

1. Introduction

This SOP outlines the process to be followed when a faculty member plans to take a leave and how to manage class cancellations or alternate sessions in such cases. Timely communication and coordination ensure learning continuity and accurate attendance records.

2. Responsibility and Intimation

- Faculty must inform the CAH/ACAH/ABM and BM in advance regarding planned leave.
- The BM is responsible for taking action on the system to either arrange an alternate session or mark the class as cancelled.

3. Faculty Action Plan (in case of planned leave)

If a faculty member is taking a planned leave:

1. Submit Assignments or Tasks

- Share relevant assignments or self-paced tasks with the Coordinator for learner engagement.

2. Schedule Soft Skills/Technical Activity Session

- Coordinate with the CAH to plan a soft skills/Technical class in place of the session.

3. Plan Cover-up Session

- Submit a planned cover-up schedule to the **CAH/ACAH/ABM** for approval and learner communication.

4. Alternate Session vs. Class Cancellation

- **First Preference: Alternate Session**

If an alternate trainer/BM/Co-ordinator is available and willing to conduct the session, it should be arranged.

- Attendance for such sessions must be marked under Extra Session.
- Clearly mention the topic and learner batch code.

- **Second Preference: Cancellation**

If no alternate trainer is available, the session must be marked as **"Cancelled"** on Pulse by the BM.

CANCEL	Tue, Jun 17, 2025	Delay by 4 days	Unlocking CSS' Creative Toolbox			
CANCEL	Wed, Jun 18, 2025	Delay by 4 days	Interview Mastery			

5. System Update Guidelines

- The **Branch Manager (BM)** must mark the class as Cancelled in the Pulse system as soon as leave is confirmed.
- If the **BM or Coordinator** fails to cancel:
 - **The CAH or HO Training Team** may mark the cancellation, but only if prior information is shared.
- If no action is taken at any level, the session will be **auto-cancelled** by the system.

			World Wide Web				
✓	Fri, May 30, 2025	Before Time by 4 days	Induction Session				
✓	Mon, Jun 02, 2025	Delay by 3 days	Working with text and lists in HTML				
✓	Tue, Jun 03, 2025	Delay by 1 day	Unlocking Table and Form				
✓	We						
x	Mon, Jun 09, 2025	Lecture cancelled	CSS Fundamentals: From Boxes to Floating Fun				
✓	Tue, Jun 10, 2025	Delay by 4 days	CSS Fundamentals: From Boxes to				

Estimated Date: Mon, Jun 09, 2025
Cancelled By: System
Reason: Automatically cancelled due to unmarked attendance

- For Cancellation, BM needs to fill in the cancellation reason and cover up the plan taken from Trainer.

Lecture Cancellation

Estimated Date: Tue, Jun 17, 2025

Cancellation Reason: *

Select Reason

Cover up plan: *

NEXT

- The trainer is supposed to inform about leave with a cover up plan.

6. In Case of Emergency Leave:

- BM and CAH can plan some alternate sessions for learners' engagement. If no one is available then BM can cancel the session on Pulse.

Key Notes:

- A soft skills session or alternate technical session is always preferred over class cancellation.
- Advance planning and documentation help avoid learner disruption and maintain academic flow.
- Marking the correct session type (Extra/Cancelled) is essential for accurate reports and attendance tracking.