S ACTIVITIES

Reference no :AES/SAS/SOP/01

Process name : Students' Activities

Process Objectives:

To ensure a systematic, fair, transparent, and accountable process for organizing, executing, and continuously improving **co-curricular activities** to enhance the **holistic development** and overall educational experience of all students.

Process Owner: SAS Coordinator

Scope of the process:

1. Academic Heads
2. Students
3. Teachers

Process members:

1. Principal
2. Vice Principal
3. Junior Principals
4. Teacher

Process Description:

SL. No	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS/TOOLS
1.	Review the previous year's schedule	Reviews the programmes and discusses areas for improvement	Academic Team, Coordinators	3rd week of December	AES/SAS/FO/01 MOM AES/SAS/D/01
2.	Planning and preparing	Plans and prepares the activity schedule for all sections.	Coordinators, Team Members	1st week of March	Student Activity Schedule AES/SAS/FO/02
3.	Announcement of schedule	Announces the schedule by publishing it in the school diary for all stakeholders	Academic Team, Coordinators	1stweek of June	School Diary
4.	Divide students into house groups	All students are divided into four houses: Topaz, Ruby, Emerald, and Sapphire. The list of house wise students is submitted to JP and later to VP	Class Teacher	Second week of June	House division policy AES/SAS/PO/01 AES/SAS/FO/03
5.	Nomination	Students nominate themselves event-wise via Google Forms or by entering their participation in the page provided in the school diaries.	Coordinators	Minimum 2 weeks before the date	School diary AES/SAS/F/01 Google form AES/SAS/FO/04
6.	Selection	Initiates class-wise (by class teacher) or house-wise (by house captains) selection as per the schedule to select students for different events/categories following the rubrics	Class Teacher, House Captains As per schedule	Minimum 2 weeks before the date	Manuals AES/SAS/FO/05
7.	Training	Provides internal training to the selected groups/students by internal trainers as per	JP CCA	From the day of selection till	List of trainers with schedule

		the schedule prepared by JP CCA		the programme	AES/SAS/FO/06
8.	Final Competition	Conducts the final round, and declare the first three performing students/groups as winners.	Coordinators	As per the CCA calendar	Google folder AES/SAS/FO/07 Result format
9.	Appreciation	Gives appreciation to the winners in common assemblies for all activities.	Junior Principal	Within 1 week after the event	Incentives & awards policy AES/SAS/PO/02 Google folders of Talent Day & Felicitations
10.	Selection for Interschool Competitions	Selects students purely based on in-school event results, followed by an internal training and a screening round to select the best student/group to represent the school.	JP.CCA	Minimum 1 month before the programme	AES/SAS/P0/01
11.	Training for Interschool	Provides training to the selected student/group through internal or external resources as required	JP CCA	From the day of selection till the programme	Training schedule AES/SAS/FO/08 Trainers attendance register AES/SAS/D/02
12.	Participation	The selected student/group represents the school in interschool competitions	Team manager	The day of programme	Google folder of photos and videos
13.	Felicitation Ceremony	Appreciates the winners of interschool competitions, their parents, and trainers at a ceremony conducted in school	JP CCA	Within 1 week after the event	AES/SAS/PO/02
14.	Review	Reviews all activities after the program based on the feedback collected from the students, parents and teachers	Academic team	Within 1 week after the event	Feedback forms AES/SAS/F/01 MOM

					AES/SAS/D/01
15	Action Plan	Prepares an action plan after the review meeting to implement changes for achieving estimated targets in student performance for the next academic year	Academic team	Second week of February	Action plan AES/SAS/FO/09

RIVISION OF HISTORY

Version No.	**Date of Revision**	**Section**	**Reason for Revision**	**Revised By**	**Approved By**	**Effective Date**
SOP/Rev 01	10/05/2024	SOP CRD	As per Nabet improvement plan the structure of SOP is changed.	SAS Coordinator	HOS	01/06/2025

Prepared by
Ms Shabitha M M
Accreditation Co-ordinator

Approved by
Mr Feroz E M
Principal

ANSAR ENGLISH SCHOOL, PERUMPILAVU

SOP-TEACHING LEARNING PROCESS

Ref No: AES/TLP/SOP/Rev01

Process Name: Teaching Learning Process

Process Objectives:

To ensure clarity and consistency in teaching and learning methodologies within the organization. Establish guidelines for effective knowledge transfer, skill development, and educational practices. To ensure a systematic, effective, and inclusive teaching-learning process in accordance with the curriculum guidelines provided by the Central Board of Secondary Education (CBSE).

