



SAGE University, Bhopal


Standard Operating Procedure

Attending Academic Activities



(Conference/Seminar/Workshop/FDP/BOS/Academic Council/Examiner/Expert etc.)

Name of Approval Authority:
Signature:
Date:

Vice Chancellor

12/05/2022

SOP No.: 11
Page No.: 1 of 3
Revision No.: _____
Date: _____

1. Objective

For the growth and multidimensional exposure, faculty members are encouraged to visit various Universities/Institutions/ Professional Bodies/ Industry for their knowledge & skills enhancement. A faculty member can avail a maximum of 10 days academic leave in academic year, subject to prior approval of Vice Chancellor on recommendation of concerned HOD/HOS/Dean etc. If there are some activities being conducted in the University and coincides with any outside activity in which you plan to participate and if the presence of faculty is required at campus, than faculty member can not be granted such academic leave.

2. Purpose of Leave

Any faculty member can avail academic leave for the following purposes:

- To attend International/National Conference in India/Abroad organized by any University/ Institution of repute.
- To attend International/ National Workshop/ FDP/Seminar/ Symposia being organized by any University/ Institution of repute.
- To be a part of Expert Talk/ Keynote address/ Panel/ T.V. Show hosting/ Expert in BOS/ Academic Council/ Expert for conducting Practical Exam/ Viva-Voce/ PhD Viva-Voce etc.
- As a member of any Committee/ Board/ Task force etc.

3. Process

Any faculty who would like to avail academic leave should process their application through HOD/HOS/Dean.

A) **Before Event:** The following documents must be submitted with application:

- Invitation/Selection letter with schedule of the Programs
- Program brochure (if any)
- Duly filled leave application form with teaching load adjustment.



SAGE University, Bhopal


Standard Operating Procedure

Attending Academic Activities



(Conference/Seminar/Workshop/FDP/BOS/Academic Council/Examiner/Expert etc.)

Name of Approval Authority:
Signature:
Date:

Vice Chancellor

12/05/2022

SOP No.: 11
Page No.: 2 of 3
Revision No.: _____
Date: _____

- B) After Event:** The following documents must be submitted within 48 hrs after returning back from the event to Registrar office signed by Concerned HOD/HOS/Dean and Vice Chancellor/ Pro Vice Chancellor.
- A brief report of the event and learning from it.(Annexure -1)
 - Copy of the Certificate/Appreciation Letter/Minutes of Meeting/Thanks Letter with few related Photographs.
 - Details to be submitted to coordinator news letter for publishing
 - Strategies about further processing & successive follow up.
 - Any other details as deemed fit.

4. Record Maintenance

Record of such leaves to be maintained at concerned School and Registrar office. Such record can be produced to any competent authority as and when required.



SAGE University, Bhopal
Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400



Summary of Report after Availing Academic Leave

Name of Faculty: -----

Name of University/Institution: -----

Address: -----

Date: -----

Purpose of Visit: -----

Major Strengths of University/Institution:

Highlight 3 best practices which can be adopted at SAGE Group:

Name & Signature of Faculty

Date:

Note: After the Visit one copy to be submitted to Dean/HOS Office and one copy to VC Office duly signed by Dean/HOS.