





## UMEED GLOBAL SCHOOL

### SOP – STUDENT LEADERSHIP TEAM

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- SOP: STUDENT LEADERSHIP TEAM (SLT)
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# INTRODUCTION

This Standard Operating Procedure (SOP) document is a framework with a detailed, step-by-step guide for carrying out the formation of the Student Leadership Team (SLT) at Umeed Global School (UGS). This document also defines the standards of behavior, ethics, and responsibility expected from all members of the SLT at UGS.

This SOP applies to all Student Leadership Team members throughout their tenure. It covers their conduct during school hours, school events, extracurricular activities, within school premises, and when representing the school externally (events, visits, sports, inter-school competitions, social initiatives, etc.)

Any breach of this SOP including misconduct, indiscipline, misuse of leadership privileges, negligence of duties, repeated lateness/absenteeism, behaviour unbecoming of a leader, or any act detrimental to fellow students or school reputation may invite disciplinary action.

# Aims and Objectives

The purpose of the Student Leadership Team (SLT) at Umeed Global School shall be to establish a student-driven leadership body that actively contributes to the operational, cultural, and developmental functions of the school. The SLT shall serve as a trusted and empowered partner to school management, assuming meaningful responsibility in daily operations while upholding the institution's mission, Islamic values, and standards of excellence. As a vital component of UGS's student-centered philosophy, the SLT shall strengthen the bonds of mutual respect, responsibility, and collaboration that define the school's learning environment.

## I. Aims

- A. To cultivate an environment where students shall be entrusted as emerging leaders capable of influencing the school's direction, culture, and communal ethos.
- B. To develop leadership qualities rooted in Islamic values, humility, accountability, discipline, and integrity.
- C. To reinforce a culture of student ownership and exemplary character development across all grade levels.
- D. To empower students to play an instrumental role in enhancing the academic, spiritual, and social life of the school.
- E. To ensure that through structured leadership training and authentic responsibilities, students shall be prepared to become future leaders of their communities and the nation at large.

## II. Objectives

- A. To enable the Student Leadership Team (SLT) to progressively assume selected operational responsibilities of the school with the dual objective of strengthening students' leadership, discipline, and accountability while enhancing overall staff efficiency. Not limited to the list, the SLT members will support routine operations across various functional areas as outlined below:

### **Hostel-Related Operations**

1. Assist in waking hostel residents and ensuring timely daily routines.
2. Take and report attendance of hostellers to concerned authorities.
3. Support and coordinate morning physical exercises.
4. Promote cleanliness, hygiene, and discipline in the Hostel premises.

### **Dining Hall Operations**

1. Assist in orderly queue management during meal times.
2. Support food distribution and serving under supervision.
3. Ensure table and counter clearance after meals.
4. Promote cleanliness, hygiene, and discipline in the dining area.

### **Laundry Operations**

1. Coordinate collection and distribution of laundry.
2. Ensure orderly handling and timely return of clothes.
3. Handling of the Laundry Maintenance Book.

### **Academic & Co-curricular Support**

1. Assist in organising house competitions and school activities.
2. Assist in preparation and discipline for the morning assembly.
3. Support supervision of evening Prep classes.
4. Assist in Salah preparations and leadership, especially Asr Salah.

### **Student Orientation & Discipline**

1. Assist in orientation of newly admitted students.
2. Reinforce and drill the School's Nine Rules to promote discipline and values.
3. Carrying out the weekly inspection.
4. Monitoring and managing student movement after every activity.

### **Monitoring & Reporting**

1. Identify maintenance, safety, cleanliness, and hygiene-related issues and promptly report concerns to the appropriate authorities for action.
2. Handling the students' concerns and escalating it to the appropriate authorities.

### **Miscellaneous & Social Responsibility**

1. Assist in approved school tele-calling activities (excluding confidential, financial, or sensitive matters).
2. Support upkeep of school green zones through gardening and innovation.
3. Participate in socially useful and productive works as assigned.

**B.** To ensure SLT members shall consistently model high standards of discipline, respect, Islamic conduct, and academic diligence for the entire student body.

**C.** To involve the SLT in offering informed perspectives and recommendations on key institutional matters such as school activities, student affairs, and, where appropriate, teacher recruitment processes by observing Demo Classes.

**D.** To provide structured opportunities through which students shall develop essential leadership competencies, including communication, teamwork, decision-making, organizational ability, and problem-solving.

**E.** To ensure that student leaders shall promote unity, support their peers, and inspire a culture of responsibility and mutual respect throughout the school.

**F.** To position the SLT as an essential pillar in the school's operational framework, enriching school life and reinforcing Umeed Global School's commitment to nurturing capable, confident, and principled young leaders.