Process Owner: TLP Coordinator

Scope of Process:

1. Academic Heads
2. Teachers
3. Students
4. Academic Cell

Process Members:

1. Academic heads
2. Teachers
3. Students
4. Academic Cell

Process Members :

1. Principal
2. Vice Principal
3. Junior Principals
4. Department Heads
5. Subject HODs

Process Description:

SL NO	STEPS	PROCEDURE	RESPONSIBILITY	TIMELINE	DOCUMENTS/ TOOLS
1.	Allocation of class and subjects & preparation of Time table	• The Vice Principal consults with the Junior Principal and Coordinator to determine the needs for the upcoming session. • The Vice Principal allocates subjects, classes, and sections to teachers based on these consultations and input . • The Time Table In-charge takes the allocation data. • The Time Table In-charge prepares the draft time table for the session. • The Principal reviews and approves the draft time table. • The final time table is prepared and distributed.	Vice principal/ Junior principal	Ist week of May	AES/TLP/Fo/01

2.	Preparing Pedagogical Plans	Annual pedagogical plan is designed and updated by subject teachers under the guidance of HOD. Curriculum is designed as per latest NEP & CBSE guidelines • Prepares curriculum plan • Prepares Class wise, Subject wise Pedagogical Plans Based on Curriculum Plan	Academic Cell Subject Council	2nd Week of May (X & XII 1st week of May)	AES/TLP/Fo/02
3.	Verification of Pedagogical Plans	• HODs initiates first verification process • JP of respective section cross verifies all the pedagogical plans of their section. • VP/ Principal Verifies for final approval	Class teachers	4th week of May	
4.	Department meetings for implementing	• HODs holds department wise meetings and gives proper guidelines for the preparation of lesson plans & TLMs	HODs	By 31st of May	AES /TLP/D/01
5.	Preparation of lesson plans	• Each faculty member writes lesson plans for the subject they are assigned to teach in the lesson plan format and uploaded in Google classroom of each section • Lesson plan has a learning outcome; topic wise resources and the assignments related to the topic. The lesson plan incorporates the NEP 2020 elements and the 21st century skills .	All teachers	Every week Sunday before 10 pm	AES/TLP/ Fo/03
6.	Verification of Lesson Plans.	• Checking of the lesson plans in the Google classroom is done by the Junior Principal and HOD (every week). • The Vice Principal and Principal also selectively check the lesson uploaded in Google classroom	Junior principal and HOD	After each submission	Section wiseGoogle classroom

7.	Implementation of Lesson Plans in classrooms	• Teachers reviews the objectives and activities in the lesson plan. • Prepares proper teaching aids, digital tools and resources for effective implementation. • Subject teachers critically analyses the learning outcomes by the participation and performance of the students in the class • Monitors the understanding of the lesson\topic\unit by taking small tests in the form of Quiz\ Assignment\ Worksheet	Teachers	Weekly	AES/TLP/D/02
8.	Lesson Observation	• HOD prepares observation schedule for peer observation • JP/ VP/ Principal prepares a monitoring chart for observing classes on a regular basis. • At least 2 teachers per month are observed by HOD's , 5 by junior principal. Randomly by Vice Principal and Principal as per their time schedules. • An overall score is given to the teacher by Junior principal based on her overall teaching learning process.	Jps/HOD	Monthly	AES/TLP/Fo/04
9.	Identification of areas of improvement	• JPs Informs the feedback through a face to face interview. • Identifies the areas of improvement in the class observations and recommends for CPD	Junior principal	Monthly	AES/TLP/Fo/04
10.	Conducts CPD	Teacher's areas of improvement are analysed and referred to PEP coordinator to organize CPD for teachers as per the need • PEP coordinator charts for CPD plan	PEPcoordinator	3 months	AES/HRD/CPD/ Fo/02

		• Conducts CPD for teachers recommended			
11.	Re observation	• JPs will reobserve the classes of teachers to check whether the expected level has attained . • Teachers will be given feedback thrice in a year • Incase of invisible changes may lead to termination	Junior principal	3 months	AES/TLP/ Fo/04

Revision History

Version No.	Date of Revision	Section	Reason for Revision	Revised By	Approved By	Effective Date
SOP/Rev01	10/05/2024	SOP TLP	As per Nabet improvement plan the structure of SOP is changed.	TLP Coordinator	HOS	01/06/2025

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