

## **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.

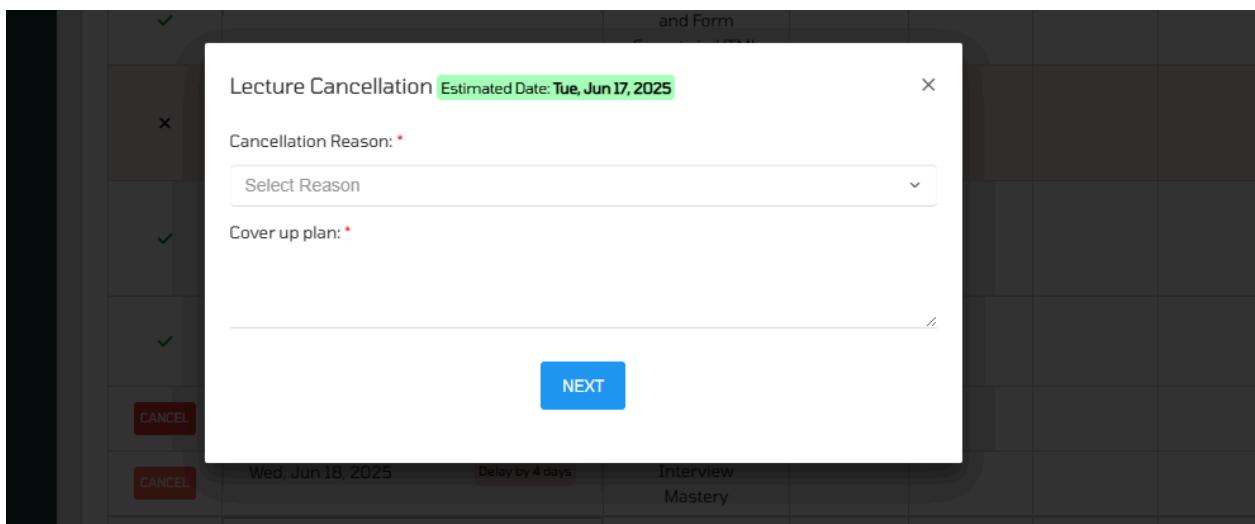
|               |                   |                 |                                 |  |  |
|---------------|-------------------|-----------------|---------------------------------|--|--|
| <b>CANCEL</b> | Tue, Jun 17, 2025 | Delay by 4 days | Unlocking CSS' Creative Toolbox |  |  |
| <b>CANCEL</b> | 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                     |  |  |  |  |
|   | <b>Estimated Date:</b> Mon, Jun 09, 2025<br><b>Cancelled By:</b> System<br><b>Reason:</b> Automatically cancelled due to unmarked attendance |                       |  |  |  |  |  |
| ✗ | 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              |  |  |  |  |

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



- 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.