

BLDE Association, Vijayapur

STANDARD OPERATING PROCEDURES

ROLES AND RESPONSIBILITIES

I) DUTIES OF THE PRINCIPAL

Key Tasks:

1. To provide full information to the management on all issues pertaining to the college
2. Implementation of overall policies and advising the management on policy matters and forward planning
3. Direction, management, organization and overall supervision of all college activities
4. Management of the college finance
5. To exercise of a leadership role in managing relationships and building a collaborative team work
6. To provide educational leadership, planning, implementation and monitoring of the academic curricular and co-curricular activities;
7. To manage academic, personal and social development of students, their enrolment and dismissal
8. To actively participate in professional educational activities and maintenance of a co-operative and supportive atmosphere within the college community.
9. Protection and building the college brand image
10. To be responsible for the implementation of objectives through the curriculum, the human resources policies and practices within the College, the development of the physical infrastructure and resources of the college.
11. To establish an effective link between the college and the management through board meetings.
12. Have a latest list and try to get the grants, fund , schemes from government to the institution and students
13. Get strict compliance as per apex bodies.
14. Help and support all kind of the information and action towards Legal, Tax, PF, etc


IQAC, Co-ordinator
S.B.Arts & K.C.P.Science College,
Vijayapur.


Principal,
S.B. Arts and KCP Science College
VIJAYAPUR

Specific Tasks:

A. Leadership

- a) Continually try to improve the operating effectiveness of the college for which he is responsible.
- b) Keep informed of current practices and techniques relating to college programs, teaching and administration by attending meetings and professional development conferences, and reading professional materials.
- c) When not involved in teaching duties, to devote as much time as possible to the supervision of the college; observing methods of instruction and trying to improve the efficiency of the staff.
- d) Keep the office superintendent fully advised as to the conditions and needs of the college and suggest appropriate changes in and ensure adherence to approved policies, practices and procedures within his area of responsibility.

B. Programming

- a) Co-ordinate and promote the development of programs within the college to best meet the needs and interests of the students including establishment, supervision, and evaluation of education programs.
- b) Assist the teaching staff in the development, implementation, modifications, and selection of curriculum materials.
- c) Develop and support a high degree of student morale through curricular and extracurricular activities and services and co-ordinate the participation of all members of the teaching staff in the extracurricular programs.

C. College Organization

- a) Participation in the selection of professional, clerical and support staff.
- b) Be responsible for the preparation of timetables, and other schedules and supervision of schedules and their functioning.

- c) Hold regular staff meetings for the purpose of discussing educational and administrative matters.
- d) Establish appropriate procedures for the control of all college records and equipments, etc.
- e) Have authority over faculty and students admitted at the college.
- f) If there is no post of Vice-Principal, designate a member of the teaching staff to assume the duties and responsibilities of the Principal in the absence of Principal.

D. Professional Development

- a) Promote the professional and academic growth of his staff through seminars/conferences, in-service training and personal contacts.

E. Staff Supervision and Evaluation

- a) Principal is responsible for the daily supervision of the college, students, facilitators, professional and support staff, volunteers, and personnel from outside agencies.
- b) To observe that the every faculty shall be on duty in the college at least 10 minutes before the opening of the sessions.
- c) Principal shall evaluate the effectiveness of each member of the staff in accordance with the policies and shall forward write reports to the management.
- d) Principal is responsible for the development and conduct of an orientation program for all new teachers and others staff members.
- e) Principal should observe that there should be substitute arrangement in case teachers or other staff members are on leave.

F. Student Control and Supervision

- a) Establish an environment in which students can develop self-disciplined.
- b) To have disciplinary authority over each student on college premises.

- c) Be responsible for the supervision of students and student activities in the college.
- d) No student is allowed to leave the college without permission of principal.
- e) Principal should be responsible for arranging industrial visits, field visits, community services and campus interviews for students.

G. Communication and Public Relations

- a) Maintain communications with parents or guardians regarding their wards and total college program, student achievements, and placements.
- b) Inform parents of the college activities through newsletters, parent/teacher meetings, and through electronic media.

I. Budgeting and purchase

- a) Principal is responsible for the administration of the budget for college and the safe keeping of fees or materials that belong to the college.
- b) Principal is responsible for establishing procedures for the purpose and receipt of materials and supplies necessary to support the instructional programs. Ensure that there is a system of accounting for fees from student activities, student fees, gifts or other funds belonging to college.