### III. Hierarchy



## **School Management**

### **Head Boy & Head Girl (1+1)**

Lead student leadership, coordinate among captains and student leaders

### **Department Captains (6+6)**

**A. Tarbiyah Captain**

**B. Academic Captain**

**C. Sports Captain**

**D. Salah Captain**

**E. Cultural Captain**

**F. Library Captain**

Department Captains shall have the right to select two Student on Duty (SoD) as assistants, with the approval of the management.

### **House Captains and Vice Captains (8+8)**

All the house captains will have vice captains to assist them and lead their respective houses in competitions and student-activities.

### **Hostel Leadership Team. (5+5)**

**A. Hostel Captain**

**B. Hostel Vice- Captain**

**C. Sanitation Captain**

**D. Dining Captain**

**E. Laundry Captain**

Manage hostel discipline, cleanliness, transitions. Captains shall have the right to select two Student on Duty (SoD) as assistants, with the approval of the management.

### **Student On Duty**

Support the above roles, assist in daily operations, set examples.

## IV. Eligibility Criteria and the Selection Process

In order to uphold the integrity and effectiveness of the Student Leadership Team (SLT), all prospective candidates shall meet the following eligibility criteria. These standards ensure that selected students exemplify the academic, behavioral, and moral excellence expected of student leaders at Umeed Global School.

### A. Parental Consent

**A.1.** A student's application shall only be considered valid upon receiving **written parental consent**.

### B. Behavioral Excellence and Islamic Conduct

**B.1.** Candidates must have **no yellow cards** or disciplinary warnings on record.

**B.2.** Candidates shall embody essential **moral values**, including **truthfulness, gratefulness, honesty, integrity** and a strong sense of **responsibility, reliability, and accountability** in all school-related tasks.

**B.3.** Candidates shall demonstrate a strong **sense of justice** and the **courage to stand for what is right**, even in challenging situations.

**B.4.** Candidates shall consistently display respectful behavior and clear **alignment with the school's vision, ethos, and character expectations**.

**B.5.** Candidates shall demonstrate a genuine commitment to **peer support**, showing kindness, empathy, and willingness to assist classmates in academic, social, and emotional matters.

**B.6.** Muslim Candidates shall exhibit **good Qur'an recitation**, reflecting discipline and spiritual commitment and punctuality in **Salah (prayers)** shall be mandatory.

### C. Academic Performance

**C.1.** Candidates shall maintain a minimum of **75% aggregate marks** in all subjects.

### D. Attendance Requirement

**D.1.** Candidates shall demonstrate consistent commitment to school by maintaining a minimum **80% attendance record**.

### E. Sporting Participation

**E.1.** Candidates shall demonstrate **active participation and excellence in sports**, reflecting teamwork, discipline, and physical well-being.

### F. Communication Skills

**F.1.** Candidates shall be **fluent in spoken English** and display strong communication skills essential for leadership roles.

#### **G. Leadership Traits**

**G.1.** Candidates shall demonstrate recognized **leadership qualities**, including initiative, dynamism, and the ability to inspire peers.

#### **H. Interview Performance**

**H.1.** Candidates shall successfully pass the **interview conducted by the SLT Selection Committee**, demonstrating clarity of thought, confidence, and suitability for leadership responsibilities.

### **V. Selection Committee**

To ensure a fair, transparent, and holistic evaluation of all prospective Student Leadership Team (SLT) members, Umeed Global School shall constitute a comprehensive Selection Committee. The committee shall be responsible for reviewing applications, assessing eligibility, conducting interviews, and making final recommendations for appointment.

### **VI. Composition of the Selection Committee**

The Selection Committee shall comprise the following members:

#### **A. School Management**

**A.1.** All members of the school's senior management team shall serve on the committee, providing oversight, strategic direction, and final approval of selected candidates.

#### **B. Academic and Administrative Coordinators**

**B.1.** All school coordinators (academic, activity, discipline, and section coordinators) shall participate in the selection process, contributing their observations and insights based on daily interactions with students.

#### **C. Class Teachers and House Parents of Relevant Classes**

**C.1.** Class teachers of the grades from which the **Head Boy, Head Girl**, and other major SLT and cabinet members shall be selected and shall be part of the committee.

**C.2.** Their role shall include providing detailed feedback on student academic performance, conduct, leadership potential, and classroom behavior.

#### **D. Special Invitees (Optional, Based on School Discretion)**

**D.1.** Additional staff members such as sports teachers, Islamic studies teachers, or activity in-charges may be invited to provide input on specific candidates, where relevant.

## VII. Selection Procedure

The selection of the Student Leadership Team (SLT) shall follow a structured and transparent procedure designed to ensure fairness, merit, and alignment with the school's vision. The following steps shall constitute the official selection process:

### Step 1: Official Notification (**Annexure A**)

- A. The school management shall issue an official **Notification**, within 1 week of the beginning of the new academic year/session, announcing the opening of SLT applications. Dean Student Well Being with the support of the Head of School Operations shall oversee the application process.
- B. The notification shall outline eligible positions, criteria, deadlines, and instructions for submission.

