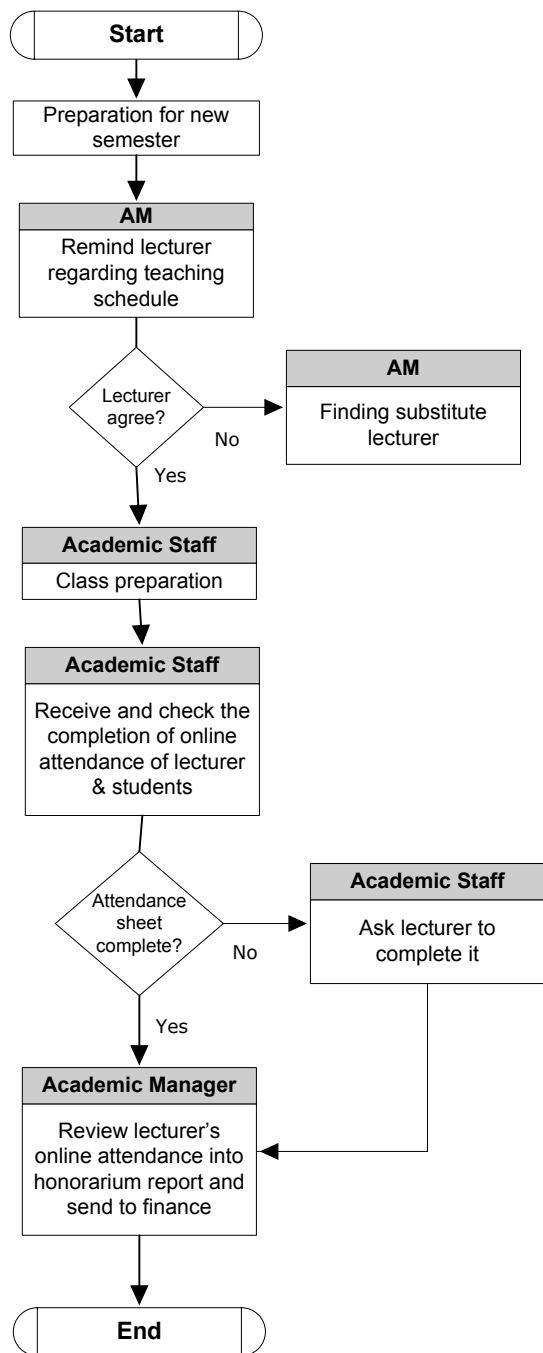


Prepared by : Academic Staff	ACADEMIC ACTIVITIES (DAILY CONDUCT)	Date : 25 November 2020
Checked by : Academic Manager		Revision : 03
Approved by: Quality Assurance	Doc No:sop-acd/ac/01/ikb/03/2020/00	Page : 01

STANDARD OPERATING PROCEDURE



Dokumen	Referensi
<ul style="list-style-type: none"> - Completion of subject plan form - Class schedule - Academic calendar - Lecturer Distribution map - Budget Academic -Lecturer Contract 	<p>Academic held the lecturer meeting & briefing in the beginning of semester for discuss learning process in PGP.</p> <p>Academic staff remind lecturer at least 1 day before the day of teaching schedule.</p>
<ul style="list-style-type: none"> - WI Lecturer Attendance and Class Substitution 	<p>Academic Immediately looking for the lecturer substitute if cancel class .</p> <p>Due to no make-up class policy, if there's any cancellation, academic could not avoid will find substitute lecturer.</p>
<ul style="list-style-type: none"> - Online Attendance sheet on SiAkad - Lecturer comment sheet on SiAkad - Syllabus - Guest Lecturer request form - Class schedule - Honorarium report 	<p><i>Academic assisted by maintenance crew to prepare Classroom & teaching aids such as in focus, laptop, marker, etc. (only if requested by lecturer).</i></p> <p>Academic report to OM if there facilities not well function.</p>
<ul style="list-style-type: none"> - Attendance sheet on SiAkad - Online Instructional Guide 	<p>Academic will pay the lecturer honorarium every Tuesday in a week.</p> <p>Academic will pay the lecturer honorarium 50% if lecturer late attend in class for one hours and more than 1 hours. Based on work agreement with lecturer.</p>
<p>Monthly attendance report</p>	<p>Academic check the compatibility number of students attendance & Lecturer comment sheet, and check the scheme of work and lecturer comment sheet on SiAkad.</p>