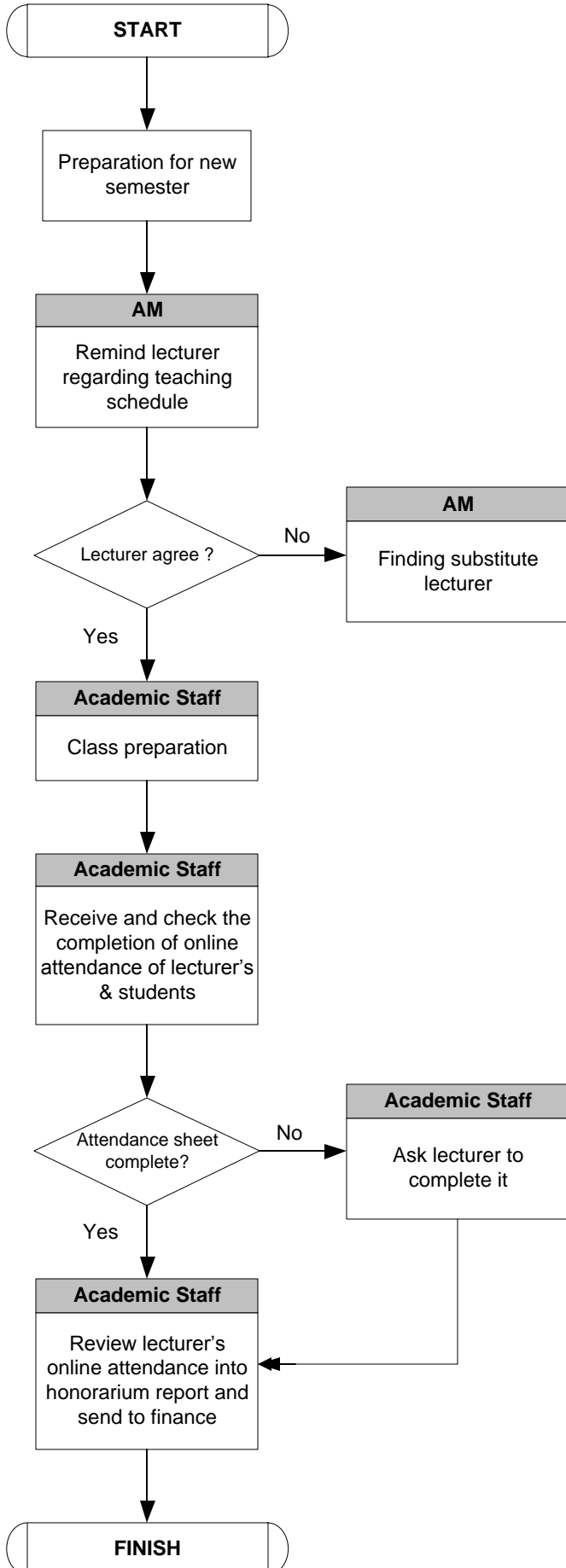


Prepared by : Academic Manager	ACADEMIC ACTIVITIES (DAILY CONDUCT)	Date : 4 Maret 2020
Checked by : MR		Revision : 02
Approved by: Ketua	Doc. No.: sop-acd/ac/01/ikb/03/2020/00	Page : 01

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 the schedule.</p> <p>Maximum cancel class for every lecturer are 2 times. Academic looking for lecturer substitute if cancel class. Academic looking for lecturer substitute if cancel class.</p> <p>Due to no make-up class policy, if there's any cancellation, academic will find substitute lecturer.</p> <p>Academic assisted by maintenance crew to prepare classroom and teaching aids such as infocus, laptop, marker etc.</p> <p>Academic report to OM if there facilities not well function.</p> <p>Academic will take not on data record of lecturer's attendance from their sign on the logbook attendance record.</p> <p>Academic will pay the lecturer honorarium 50% if lecturer late attendance in class for 1 hours and more than 1 hours.</p> <p>Academic check the compatibility number of student attendance & lecturer comment sheet, and check the scheme of work and lecturer comment sheet.</p> <p>Academic staff submit the attendance sheet & lecturer comment sheet weekly.</p>
<ul style="list-style-type: none"> - WI lecturer attendance & class substitution - Logbook lecturer attendance record - Online attendance sheet - Lecturer comment sheet - syllabus - Application form for external school activity - Guest lecturer request form - Class schedule - Honorarium book 	
<ul style="list-style-type: none"> - Attendance sheet - Online instructional guide <p>Monthly attendance report</p>	