Standard Operating Procedure (SOP)

for

Faculty Attending Professional Development Activities

This Standard Operating Procedure (SOP) outlines the process faculty members must follow when attending Faculty Development Programs (FDPs), conferences, seminars, workshops, or similar professional development events.

1. Purpose

To ensure smooth operations, effective communication, and minimal disruption to academic and administrative duties when faculty members attend professional development events.

2. Scope

This SOP applies to all faculty members of IILM University, Greater Noida, who plan to attend any FDPs, conferences, seminars, or workshops.

3. Procedure

3.1 Pre-Event Approval

1. **Application for Participation**
   - Faculty members must submit a written request to the Head of Department (HoD) or Dean at least **10 working days** before the event.
   - The request should include:
     - Event details (date, time, location, and title).
     - Justification for attending and relevance to academic or professional growth.
     - Any financial support required, if applicable.

2. **Leave and Work Adjustment**
   - Faculty members must apply for the appropriate type of leave (duty leave, special leave, etc.) through the university's leave management system.
   - The leave application must be supported by the event invitation/registration details.

3. **Approval Process**
   - The HoD/Dean will review the application for its relevance and ensure minimal disruption to academic schedules.
   - Final approval will be granted by the Dean or the Vice-Chancellor, depending on university policy.

3.2 Class Arrangement

1. Faculty members must ensure that their classes are not disrupted.
   - Arrange for a substitute faculty member to conduct scheduled classes during their absence.
   - Share the updated class schedule with the HoD at least **5 working days** in advance.
2. The substitute arrangement must be communicated to the students and administrative office by email.
3. In case no substitute is available, faculty members must arrange **extra classes** before or after the event to cover the syllabus.

3.3 During the Event

1. Faculty members are required to:
   - Attend the event fully and actively participate.
   - Collect any participation certificates or event materials.
2. Represent IILM University professionally and uphold its reputation.

3.4 Post-Event Responsibilities

1. **Report Submission**
   - Submit a written report on the event to the HoD within **5 working days** of returning. The report must include:
     - Key takeaways and learnings.
     - Relevance to academic or institutional goals.
     - Potential applications or benefits for the university.
   - Attach a copy of the participation certificate and event brochure.

2. **Knowledge Sharing**
   - Share insights or learnings from the event in a faculty meeting, departmental seminar, or similar platform.

3. **Feedback**
   - Provide constructive feedback to the administration regarding the event (if funded or facilitated by the university).

3.5 Financial Reimbursement

1. If financial support is approved:
   - Submit all bills, receipts, and other necessary documents to the Accounts Department within **10 working days** post-event.
   - Ensure compliance with university financial policies for reimbursement.
2. No reimbursement will be processed without prior approval for financial support.

4. Non-Compliance

Failure to adhere to this SOP may result in the denial of leave, financial support, or participation approval for future events.

5. Document Management

1. All applications, approvals, and reports will be maintained in the faculty member's personal file by the administrative office.
2. A copy of the event report may also be archived for institutional records.

Approved.

Vice Chancellor
IILM University, Greater Noida