### Step 2: Issuance, Distribution and Submission of Application Forms (**Annexure B**)

- A. Application forms shall be made available to all eligible students on the same day as the notification.
- B. Forms may be distributed in printed or digital format depending on the school's operational preference.
- C. Forms will be distributed by Dean Student well being.
- D. Completed application forms shall be submitted to the Dean Student well being as specified in the notification.
- E. Applications submitted after the deadline shall not be considered unless approved by management due to exceptional circumstances.

### Step 3: Nomination by Teachers (**Annexure C**)

- A. Teacher nominations ensure that deserving students are not overlooked. Class teachers, subject teachers, sports teachers, Islamic studies teachers, and coordinators shall review and **approve** those applications which meet the eligibility criteria (*ref. Section 4. Eligibility Criteria and the Selection Process*)
- B. A Google Form will be shared with all teachers so they can give their input.

### Step 4: Compilation of the Proposed List

- A. Based on the nominations by the teachers, the school management shall prepare a **Proposed List of Candidates** for SLT Cabinet and forward it to the Selection Committee for interview.

### Step 5: Interview by the Selection Committee

- A. The interview will be conducted by the Selection Committee (or a designated interview-panel) constituted earlier to make informed, merit-based decisions, ensuring transparency and fairness, with the following objectives:

- i. To assess shortlisted SLT candidates more deeply on their leadership qualities, values, vision, and commitment.
- ii. To evaluate how well the students align with Umeed Global School's mission, Islamic values, and leadership expectations.

#### Step 6: Final Approval by the Selection Committee

- A. The Selection Committee shall finalize the list of selected students for SLT Cabinet and forward it to the School Secretary for final approval.
- B. The approved SLT Cabinet list shall then be submitted to the Management for formal endorsement.

#### Step 7: Announcement of Selected Candidates

- A. The final list of selected SLT members shall be officially announced to students and parents through a formal notice

#### Step 8: Orientation of Selected Leaders (**Annexure D**)

- A. Newly appointed SLT members shall attend a 3-Days compulsory **orientation and training session** before assuming their duties.
- B. The **orientation and training session** shall be conducted by the School Secretary and/or the Tarbiyah Coordinator or his designated representative.

## VIII. Declaration and Undertaking

At the beginning of their tenure, all SLT members must sign the following SLT Pledge:

“I, [Name], acknowledge the honour and responsibility of being a Student Leader at Umeed Global School. I commit to upholding the school's vision, Islamic values, and the highest standards of behavior and integrity. I will serve the student body with humility, respect, and accountability. I understand that as a leader, I am responsible not only for my actions but also as a role model for others.”

## IX. Support & Accountability

- A. **Regular Reflection:** SLT members will self-reflect on their performance periodically (Mid-term, end-term) on key leadership competencies.
- B. **Feedback Mechanism:**
  - i. Peers, teachers, and school leadership may provide feedback on SLT behavior, initiative, and impact.
  - ii. Anonymous student feedback (via surveys) may also be used to gauge SLT effectiveness and conduct.
- C. **Review Meetings:** The SLT Advisor or Selection Committee will conduct formal reviews (at least twice a year) to assess conduct, commitment, and contributions.

## **X. Behavioral Expectations and Boundaries.**

SLT members are expected to:

- A. Avoid misuse of SLT privileges or authority.
- B. Refrain from harmful, discriminatory, or disruptive behavior, including bullying, harassment, or exclusion.
- C. When representing the school (in events, competitions, visits, outreach, community service, etc.), maintain the school's dignity, values and reputation.
- D. Avoid any behaviour that could bring disrepute to the school: misconduct, violation of rules, misrepresentation, or any act conflicting with the school's values.
- E. Respect confidentiality: if entrusted with sensitive information about students or school matters, do not misuse or disclose inappropriately.

## **XI. Consequences for Misconduct**

Any case of misconduct, indiscipline, misuse of leadership privileges, negligence of duties, repeated lateness/absenteeism, behaviour unbecoming of a leader, or any act detrimental to fellow students or school reputation may invite disciplinary action, such as:

- A.** Verbal or written warning;
- B.** Probation or temporary suspension of leadership duties;
- C.** Removal from Student Leadership Team;
- D.** Suspension from participating in school events / activities;
- E.** Restitution or compensation for any damage caused to school property;
- F.** Other actions as determined by the school authority, depending on severity of violation.

## XII. Cabinet Meeting Rules and Regulations

### A. Attendance / Quorum

- i. For the meeting to be considered valid, **3/4th** of the Cabinet must be present i.e 75% of the total strength.
- ii. The **Tarbiyah Coordinator** (or, if presiding, the alternate person) must be present for the meeting to proceed.
- iii. There shall be no meeting if the quorum is not met.

