I. **SOP for New Teachers**

Objective: To ensure a smooth onboarding, integration, and support system for new teachers.

**1. Pre-joining formalities**:

HR to issue appointment order and share joining instructions.

Submit copies of certificates, ID proof, and photographs.

**2. Orientation and induction:**

Conduct school tour and introduce staff and admin.

Provide school vision, mission, academic calendar, and rules.

Explain roles, responsibilities, and reporting structure.

**3. Allotment**:

Assign classes/subjects and provide timetable.

Hand over textbooks, syllabus, planners, and teaching aids.

Assign a mentor teacher for guidance.

**4. ERP( school-enterprise resource planning software) and records:**

Create school ERP login.

Train on attendance, marks entry, communication protocols.

**5. Classroom observation:**

First week to include observing senior teachers’ classes.

Head of Department to conduct demo evaluation if required.

**6. Review and feedback:**

Weekly review in the first month with Coordinator/Principal.

Set up classroom observation and feedback cycles.

**II. SOP for Admission of Students**

Objective: To manage student admissions with transparency, fairness, and efficiency.

**1. Admission schedule:**

Circulate date of issue of forms, interaction/entrance, and result announcement.

**2. Application form:**

Issue offline/online forms with clear instructions.

Collect with documents: birth certificate, address proof, Aadhar, photo.

**3. Entrance/interaction**:

For Nursery-Grade 5: interaction with child and parent.

Grade 6 onwards: written test (English, Math, Science).

Conduct interviews with department heads if needed.

**4. Verification:**

Admission team verifies age criteria, academic eligibility, and document authenticity.

**5. Selection and intimation**:

Display list on notice board or send SMS/email.

Provide fee structure and payment schedule.

**6. Admission confirmation:**

Issue admission number.

Create student ID, ERP access, and assign section.

**III.SOP for Classrooms**

Objective: To maintain effective classroom learning, safety, and accountability.

**1. Setup and maintenance:**

Class teacher to check furniture, fans, lights, boards.

Display time table, birthday chart, subject-wise boards.

**2. Student conduct:**

Students to maintain discipline, keep classroom clean.

Class monitors assigned for discipline and cleanliness.

**3. Attendance:**

Daily attendance in Vidyalekha by 9:15 AM.

Note latecomers and inform Coordinator.

**4. Display and learning environment:**

Update bulletin boards monthly with student work.

Maintain a reading corner if possible.

**5. Safety:**

Ensure electrical switches and windows are safe.

Report maintenance issues via class logbook.

**6. Teacher conduct:**

Teachers to maintain punctuality and avoid mobile use.

Maintain lesson plans and completion record.

**IV. SOP for Laboratories**

Objective: To ensure proper utilization, safety, and maintenance of laboratories.

**1. Entry and supervision:**

Only during scheduled lab periods with teacher present.

Students to wear ID cards and follow instructions.

**2. Safety rules:**

Safety rules to be explained each term.

Use of goggles, gloves, lab coats where necessary.

**3. Materials and equipment:**

Lab assistant to prepare materials in advance.

Equipment checked before and after use.

**4. Student record:**

Maintain lab journal and write experiments in class.

Practical marks based on performance and record submission.

**5. Breakage policy:**

Any damage to be reported immediately.

Students may be fined as per breakage register.

**6. Stock and inventory**:

Update inventory register annually.

Maintain purchase and usage records.

**V. SOP for Computer Labs**

Objective: To ensure safe, structured, and skill-based use of computer resources.

**1. Lab schedule:**

Weekly timetable to be followed.

Each student gets a system (one-to-one ratio preferred).

**2. Login and access:**

Students use school login credentials only.

Browsing restricted to educational sites.

**3. Lab conduct:**

Maintain silence; no food or bags allowed inside.

Keep keyboards/mouse clean; don’t change settings.

**4. Data and storage:**

Save files on network folder/assigned drive.

No external drives unless approved by IT head.

**5. Reporting issues:**

Note system issues in the complaint register.

IT assistant to check systems weekly.

**6. Maintenance:**

Weekly antivirus check and software updates.

Annual servicing during summer break.

**VI. SOP for Library**

Objective: To provide access to learning resources, develop reading habits, and maintain library discipline.

1. **Library timing:**

Open on all working days from 8:30 AM to 3:30 PM.

Fixed library periods in the class timetable.

1. **Membership:**

Students and staff automatically enrolled.

