

# Indian National Public School

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SOPs (Standard Operating Procedures)

# Admission Procedure SOPs

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## **OBJECTIVE**

To ensure a transparent and fair admission process for prospective students in compliance with CBSE guidelines.

# STEPS

## 1. Application Process:

- Define the admission criteria (age, educational background, etc.) based on CBSE norms.
- Prepare admission forms and prospectus detailing the school's facilities, fees, and rules.
- Specify timelines for distribution and submission of application forms.

# STEPS

## 2. Selection Criteria:

- Establish criteria for selection (e.g., entrance test, interviews, or merit-based).
- Determine weightage for academic performance, extracurricular activities, and any other relevant factors.

# STEPS

## 3. Admission Committee:

- Formulate an admission committee comprising of teachers and administrative staff.
- Assign responsibilities for reviewing applications, conducting tests/interviews, and finalizing admissions.

## STEPS

### **4. Announcement and Enrolment:**

- Set a date for announcing selected candidates.
- Specify procedures for fee payment, document submission (birth certificate, previous school record, etc), and enrolment confirmation.

# STEPS

## 5. Record-Keeping:

- Maintain a database of applicants, including their admission status and correspondence details.
- Ensure confidentiality and security of applicant information.

## STEPS

### 6. Communication:

- Establish communication channels with parents/guardians regarding admission updates and procedures.
- Provide clarification on admission queries through designated contact points.

# Academic SOPs

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## **OBJECTIVE**

To ensure effective curriculum delivery, assessment, and overall academic management aligned with CBSE guidelines.

# STEPS

## 1. Curriculum Implementation:

- Follow the CBSE-prescribed syllabus for each grade and subject.
- Designate curriculum committee to oversee curriculum planning and implementation.

# STEPS

## 2. Lesson Planning:

- Require teachers to prepare detailed lesson plans aligned with curriculum objectives.
- Include learning outcomes, teaching methodologies, and assessment strategies in lesson plans.

## STEPS

### 3. Assessment and Evaluation:

- Schedule periodic assessments (unit tests, term exams) as per the academic calendar.
- Define criteria for grading and promotion based on CBSE guidelines.

## STEPS

### 4. Remedial Teaching:

- Identify students needing academic support through regular assessment results.
- Implement remedial classes or tutorials to help struggling students.

## STEPS

### 5. Examination Procedures:

- Establish protocols for conducting examinations, including seating arrangements, invigilation, and security measures.
- Ensure fairness and integrity in exam administration.

## STEPS

### 6. Co-curricular Activities:

- Plan and organize co-curricular activities (sports, arts, cultural events) throughout the academic year.
- Integrate these activities with the academic curriculum to promote holistic development.

# Administrative SOPs

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## **OBJECTIVE**

To maintain efficient administrative operations and ensure compliance with legal and regulatory requirements.

# STEPS

## 1. Office Management:

- Define roles and responsibilities of administrative staff (receptionist, clerks, accountants).
- Establish procedures for document handling, filing, and record-keeping.

# STEPS

## 2. Financial Management:

- Prepare annual budgets in consultation with school management and teachers' representative and safety committee.
- Monitor expenses, revenue, and cash flow regularly.
- Conduct internal audits periodically to ensure financial transparency and accountability.

## STEPS

### **3. Infrastructure Management:**

- Schedule regular maintenance of school buildings, classrooms, playgrounds, and facilities.
- Address repairs and renovations promptly to ensure a safe and conducive learning environment.

## STEPS

### 4. Compliance and Reporting:

- Stay updated with CBSE regulations and circulars.
- Prepare and submit required reports (academic, financial, compliance) to CBSE and other regulatory bodies as per specified deadlines.

## STEPS

### 5. Health and Safety:

- Implement safety protocols (fire drills, emergency exits, first aid kits) and ensure staff and students are trained accordingly.
- Maintain hygiene standards in school premises, including sanitation and cleanliness.
- Ensure regular maintenance of all equipment and fixtures.

## STEPS

### 6. Technology Integration:

- Manage IT infrastructure and support services.
- Ensure data security and privacy compliance.
- Provide training to staff on the use of educational technology tools and platforms.

## **Disclaimer**

The stated SOPs serve as guidelines to ensure standardized procedures and practices across different functional areas of the school, promoting efficiency, accountability, and compliance with CBSE regulations. Regular review and updates are essential to adapt to changing requirements and improve operational effectiveness.