### B. Seating Order According to Hierarchy

- i. During the meeting, all members shall be seated according to the hierarchy defined in the SOP (e.g., Head Boy / Head Girl at the front or head-table, followed by department captains, house captains, SoD etc).
- ii. Members should maintain order during meetings; shifting seats mid-meeting is discouraged unless permitted by the **Chair**.

### C. Frequency and Schedule

- i. The Primary Meeting of the SLT shall be held on **every Wednesday**.
- ii. In addition to the Primary meeting, there will be a **follow up** meeting on every **succeeding Friday**. The Friday meeting will be a stand up meeting and shall be **strictly limited to 15 minutes** and should not be extended beyond that time.

### D. Convening the Meeting and Presiding Authority

- i. The meeting shall ordinarily be convened and chaired by the **School Secretary**. The **Tarbiyah Coordinator's** presence is mandatory in this meeting.
- ii. In the absence of the School Secretary, the **Tarbiyah Coordinator** shall preside over the meeting.
- iii. If both the School Secretary and the Tarbiyah Coordinator are unavailable, a **pre-designated alternate person** (as approved by school management) shall conduct the meeting. The identity of this alternate person must be communicated to all members at the beginning of term or when the vacancy arises.

## XIII. Agenda, Minutes and Documentation

- A. Before each meeting, the **agenda** shall be shared with all members, at least **two working days in advance**.
- B. During the meeting, two registers shall be maintained. 1. A **Proceedings Register** to take down running notes during the entire meeting and another 2. **Minutes Register** where a **minute-taker** must record the minutes, including: date, time, venue, attendees, absentees, agenda items, key points of discussion,

decisions taken, action items (who will do what, by when), and next meeting date. The agenda which has been completed should be marked as done and the pending works should be carried forward as the next meeting's agenda.

- C. Minutes must be **typed/ handwritten** clearly and **distributed to all members** within **two working days** of the meeting concluding.
- D. A **physical/digital record file** of all minutes must be maintained and preserved by the designated school official.

## **XIV. Suggestion Box**

- A. The SLT must maintain two (02) physical Suggestion Boxes, one for girls and another for boys, accessible to students (and other stakeholders, if applicable) so that they can submit concerns, suggestions, grievances, or feedback.
- B. The School Cabinet must open the Suggestion Box on the **Last Saturday** of each month in the presence of the School Secretary or another designated official to ensure transparency and confidentiality.
- C. The identified concern or suggestion should be handed over to the concerned Cabinet members for redressal, and deadline must be recorded in the minutes.
- D. The responsible Cabinet Members shall present their action taken report in the succeeding Primary Meeting of the Cabinet.
- E. All submitted concerns must be logged in an Excel sheet (or equivalent register) for reference.
- F. All records of submitted concerns/suggestions, actions taken, and outcomes must be archived along with the minutes, either in physical or digital form, in a transparent and accessible manner.

## XV. Amendment and Review of SOP

This SOP document is a “living document” as the school evolves (structure, roles, rules, and needs), this SOP may need updating. The Amendment & Review clause ensures that any changes to procedures or structure are formally controlled, documented, and approved to maintain clarity, accountability and consistency. **This SOP document shall be reviewed every three (03) years in a special meeting of the School management, convened for this purpose.**

### A. Initiation of Amendment :

- i. Any member of the school management, or any two members of the Student Leadership Team (including captains or in-charges), may propose an amendment to the SOP.
- ii. Proposed amendments should be submitted in writing (typed or handwritten) to the School Secretary, with a clear statement of:
  - a. What part/ clause/ section is proposed for change.
  - b. The proposed new wording or modification.
  - c. Justification/reason for the change.
  - d. Expected benefits or impact (if any).

### B. Review and Approval Process;

- i. Once a proposal is submitted, a review must take place involving at least: Head Boy / Head Girl (or House/Hostel Captains), School Secretary in absence, management representative and Tarbiyah Coordinator.
- ii. The reviewers examine the proposal, discuss implications, and decide whether to incorporate the change. If accepted, the modification is incorporated and the SOP version is updated. If rejected, the proposer is informed.
- iii. Major& Minor Amendments will be approved by the School Secretary. (e.g. change in hierarchy, structure, major responsibilities, meeting rules)

### C. Version Control and Documentation;

Every time the SOP is amended, the document must record:

- i. A new **Version Number** ( v 1.0 → v 1.1 → v 2.0)
- ii. **Date of Amendment / Effective Date**
- iii. **Summary of Changes** (which sections were changed and a brief description)
- iv. **Name and Signature / Approval** of those who approved the amendment (e.g. School Secretary, Head Boy / Girl, Management representative)
- v. **A Revision History Table** should appear at the start (or end) of the SOP document, listing all version numbers, dates, what changed, and who approved.
- vi. Previous versions should not be discarded; they must be archived (physically or digitally) for record-keeping and reference.

