

# SOP Lil humans



SOP No.	Lilhumanie	Issue Date	Version	Revision Date
HR-004	Kishore R, Intern Full - stack Flutter app developer	19/01/2026	001	MM/DD/YY

## Employee Process

### Purpose

This Standard Operating Procedure (SOP) provides a structured framework to help employees perform their roles effectively, maintain organizational discipline, and ensure that all operations align with the goals, values, and standards of **Lil Humans**. It serves as an official reference to promote consistency, accountability, and professionalism across the organization

### Scope

- All Intern Full-Stack Flutter App Developers engaged with Lil Humans
- Mobile application development projects using Flutter
- Front-end UI development, backend integration, testing, and maintenance tasks
- Office working hours, attendance, and time management practices
- Task assignments, performance evaluation, and reporting
- Workplace conduct, communication protocols, and professional behaviour
- Use of company systems, tools, source code, and organizational assets
- Internship discipline, evaluation, and exit procedures

### Roles / Responsibilities

- Assist in developing and maintaining mobile applications using **Flutter (Dart)**
- Implement UI designs and integrate APIs and backend services as assigned
- Debug, test, and optimize application performance
- Follow coding standards, version control practices, and documentation guidelines
- Collaborate with designers, backend developers, and product teams
- Update task progress regularly and report challenges to the reporting lead
- Maintain confidentiality of source code, credentials, and project data
- Adhere to company SOPs, data security policies, and professional conduct

## SOP Instructions

### Office Timings

- Working hours are **4:00 PM to 6:00 PM**, Monday to Saturday
- Attendance must be marked accurately as per company process

### Attendance and Leave

- Leave must be applied in advance through approved channels
- Unauthorized or frequent absence may lead to disciplinary action

### Work Performance

- Complete assigned development tasks within defined timelines
- Maintain code quality, performance, and usability standards
- Implement feedback and corrections promptly
- Report progress and technical issues regularly to the reporting lead

#### **Communication**

- Use official communication channels only (Email / WhatsApp groups)
- Maintain a professional tone in all technical and non-technical communication

#### **Discipline and Conduct**

- Demonstrate professionalism, responsibility, and respect in all interactions
- Follow company policies on confidentiality, data security, and tool usage

#### **Reporting Issues**

- Report technical blockers, bugs, or HR-related issues promptly to the concerned authority

#### **Exit / Completion of Internship**

- Follow the formal internship exit process
- Submit all code, documentation, and assigned deliverables
- Return company assets and ensure access revocation before completion

#### **Note:**

- **1st Monday Meeting:** Team heads to collect and share weekly updates.
- Take approval via WhatsApp group; **Missed Approvals:** HR will note it.
- **Inter-Team Support:** Communicate via email and keep CC: imayag@gmail.com, paviraghavendran@gmail.com, prasanth2306s@gmail.com

**If In Doubt – Ask Your Hierarchy/HR**