

## B. L. D. E. ASSOCIATION

NO-181/2016-17

Date: 16<sup>th</sup> July 2016

### SOP Memo and Order

Standard Operating Procedures (SOP), have been modified to aid effective functioning and monitor the quality of instruction and functioning of colleges, while keeping in mind the best and holistic interest of students, the college and the regulatory requirements set by the concerned government authorities, in letter and spirit.

Accordingly, the version of SOP has been prepared to describe, monitor and evaluate the employees work, target, performance, thereby the overall activities of the institutional performance. The employees shall execute an undertaking to perform their duties as prescribed in SOP, failing to perform or underperform they are agreeable for levy of fine and/or any other appropriate disciplinary action.

### ORDER

In pursuance of the above said objectives, the Heads of each Institutions are directed to constitute four committees with 'Assistants' to act as part of SOP and do their duties. All teaching and non-teaching faculty are to be included under one committee. The numbers and/or individuals can be divided as per the needs under each heading, experience and performance.

1. Administrative Affairs Assistant to Principal
2. Academic Affairs Assistant to Principal
3. Research Affairs Assistant to Principal
4. Student Experience & Placement Affairs to Principal

A committee of the Head Office will supervise the affairs and performance of each institution. The principals of the Institutions shall report the performance of their institutions and staff members to the committee in the Head Office.

A copy of the 'Standard Operating Procedures (SOP)', which covers the procedures to be followed is sent to all the Institutions. The Head of the institution will communicate further orders. The heads of all the institutions shall take up the necessary steps to implement the systems as prescribed in the SOP document. They may contact the following members if needed.

- (1) Prof. S J Goudar
- (2) Prof. S C Pattar
- (3) Prof. R V Kulkarni
- (4) Mr. Arun Desai and
- (5) Mr. Kiran Tigadi

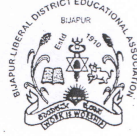
The heads of the institutions will take complete responsibility, *in a fair, unbiased and neutral manner*, to ensure the system is adhered to, to strive hard for the effective implementation of SOP for the betterment and can take disciplinary actions against non-cooperating members in this regard. The head of institution will be held directly accountable to any failure and will be subject to disciplinary action.

Committee shall work under the directions and guidance of Dr. B. G. Mallikarjun (Chief Advisor (A&R))

PRESIDENT,  
B.L.D.E. ASSOCIATION,  
BILAPUR.

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## B. L. D. E. ASSOCIATION

200-181/2016-17 STANDARD OPERATING PROCEDURES

Date-22/04/2016

### ASSOCIATION LEVEL CO-ORDINATION COMMITTEE:

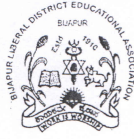
BLDE Association central coordination committees mentioned below include management representatives. They are namely, Academic affairs committee, Administrative affairs committee, Research affairs committee, Student's affairs committee including Finance, HR, IT, Branding, Marketing and Procurement.

### Duties of association coordination committees:

1. To achieve the highest rating from standard accreditation bodies like NAAC, NBA etc.
2. To improve results and placements of students.
3. Establishment of MOU's, Centers of Excellence and Innovative courses.
4. To work on increasing revenues, expense reduction, increasing efficiency and improvement through new initiatives.
5. To act as key the communication mechanism and set up lines of efficient communication through hoardings, digital media like email, what's app, social media, websites and telecommunication.
6. To record and maintain all the documents properly.
7. To have centralized procurement.
8. To prepare association wide timetables and calendar of events.
9. To prepare association wide HR Performance reports.
10. To assist the higher authorities in functioning.
11. To extend service in all branding and marketing activities.
12. To do outreach programs followed by internal communication.
13. To co-ordinate, monitor the efficiency and support printing press for all institutions requirements.
14. To prepare new objectives, forecasts with data collected from all institutions and past reports.
15. To focus on event scheduling and co-ordination of all events with financial presentation.
16. To carry out the necessary tasks as per the minutes of the meetings. The co-ordination committee chairman is responsible for the review and follows up the same.
17. To drive effectively SANKALP program.
18. Any other work entrusted by the management.

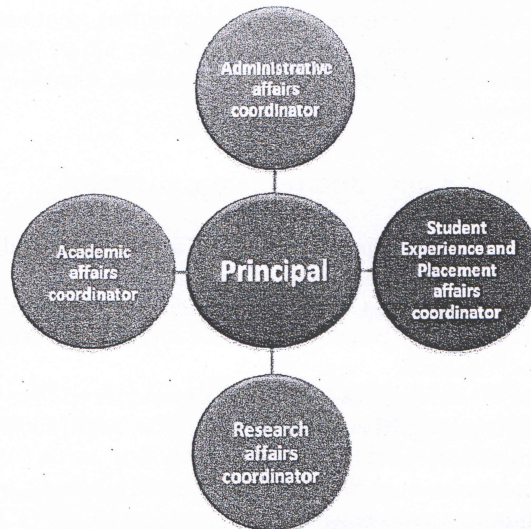
➤ **Association Level Committees**—headed by management representative and chief coordinators from respective colleges

1. Administrative affairs committee
2. Academic affairs committee
3. Research affairs committee
4. Student Experience and Placement affairs committee