## **XVI. Investiture Ceremony - Umeed Global School**

### **A. Objective of the ceremony is;**

- i. To formally confer leadership roles upon the selected students of the SLT.
- ii. To mark the beginning of their term of office, underlining responsibility, integrity, leadership and commitment to school values.
- iii. To foster a sense of unity, pride, discipline and trust among students, staff, management and stakeholders.

### **B. Timing & Frequency;**

- i. The Investiture Ceremony shall be held at the beginning of the academic year and ideally conclude within 50 days of the Official Notification.
- ii. The term of office for student leaders shall be for one academic year. After completion of the term, a new selection and investiture (or renewal) shall be carried out.

### **C. Invitation & Guest List;**

- i. Prepare a formal invitation (or e-invite) to be sent to relevant dignitaries: school management, trustees/committee members, staff, and if applicable parents/guardians of selected students, and other invitees.
- ii. Invitations must include: School name & logo, Title of Event (“Investiture Ceremony”), Date, Time, Venue, Names (or designation) of Chief Guest / Guests of Honour, and a polite invitation message.
- iii. Send the invitations at least 14 days before the scheduled date of the ceremony to allow guests sufficient time to prepare.

### **D. Event Planning & Logistics;**

- i. Prepare an agenda / minute-by-minute program schedule (Quran Recitation, Welcome, Naat, oath taking, badge/sash distribution, speeches, cultural items (if any), vote of thanks, and closure). Use templates or checklists.
- ii. Arrange the venue (auditorium / hall / school ground), seating arrangements (dignitaries, guests, staff, students). Ensure dais/seating order for chief guest(s), Management & trustees, etc.
- iii. Prepare all symbolic/regalia items in advance: badges, sashes/stoles/house flags, certificates (if any), oath-sheets, podium, microphone, sound system, flagstaff (if applicable), stage decorations.
- iv. Form an Organizing Committee (teachers + administrative staff) to coordinate all arrangements: invitations, seating, program flow, documentation, guest reception.

## **ANNEXURES**

- Annexure A: Official Notification and Timeline
- Annexure B: SLT Application Form
- Annexure C: Nomination by Teachers (Google Form)
- Annexure D: Orientation Session of Selected Leaders
- Annexure E: Minutes of Meeting (MoM) Sample
- Annexure F: SLT Roles & Responsibilities
- Annexure G: SOP Amendment Proposal Sample
- Annexure H: Investiture Ceremony

## Annexure - A

### **Official Notification: Student Leadership Team (SLT) Application**

**Dated:**

This is to inform all eligible students that applications are now invited for the Student Leadership Team for the Academic Year [20\_\_-20\_\_].

**Eligibility Criteria and Selection Process:** Refer to Clause IV of UGS\_SLT\_SOP v1.0

**Positions Available:** For all Positions of SLT and Hostel Leadership Team (HLT)

Refer to 'Annexure- F' for **Student Leadership Team (SLT): Roles & Responsibilities**

**Last Date for Submission:** [ ]

Contact Dean Student Well-Being for application forms and further inquiries. Students are encouraged to apply and take this opportunity to serve the school with responsibility and integrity.

**Issued by:**

Dean, Student Well-Being

**Copy to:**

1. Selection Committee, SLT
2. Office of The School Secretary
3. Office of The General Manager
4. Office of The School Administrator
5. Office of The Dean Academics
6. Office of The Dean Residence
7. Office of The Head of School Operations (I)
8. Office of The Head of School Operations (II)
9. Office of The Tarbiyah Coordinator
10. Guards file / Notice Board

### Timeline of event:

Step	Activity	Responsible Person/s	Timeline
Step 1: Notification	Announce opening of SLT applications, provide details and form availability	Dean Student Well-Being	Day 1
Step 2: Form Distribution	Students collect application forms; fill them	Dean Student Well-Being	Day 1 – Day 4
Step 3: Form Submission	Deadline for students to submit their completed application forms to the Dean	Dean Student Well-Being	Day 5 – Day 7
Step 4: Nomination by Teachers	Teachers review submitted application and give their opinion	Teachers / Coordinators	Day 8 – Day 11
Step 5: Shortlist Compilation	Selection Committee / Management reviews applications + teacher opinions, and creates a shortlist / proposed candidate list	Selection Committee	Day 12 – Day 14
Step 6: Interviews by Selection Committee	Shortlisted students are interviewed by the Selection Committee	Selection Committee	Day 15 – Day 24
Step 7: Deliberation & Final Proposal	Committee deliberates, scores candidates, and finalizes a proposed SLT list	Selection Committee	Day 25 – Day 28
Step 8: Final Approval	School Secretary reviews the proposed list and gives final approval	School Secretary	Day 29 – Day 31
Step 9: Formal Endorsement	The approved SLT Cabinet list shall then be submitted to the Management for formal endorsement	School Management	Day 32 - Day 33
Step 10: Announcement of SLT Results	Declare the final selected SLT members publicly (notice board, email, school announcements)	Dean Student Well-Being	Day 34 – Day 35
Step 11: Orientation of SLT members	Newly appointed SLT members shall attend a 3-days compulsory orientation and training session before assuming their duties	School Secretary and Tarbiyah Coordinator	Day 36 - Day 40
Step 12: Investiture Ceremony Preparation and Investiture Ceremony	Plan, prepare, send invitations, and rehearse for the ceremony & Formal induction of the newly selected SLT members	Selection Committee	Day 41 – Day 50



