



THE OOTY PUBLIC SCHOOL

SF.No 992/1B3A, Onnipalayampudhur, Karamadai to Airport Road, Bilichi Post, Coimbatore - 19

Standard Operating Procedures

The following is the Standard Operating Procedure of **THE OOTY PUBLIC SCHOOL**

ADMISSION:

- Advertisement for admission is given in newspapers, TV, Radio and other social media.
- A date is given to the parents to visit the school to see the environment.
- A date is given to the parents to register and collect the application forms after paying the registration fee.
- A date is given to the parents for depositing the fee online.
- A date is given for the parents to submit the application forms along with the other documents needed.
- The documents required for admission are:
 - a) Birth Certificate
 - b) Transfer Certificate (Original)
 - c) Aadhar
 - d) Community Certificate
 - e) Passport Size Photograph
 - f) Immunization Card (Kindergarten)
- Parents are called for an orientation programme.

RECRUITMENT OF TEACHERS:

- Vacancy falls for a particular subject.
- Principal verifies the vacancy.
- Principal calls the qualified candidates who have uploaded their resume online.
- A written exam will be conducted for the candidates.
- After evaluating the papers the candidates will be short listed and called for a demonstration class.
- After the demonstration the candidates will be further shortlisted by the selection committee.
- A date is given for the selected candidates for an interview with the Principal and selection committee.
- The selection committee decides whether the candidate is eligible to join.
- If yes, the candidate is asked to join the school and an appointment letter is given to the staff.

NEW ENTRANT:

- The first day at school, the candidate will report to the Principal.
- The candidate will be introduced to the other staff.
- The time table will be given to the newly appointed staff.
- The new staff has to start taking class which will be observed.
- The newly appointed staff will be under probation for 1 year.
- The new entrant's progress will be checked every three months.
- The new staff will be confirmed only if he/she meets the expected standard.

ORIENTATION/MENTORING/WORKSHOPS/TRAININGS:

- Periodic orientation programmes and workshops are organized for the teachers to enhance the quality of teaching – learning process.

LEAVE RULES:

- Leave sanctioning authority may refuse or revoke any kind of leave.
- Leave should always be applied for and sanctioned before it is taken.
- Leave begins from the date on which it is availed and ends on the day on which duty is resumed.
- Absence from duty after expiry of leave entails disciplinary action.
- Absence without obtaining leave will constitute an interruption in service.
- A staff on leave should not take up any service or employment elsewhere without obtaining sanction of the relevant authority.

CASUAL LEAVE:

- Staff on Casual leave is not treated as absent from duty.
- Casual leave is subjected to 12 days in a year.
- Casual leave cannot be carried over to the next year.
- Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.

MATERNITY LEAVE:

- Maternity leave is granted to female staff for 6 months from the date of its confinement.
- The staff member needs to produce necessary documents for evidence.
- Maternity leave should not be combined with casual leave.

MEDICAL LEAVE:

- Medical leave is granted for a period of 6 days (only if the staff member is hospitalized) and needs to produce documents as evidence.
- A staff who has been granted leave on medical grounds is required to produce a Medical Certificate of Fitness before resuming to duty.

ON DUTY ABSENCE:

- The absence of the teacher in this case is treated as “On Duty”.

ACADEMICS:

- The following records to be prepared by the teachers.
 - a) Year Plan with the activities for each lesson.
 - b) Weekly Plan to be submitted every week.
 - c) Worksheets for each lesson.
 - d) Work done to be submitted every day.
 - e) Anecdotal and remarks registers to be maintained.
 - f) Mark registers.
 - g) Case study file

ASSESSMENT:

- Assessment will be done through:
 - a) Weekly Tests.
 - b) Monthly Tests and
 - c) Periodic Tests

PARENT TEACHER MEETINGS:

- Parent Teacher Meeting will be held at the end of every term.

SPECIAL EDUCATION NEEDS:

For new admission

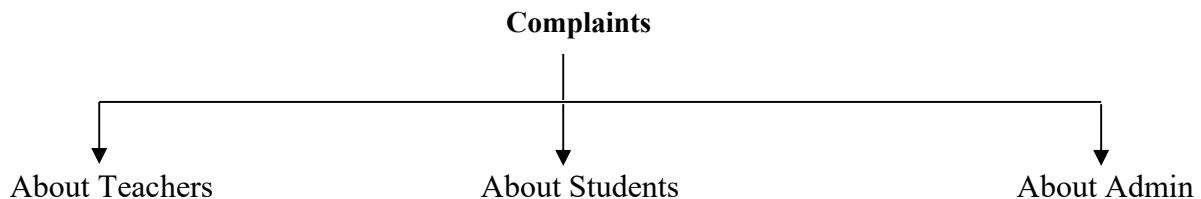
- Feedback is obtained from the concerned teachers of the previous school.
- Parents are called to meet the Special Educator.
- Assessment will be conducted by the special educator.
- Report to be formulated by the special educator and brought to the knowledge of the Principal.

- Then the child is admitted.
- Progress of the child will be monitored.

TRANSPORT:

- GPS and Speed Governor is installed in all the vehicles.
- School buses are sent to pick up the children at their doorstep.
- Drivers and Cleaners are appointed for all the school vehicles.
- Staff accompany the children during the travel to ensure the safety of the students.
- Attendance is taken every morning and evening.
- Seating allotment is done for the students.

GRIEVANCE REDRESSAL:



ABOUT TEACHERS:

- Complaint goes to Principal.
- If the complaint is genuine the Principal discusses the issue with the Management.
- Principal asks for an explanation from the person blamed.
- Is the explanation satisfactory? If yes, the Principal issues warning.
- If no, disciplinary committee meeting is convened against the person blamed.
- The person blamed is questioned with regards to the complain.
- After the meeting a unanimous decision is taken by the committee.
- The copy of the decision is filed in the records.

ABOUT STUDENTS:

- Parents are called.
- The Principal will get into the details of the complaint.
- The Principal will meet the parents & try to resolve the issue.
- Issue resolved.
- A copy of the resolved complaint is maintained in the records.

ABOUT ADMIN:

- The Complaint is forwarded to the Administrative Officer.
- The Admin Officer resolves the issue.
- The issue is brought to the notice of the Principal.
- A copy of the resolved complaint is maintained in the records

STUDENTS EXCURSION:

- Periodic field trips are organized for the students to enhance offsite learning.
- Excursion is organized once a year.

WITHDRAWAL PROCEDURE:

- Application for withdrawal from school should be submitted three months in advance of issuing the TC.
- Withdrawal at the middle of the academic year is not entertained unless there is a valid reason.

STAFF RESIGNATION:

- Resignation to be submitted three months prior to the relieving date.

SAFETY AND SECURITY:

- 24 hours security.

- CCTV Surveillance

HEALTH AND HYGIENE:

- Safe drinking water.
- Healthy snacks
- Clean restrooms
- Over all ambiance- Neat, Clean and Green Environment.

SPORTS:

- Importance for sports is given.
- Students participate in competitions.

CELEBRATIONS:

- National days are celebrated.
- Important festivals and events are celebrated.