## B. L. D. E. ASSOCIATION

### › Institute Level Committees



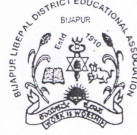
All faculty members and administrative staff including registrar/office superintendent, librarian and accountant will be divided into four committees' namely administrative affairs committee, academic affairs committee, research affairs committee and student experience and placement affairs committee in an ideally quarterly proportion under each category with a coordinator. All the coordinators will submit report to the Principal as per the assignments. The four coordinators are as follows:

- 1) Administrative affairs coordinator /assistant to Principal (AA)
- 2) Academic affairs coordinator /assistant to Principal (ACA)
- 3) Research affairs coordinator /assistant to Principal (RA)
- 4) Student Experience and Placement affairs coordinator/assistant to Principal (SEPA)

#### 1) Duties of administrative affairs committee:

To assist the Principal in executing the following:

1. To assist in all administrative works like all professional and regulatory co-ordination between the institute and management, inter-collegiate regulatory matters.
2. To stream-line the administration and attendance with discipline.
3. To be update the Principal with the regulatory requirements.
4. To manage the class allocations, timetables, security and all requirements for the day to day functioning of the institute, in co-ordination with other institutes.
5. To prepare the budget, forecast it and to do a retrospective analysis of income-expenditure.
6. To manage the assets, laboratories, libraries from an administrative perspective.
7. To hold the monthly meetings.
8. Any other works entrusted by the Principal and Management.



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### 2) Duties of academic affairs committee:

To assist the Principal in executing the following:

1. To assist in the quality improvement in teaching-learning-evaluation.
2. To assist in quality improvement.
3. To improve results and performance of students.
4. To organize mandatory extra/ remedial classes in requirements for underperforming students.
5. To streamline the teaching hours and teaching timetables with central committee for effective allocation of human resources in common subjects like English, Mathematics, and Computer Science etc.
6. To bring into effect new courses, seminars, conferences, video lectures such as TED Talks etc.
7. To manage the laboratories and libraries from the academic perspective.
8. Random visit to classes and laboratories.
9. Preparation of overall progress report semester-wise/annually as the course structure is.
10. To hold the monthly meetings.
11. Any other works entrusted by the Principal and management.

### 3) Duties of research affairs committee:

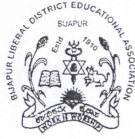
To assist the Principal in executing the following:

1. To initiate research activities among faculty members.
2. To initiate research activities among students.
3. To extend help in organizing seminars, workshops and guest lectures.
4. To set up new research centers.
5. To help faculty and students in preparing manuscripts for publications and research grants.
6. To motivate faculty and students to publish research papers in high impact factor journals.
7. To effectively utilize the Anti-Plagiarism software as a part of integrity.
8. To make the institutions network hub, in research activities sharing of resources like knowledge, instruments and the library.
9. To motivate the faculty and students to apply for awards.

### 4) Duties of student-experience and placement affairs committee:

To assist the Principal in executing the following:

1. Security of students.
2. Disciplinary actions over Misconduct on the campus.
3. Events, activities, seminars by the students.
4. TED Talks arrangements, analysis of talks and report generation.
5. Placement activities.
6. Hostel facilities, Food, Canteen and Catering services
7. Sports activities.
8. To motivate the students to participate in SANKALP program.
9. Publishing college wise newsletters.
10. To make the college active for 08 hours per day in all 06 weekdays.



## B. L. D. E. ASSOCIATION

### Targets

The duty of the coordinators of four committees to impress upon the Dean/Principal to adopt holistic improvements by enforcing:

1. 100% students admission and passage rates
2. Each subject in each institute should have mandatory extra/remedial classes on a set schedule on weekdays or weekends for underperforming students.
3. Implementation of new initiatives and courses.
4. Teaching improvements as per targets.
5. Placement improvements as per targets.
6. All the decisions taken under various heads and mechanisms.

The Principal/Head of Institute is accountable for the performance of all four committees. The performance of Principal is weighted as;

- 30%weightage for the collective committee's performance,
- 30%weightage for average of the performance of all staff members (teaching & non-teaching),
- 20%weightage for own teaching& new initiatives and
- 20%weightage for efficiency of the person's administrative style.

### Individual annual review:

Annually, the performance of all the staff members (both teaching and non-teaching) will be subjected for review by quantitative and qualitative measures. The evaluation is based on a scale of 1-5: Poor, Sub-Average, Average, Above-Average and Excellent.

5 key parameters:

- Attendance and quality of teaching. The spirit and quality of instruction in and outside class help being given to students.
- Results of Students and Passage Rate
- Performance of Students through marks and other co-curricular and personality development.
- Pro-Active contribution in the assigned and agreed committee
- Active contribution and assistance in Research, Papers, Newsletters, Journals, Articles, Events, Conferences, Student Activities etc.

As per the SOP, the overall activities of staff members (both teaching and non-teaching) will be reviewed with respect to roles & responsibilities, annual performance and targets. All the employees of BLDE Association have to take the complete responsibility to ensure that the system is strictly adhered to in letter and spirit in the best interest of students, the institution and the regulatory bodies that govern education.