# UMEED GLOBAL SCHOOL

## STUDENT LEADERSHIP TEAM

### APPLICATION FORM

#### Personal Details

Full Name: \_\_\_\_\_

Class: \_\_\_\_\_ Registration No.: \_\_\_\_\_

#### Academic Profile

Current Term / Year Academic Percentage / GPA: \_\_\_\_\_

Attendance Percentage (approximate): \_\_\_\_\_

#### Behavior & Conduct

Have you ever received a *yellow card* or disciplinary warning?

Yes

No

If yes, please explain briefly: \_\_\_\_\_

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#### Participation & Experience (Use extra sheets, if required, for descriptive answers)

Describe your involvement in school life (clubs, sports, community service, school events):

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What is your understanding about the vision of UGS?

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#### Leadership Statement

Why do you want to be a member of the Student Leadership Team? What motivates you?

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What leadership qualities do you feel you bring to the SLT, and how have you displayed them?

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Describe your vision or ideas for improving Umeed Global School (academic / spiritual / social).

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### **Islamic Values & Conduct**

Are you punctual / regular in *Salah (prayers)*?

- Yes
- No

How do you practice / engage with Qur'an recitation or Islamic learning in school or at home?

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### **Leadership & Personal Attributes**

Provide an example of when you showed initiative, resolved a problem, or helped others.

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How do you handle responsibility, teamwork, and accountability?

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### **Peer Support & Values**

Describe a time when you supported a classmate or peer, either academically, socially, or emotionally.

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Which moral values (e.g., truthfulness, gratefulness, honesty, integrity, responsibility, reliability, and accountability) do you consider most important, and how do you practice them?

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**Declaration**

I hereby declare that I have read and understood the expectations, values, and responsibilities of the Student Leadership Team at Umeed Global School. I affirm that all information provided is accurate to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## **Parent/Guardian Consent**

I, \_\_\_\_\_ (Parent/Guardian Name), hereby give my consent for my child, \_\_\_\_\_ (Student Name), to apply for and, if selected, serve as a member of the Student Leadership Team at Umeed Global School.

I understand that:

1. Participation in the Student Leadership Team may require my child to attend additional meetings, events, or activities before/after school hours.
2. My child is expected to uphold the school's values, maintain good academic standing, and demonstrate responsible behaviour.
3. In case of selection, I will encourage and support my child in fulfilling the duties assigned as a student leader.
4. I may be contacted by the school for updates or permissions related to SLT activities.

### **Parent/Guardian Details**

Parent/Guardian Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address : \_\_\_\_\_

Signature of the Parents / Guardian

## Annexure - C

### Google Form Title Teacher Nomination Form – Student Leadership Team (SLT)

#### **Form Description:**

This form is intended for teachers to nominate deserving students for the Student Leadership Team based on leadership qualities, responsibility, discipline, and commitment to school values. Please fill in all required details carefully.

#### Section 1: Teacher Details

1. **Name of the Teacher** (*Short answer*)
2. **Designation** (*Short answer*)
3. **Department / Subject Taught** (*Short answer*)

#### Section 2: Student Details

4. **Name of the Student** (*Short answer*)
5. **Class & Section** (*Short answer*)
6. **Admission Number / Roll Number** (*Short answer*)

#### Section 3: Assessment & Recommendation

7. **How long have you known this student?** (*Multiple choice*)
  - a. Less than 6 months
  - b. 6 months – 1 year
  - c. More than 1 year
8. **Why do you recommend this student for the Student Leadership Team?** (*Paragraph response*)
9. **Mention any specific achievement, incident, or quality that supports this nomination** (*Paragraph response*)

#### Section 4: Declaration

10. **Declaration** (*Checkbox – Required*)  
 I hereby declare that the above information is true to the best of my knowledge, and I recommend this student for consideration for the Student Leadership Team.

