

# Annexure – Faculty Manual Review & Update Record

## SOP Revision & Staff Acknowledgement

### 1. Basic Information

- Academic Session: \_\_\_\_\_
- Review Period: \_\_\_\_\_
- Purpose: Faculty Manual Review / Updates
- Prepared By: \_\_\_\_\_
- Reviewed By: \_\_\_\_\_
- Date of Update: \_\_\_\_\_

### 2. Objective

- To review the **Faculty Manual** in light of recent circulars and policy updates.
- To revise **Standard Operating Procedures (SOPs)** where necessary.
- To circulate updated **digital copies to all staff members**.
- To collect **e-sign acknowledgements confirming review and compliance**.

### 3. Circulars / Policy Updates Reviewed

Circular / Policy Reference	Issuing Authority	Date	Impacted Section of Manual	Action Taken

### 4. Faculty Manual Sections Reviewed

Section	Reviewed (Yes/No)	Changes Required	Updated By
School Policies			
Academic Procedures			
Examination SOPs			
Student Discipline Guidelines			
Child Safety & Protection			
Digital Learning / Technology Use			

### 5. SOP Changes Implemented

SOP Area	Previous Procedure	Updated Procedure	Effective Date


## 6. Updated Faculty Manual Distribution

Mode of Circulation	Date Shared	Responsible Person
Email		
ERP / Digital Portal		
WhatsApp Staff Group		

## 7. Staff Acknowledgement Record (E-Sign)

Staff Name	Department / Subject	Manual Received	E-Sign Submitted	Date

## 8. Training / Briefing Session (If Conducted)

Session Topic	Date	Conducted By	Staff Attended	Remarks
Overview of Updated SOPs				
Policy Clarification Session				

## 9. Compliance Monitoring

Activity	Responsible Person	Timeline
Staff Acknowledgement Collection		
SOP Implementation Monitoring		
Policy Compliance Review		

## 10. Observations

- The **Faculty Manual has been reviewed and updated** as per recent circulars and operational requirements.
- Updated SOPs have been **circulated digitally to all staff members**.
- Staff members have been requested to **submit e-sign acknowledgements** confirming review and compliance.

## 11. Documentation Maintained

- Updated Faculty Manual (Digital Copy)
- Circular reference records
- SOP revision log
- Staff e-sign acknowledgement list
- Communication records (email / ERP)

**Prepared By:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Principal / Academic Head:** \_\_\_\_\_