



**SADHANA EDUCATION SOCIETY'S**  
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)  
Linguistic (Gujarati) Minority

**L. S. RAHEJA COLLEGE OF ARTS & COMMERCE**

Estd : 1980  
Relief Road, Santacruz (W), Mumbai - 400 054.  
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## **Standard Operating Procedure (Sop)**

### **Staff Academy.**

1. Notice to be circulated to the staff to be sent to the Principal for approval and signature.
2. The notice will be circulated to the staff through official email of staff academy.
3. Invitation letter and thank you letter for the speaker will be sent by email with the signature of the principal.
4. External speaker to be invited to be discussed with the Principal for his approval. Internal speakers from the staff to be decided by the committee.
5. Honorarium for the external speaker to be decided by the principal.
6. Feedback form to be given to the staff members after completion of the session.
7. After filling the feedback form e certificate will be given to the attendees with signature of principal and chairperson of the committee.

  
PRINCIPAL