# Annexure - D

## Orientation Session of the newly formed Student Leadership Team

Day 1: School Ethos & Purpose of Student Leadership (*60 minutes*)

### Session Components:

#### 1. School History

Brief overview of the school's establishment and milestones  
Growth, achievements, and traditions

#### 2. Vision & Mission

Understanding the school's core values  
Alignment of student leadership with the school's vision

#### 3. Programme of Excellence

Academic, co-curricular, and character-building initiatives  
Role of SLT in supporting and enhancing these programmes

#### 4. Why Student Leadership Team?

Purpose and significance of student leadership  
Developing responsibility, integrity, and teamwork  
SLT as a bridge between students and the school administration

Day 2: Leadership Expectations & SOP of SLT (*60 minutes*)

### Session Components:

#### 1. Roles and Responsibilities

Individual and collective duties of SLT members  
Accountability and ethical leadership

#### 2. Setting Expectations

Code of conduct  
Discipline, communication, and decision-making  
Representing the school with dignity

#### 3. Standard Operating Procedures (SOP) of SLT

Meeting protocols  
Reporting and documentation  
Complaint handling and escalation process  
Coordination with teachers and school authorities

#### 4. Interaction & Clarifications

Open discussion and queries

Day 3: Charge Handover & Transition of Responsibilities (*60 minutes*)

**Session Components:**

**1. Formal Charge Handover**

Symbolic handing over of responsibilities (e.g., keys/badges)

**2. Documents and Registers**

SLT log books

Attendance and activity registers

Event planning and reporting files

**3. Concern Box**

Purpose and usage

Confidentiality and responsible handling of student concerns

## Annexure - E

### STUDENT LEADERSHIP TEAM (SLT) MINUTES OF MEETING (MOM)

Date:

Time:

Venue:

Meeting chaired by (Chairperson):

Meeting recorder (Minute-taker):

#### 1. ATTENDANCE

Present:

- [Name, Position]

- [Name, Position]

**Absent / Excused:**

- [Name, Position]

#### 2. AGENDA (As circulated / planned)

SL NO	Agenda / Topic	Presenter / Responsible Person
1		
2		

#### 3. DISCUSSION & PROCEEDINGS

- 1.
- 2.

#### 4. Outcome / Decision / Conclusion:

SL NO	Decision	Remarks (if pending)
1		
2		
3		

#### 5. OTHER ITEMS / ANNOUNCEMENTS / MISCELLANEOUS

- 1.

#### 6. NEXT MEETING

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

#### 7. Proposed Agenda Items (if any):

- 1.
- 2.
- 3.
- 4.

MINUTES PREPARED BY: \_\_\_\_\_ Date: \_\_\_\_\_

MINUTES APPROVED BY (Chairperson): \_\_\_\_\_ Date: \_\_\_\_\_

## **Annexure - F**

### **Student Leadership Team (SLT): Roles & Responsibilities**

#### **A. Head Boy / Head Girl**

1. Lead the Student Leadership Team and coordinate among all captains and student leaders.
2. Represent the student body in school functions and meetings with the administration.
3. Ensure discipline and punctuality across the school and hostel.
4. Assign, monitor, and review duties of SLT members and on-duty teams.
5. Organise and chair weekly SLT meetings; follow up on action points.
6. Mentor junior leaders and motivate students in academics, Tarbiyah, and co-curricular activities.
7. Promote Islamic values and good character among students.
8. Assist in organising Tarbiyah sessions, Seerat gatherings, and spiritual reminders.
9. Encourage the practice of daily Sunnahs (Salah, duas, manners).
10. Lead by example in akhlaq, humility, respect, and responsibility.

#### **B. Salah Captain**

1. Ensure punctuality, discipline, and order during all Salah times.
2. Prepare prayer spaces and coordinate Salah arrangements.
3. Assist in forming proper saff (prayer lines) and maintaining jama'ah discipline.
4. Remind students about wudhu, cleanliness, and prayer etiquette.
5. Motivate students to perform Salah with sincerity, focus, and respect.
6. Coordinate with Hostel and Student-on-Duty teams for Salah-related preparations, including Asr Salah.

#### **C. Academic Captain**

1. Promote academic excellence, discipline, and seriousness during classes and prep times.
2. Support teachers in maintaining silence, focus, and order during study sessions.
3. Facilitate peer learning, group study, and academic support for weaker students.
4. Organise academic competitions, quizzes, and learning activities under supervision.
5. Encourage timely completion of homework and assignments.
6. Assist in supervising evening Preparation (Prep) classes.

#### **D. Sports Captain**

1. Promote physical fitness, sports participation, and healthy competition.
2. Organise games and sports events under teacher supervision.
3. Encourage fair play, teamwork, and sportsmanship.
4. Assist in maintaining sports equipment and facilities.
5. Motivate students to balance sports participation with academics and discipline.

#### **E. House Captains**

1. Ensure discipline, unity, and positive representation of their respective houses.
2. Lead houses during assemblies, competitions, and school events.