Each student has a unique library ID/card.

1. **Book issue/return policy:**

Students: 1 book/week (Grades 1–5), 2 books/week (Grades 6–10).

Teachers: 5 books for 1 month.

Return period: 7 working days. Late fee: Rs. 2/day.

1. **Usage norms:**

Silence must be maintained.

Bags not allowed; only notebooks and stationery.

Damaged/lost books to be replaced by the user.

1. **Library maintenance**:

Periodic stock check and weeding of outdated material.

Display of monthly “Reader of the Month” or theme-based books.

1. **Digital resources (if available):**

Provide access to e-books and educational websites.

Training sessions for students on digital library use.

**VII.SOP for Examinations**

Objective: To conduct exams fairly, efficiently, and in line with CBSE norms.

1. **Pre-exam preparation**

Publish exam calendar and syllabus.

Prepare seating plan, invigilation schedule, and duty charts.

Question papers to be submitted in sealed envelopes.

1. **Student guidelines:**

Entry only with ID card and writing materials.

Reporting time: 15 minutes before exam start.

No sharing of materials during the exam.

1. **Invigilation duties:**

Teachers report 30 minutes early.

Sign and collect answer scripts and attendance sheets.

Vigilant monitoring to prevent malpractice.

1. **Evaluation**:

Centralized checking under supervision.

Marks entry into Vidyalayalekha within 5 days of evaluation.

Grade verification and moderation if required.

1. **Result processing**:

Principal to review result analysis.

Results to be communicated to the parents

PTM scheduled for result declaration.

1. **Record maintenance:**

Store answer scripts for a minimum of 6 months.

Maintain exam attendance, invigilation records, and grievance register.

**VIII.SOP for Trips and Excursions**

Objective: To ensure educational value, student safety, and smooth coordination of trips.

1. **Planning**:

Submit trip proposal with objective, location, budget, risk factors.

Approval from Principal and management.

1. **Parent communication:**

Circular with details, consent form, items to carry, and emergency contact.

Collect medical information of participating students.

1. **Team and supervision:**

Minimum 1 teacher per 15 students.

One first-aid trained staff must accompany the group.

Assign group leaders among students.

1. **Logistics and safety:**

Verify vehicle fitness, licenses, insurance.

Carry first aid, water, backup charger/phone, ID cards.

Maintain student attendance at multiple checkpoints.

1. **During the trip:**

Teachers to monitor student conduct and health.

Ensure meals and rest breaks are hygienic and timely.

1. **Post-trip:**

Submit report with photos, learning outcomes.

Collect feedback from students and teachers.

Update trip log in school documentation.

**IX.SOP for Medical Emergency**

Objective: To handle health-related incidents efficiently and ensure student safety.

1. **First response:**

Class teacher/in-charge to assess the situation.

Immediately inform the infirmary/school nurse.

Shift the child to the medical room carefully.

1. **Communication**:

Inform parents/guardians immediately.

Notify Principal and record incident in medical register.

1. **First aid:**

Administer appropriate first aid.

If needed, shift to hospital with consent and staff escort.

Maintain basic stock: antiseptic, cotton, bandages, ORS, etc.

1. **Transportation**:

School vehicle on standby for emergencies.

Staff member to accompany student if taken to hospital.

1. **Documentation**:

Maintain health records of all students.

Medical emergency log to be updated with action taken.

1. **Review**:

Follow up with parents on the child’s condition.

Analyze incident for preventive measures (if applicable).

**X.SOP for Extra-Curricular Activities**

Objective: To encourage all-round development through structured and inclusive activities.

1. **Annual planning:**

Create a calendar of competitions, clubs, sports, arts, and cultural events.

Assign teacher in-charges and house-wise responsibilities.

1. **Student participation**:

Display participation forms.

Encourage equal representation from all classes and houses.

Track participation and achievements in student files.

1. **Event organization**:

Prepare detailed event plan (venue, timing, judges, materials).

Conduct rehearsal and dry run if needed.

Timekeeping and smooth flow of events to be ensured.

1. **Judgment and results:**

Maintain criteria-based marking sheet.

Results to be announced and published on notice boards.

Points to be credited to houses.

1. **Post-event documentation:**

Photographs, student feedback, and event report to be archived.

Update school website or magazine with event highlights.

1. **Monitoring and improvement:**

Monthly review of activity reports.

Identify and nurture student talents for inter-school events.