



STANDARD OPERATING PROCEDURE (SOP)

(With Effect from 01st Sept 2022)

- 1) Evening Class Timings will be suitably changed to possible timing to accommodate, even students coming from far of place to avoid attendance slop.
- 2) All Faculties should inform Shri Sethuraman sir and Shri Swaminathan, their Schedule of taking classes ie., Time Table for every week) from Monday to Saturday one day prior to Commencement ie., before Sunday Evening. Everyweek.
- 3) Online attendance has to be completed within 5 minutes from schedule time of Commencement of class. Online Attendance Register Report (OARR) Will be monitored by M/s Sri V Sethuraman Sir & S Swaminathan. No lapse on attendance allowed under any circumstance.
- 4) Incentive for 100% attendance to students will be offered to those students attending Maths, Physics ,& Chemistry classes without taking leave and LATE coming.
- 5) Incentive will be in the form of Cash & Gift at the first instance and will be linked to Performance going forward.
- 6) Incentive period starts from 1st Sept to 31st Oct. This bye month incentive period will be extended further till Close of Academic Year ie., April 2023.
- 7) Students availing leave should take prior permission from Subject Faculty by sending SMS well in advance. Students taking even one day Leave **WILL NOT BE ELIGIBLE for incentive.**

8) Students strength under each Class/Standard will be 25 of both sex and Not More than 40% of total strength from one School. This limit should be maintained throughout the Academic Year till Board exams are over.

9) Going forward from 1st Sept 2022 Three classes per subject per standard per week has to be conducted under all circumstance and in case of National/Festival Holidays or could not conduct class due to extra ordinary situation prevailing Outside or due to School Exams, Has to be compensated on Sunday or on any other day convenient to both Faculty & Student. In effect, **THERE WILL BE NO HOLIDAY TO KALLUR FOUNDATIONS CLASSES.** Since we are conducting one hour session per day per subject , Holiday will further bring loss of Class hours and **HENCE HITHERTO PRACTICE STANDS CANCELLED ie., NO MORE SUCH HOLIDAYS PERMITTED UNDER ANY CIRCUMSTANCE.**

10) Faculties wants to take leave due to various reason can avail after informing Shri Sethuraman Sir, however should be compensated as told in point No. (9).

11) For Students attending Evening class, not able to attend due to School Pressure , Faculties have to make alternate arrangement for conducting class on Morning hours.

12) Going forward Trust Board Members are seriously thinking of dispensing with evening class and therewill be only morning class. However , this is presently under study and will be implemented from next Academic Year, ONLY if it is feasible.

13) Every faculty has to conduct Monthly Test for the portions covered strictly under Board Exam Pattern everymonth and valued Paper should be sent to KF Headoffice. There will not be any excuse for Not conducting Monthly Test as this is going to be the factor for deciding Incentive in coming years.

14) Faculty Evaluation Program (FVP) will also come into force and will be conducted by Eminent Educationist or Agencies either at Chennai or Kumbakonam Twice in an Academic Year. This will help

Faculties for further Upgradation of their Knowledge and will bring more Confidence.

15) All students will undergo one day Career Counselling Program (CCP) in the month of Dec every year. Will be conducted by Eminent Professors. This will throw Knowledge for selecting better course post Twelfth.

16) Teaching by students to Fellow students on their respective subjects can be conducted one day in a month to give better confidence and to take challenges in the minds of students. Can be named as CAN DO PROGRAM

17 To conduct meeting with parents as and when possible to keep posting their progress and to be transparent in approach.

We wish to implement these SOP for the betterment of students and to achieve the target ...