3. Encourage participation, teamwork, and house spirit.
4. Monitor cleanliness, punctuality, and discipline among house members, particularly keeping a keen eye on the uniform.
5. Coordinate and assist in organising house competitions and co-curricular activities.

## **F. Hostel Captain**

1. Lead the Hostel Leadership Team and coordinate with all captains and leaders.
2. Maintain discipline, punctuality, and order within the hostel.
3. Lead by example in akhlaq, humility, and respect.
4. Organise and conduct meetings of the Hostel Leadership Team.
5. Coordinate hostel-related operational responsibilities in consultation with staff.

## **G. Sanitation Captain**

1. Promote cleanliness, hygiene, and sanitation across school and hostel premises.
2. Encourage personal hygiene and clean surroundings.
3. Ensure proper waste segregation and disposal practices.
4. Identify sanitation and cleanliness issues and report them promptly.
5. Assist staff in cleanliness drives, inspections, and awareness programmes.

## **H. Dining Captain**

1. Maintain discipline, order, and cleanliness in the dining hall.
2. Ensure orderly queue management during meal times.
3. Assist in food distribution and serving under staff supervision.
4. Oversee table and counter clearance after meals.
5. Promote dining etiquettes, hygiene, and avoidance of food wastage.
6. Report dining-related issues to the concerned authorities.

## **I. Laundry Captain**

1. Coordinate organised collection and distribution of students' laundry.
2. Ensure proper tagging, handling, and timely return of clothes.
3. Maintain order and discipline during laundry schedules.
4. Coordinate with hostel authorities regarding lost, damaged, or delayed items.
5. Encourage students to follow laundry procedures and personal responsibility.
6. Handling of the Laundry Maintenance Book.

## **J. Student on Duty**

1. Assist SLT members in maintaining discipline and smooth transitions throughout the day.
2. Support assemblies, lines, Salah, and movement between activities.
3. Assist teachers and House Parents by reminding students of duties and schedules.
4. Report observations or concerns to SLT or staff rather than acting independently.
5. Serve as a role model in punctuality, uniform, conduct, and responsibility.

Annexure - G

**SOP AMENDMENT PROPOSAL**

*This amendment proposal shall be placed before the School Management in a duly convened meeting for review, discussion, and approval. Upon approval, the amendment shall be incorporated into the SOP and recorded in the official revision history.*

**1. Details of the Proposer**

- **Name(s) of Proposer(s) Class & Position:** \_\_\_\_\_
- **Role / Designation:**  School Management  Student Leadership Team

**2. Clause / Section Proposed for Amendment**

- **SOP Section / Clause Number & Title:**

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**3. Proposed New Wording / Modification (use extra sheet, if required)**

- **Revised / New Text:**

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**4. Justification / Reason for the Amendment**

- **Reason(s) for proposing the change:**

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**5. Expected Benefits / Impact (if any)**

- **Impact on students, staff, administration, or school functioning:**

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## Annexure - H

### Investiture Ceremony

<b>Time / Slot</b>	<b>Activity / Segment</b>	<b>Responsible Person / Team</b>	<b>Remarks / Notes</b>
<b>Opening Segment</b>			
____ : ____ to ____	Quran Recitation / Invocation	Selected Student / Student	Maintain decorum, prepare recital script, seating for audience
____ : ____ to ____	“Naat”	Selected Student / Student	Ensure sound system, silence / respect from audience
____ : ____ to ____	Welcome / Introductory Address by Host	Deans	Introduction of guests, outline of programme flow
<b>Induction &amp; Investiture Segment</b>			
____ : ____ to ____	Procession of new Student Leadership Team (SLT) members onto stage / dais	Student-Leaders + Music / Band (if any)	Use orderly procession / march, announce names
____ : ____ to ____	Formal Induction / Investiture		
____ : ____ to ____	— Presentation of badges / sashes / certificates to new SLT members	Chief Guest / School Secretary / Deans	Prepare badges/sashes, call out names, proper handover
____ : ____ to ____	Oath / Pledge Taking by new Student Leaders (reciting commitment to duties)	School Secretary / Chair (or designated authority)	Ensure clarity of oath, have a copy, maintain solemnity
<b>Addresses &amp; Speeches</b>			
____ : ____ to ____	Address by Chief Guest — encouragement to student leaders, motivating message	Chief Guest	Prepare introduction, seating, felicitation
____ : ____ to ____	Address by School Secretary (or equivalent authority) — on duties, expectations, leadership values	School Secretary / Chairperson	Prepare speech, emphasise responsibilities, values, code of conduct
<b>Closing Segment</b>			
____ : ____ to ____	Vote of Thanks — by a Student-Leader or Faculty, acknowledging guests, staff, participants	Student-Leader / Teacher-in-charge	Prepare brief thanks, mention contributors
____ : ____ to ____	National Anthem (or appropriate closing hymn / song / prayer)	All present / School Band / Choir	Ensure standing, respect, sound system check