J. Health, Safety, Plant Supervision

- a) Ensure that all reasonable precautions are taken to safeguard the health and general well being of his staff and students of the college.
- b) Establish procedures whereby the access of visitors to the college can be monitored and controlled. Ex. salespersons and former students.
- c) Organize and supervise patrols where applicable, make readily available first aid supplies and treatment.
- d) Inspect the college buildings to see that they are free from hazards which might cause accidents.

- e) Report any accidents or injuries of students or staff to the management and arrange for immediate treatment.
- h) Conduct fire drills as required by regulations and see that all personnel within the college are familiar with all procedures to be followed in case of a fire. Fire exit signs shall be placed in each room.
- i) Assume responsibility for the general cleanliness and maintenance of college.

II) DUTIES OF THE VICE-PRINCIPAL

The Vice-Principal shall, in the absence of the Principal, assume the duties and responsibilities of the Principal. Other duties of the Vice-Principal shall be those worked out by mutual agreement with the Principal.

III) DUTIES OF FACULTY MEMBERS

General:

1. The faculty member should come to the college at least 05 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the faculty members are expected to follow the rules and regulations of the college as prevalent from time to time.
3. The work load of all the faculty shall be as per norms. Whenever there is shortage of hands, excess workload can be assigned for time being.
4. Faculty members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal time to time.

5. Faculty members should attempt to publish text books, research papers in reputed Journals / Conferences.
6. The Faculty member must strive to prepare academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
7. Every Faculty member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which is interested in or assigned to him/her from time to time. Example SANKLAP, TURN IT IN, TED TALKS etc
8. Group and anti-institutional activities of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.
- 9) Faculty members are expected to respect the dignity of students individually and collectively in the classroom.
- 10) Test/examinations papers must be made available to the students for verification
- 11) Care must be taken for physically challenged and learning disabled students.
- 12) Faculty members have an obligation to serve on various committees and other administrative assignments.
- 13) All faculty members must keep their department heads or principals informed of their progress in teaching, research, their contributions to civic and professional groups and organizations.
- 14) If faculty member is away from the campus during any period of normal academic operation, they must obtain prior approval of their department heads or principals. Such advance notice will permit alternative arrangements to assure smooth sharing of responsibilities.
- 15) Faculty members must take care to treat all members of the academic community with respect and dignity.
- 16) Attention must be given to the elimination of sexual harassment.

A) Departmental activities:

9. The Faculty member should always first talk to the HOD and keep the HOD in confidence about the professional and personal activities.
10. The teaching load will be allotted by the HOD/Principal after discussion with faculty.
11. In addition to the teaching, the faculty member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
12. Every faculty member must give seminar on some topic at least once in each semester to other faculty members.
13. Every faculty member should maintain student's attendance records and the absentees Roll numbers should be noted everyday in the master attendance register maintained in The department as soon as the classes/laboratory hours are over.
14. Whenever a faculty member intends to take leave, the faculty should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab /invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
15. The faculty member should make presentable. The faculty member Should show no partiality to any segment / individual student.
16. The faculty advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

B) Class room teaching

17. Once the subject is allotted the faculty member should prepare the lecture hour wise Lesson plan as per students attendance register.
18. The faculty member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs,

test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,

19. The faculty member's diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
20. The faculty member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The faculty member should not dictate the notes in the class.
21. The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
22. The faculty member should engage the full 60 minutes and should not leave the class Early.
23. The faculty member ideally should recapture for first 5 minutes the lessons of the last Lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we will see in the next class.
24. The faculty member should cultivate to include humor in the lecture, to break the Monotony.
25. Should practice/rehearse the lecture well before going to the class.
26. The faculty member should make use teaching aids and practice ICT enabled teaching.
27. The faculty member should encourage students asking doubts / questions in between.
28. The faculty member should get the feedback from students and act / adjust the teaching appropriately.
29. The faculty member should take care of academically backwards students and pay Special attention to their needs in special classes.

30. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
31. The faculty member shall give possible 2-mark questions with answers for each unit.
32. The faculty member should sign in the class log book every day after he/she finishes the lecture.
33. The faculty member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
34. The faculty member should always aim for 100% pass results in his / her subjects and
Work accordingly.
35. The faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and know the latest advancements.
- 36 The faculty member should make available for doubt clearance.
37. The faculty member should motivate the students and bring out the creativity / originality in the students.

C) Laboratory

38. The faculty member going for laboratory practical's must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
39. Whenever possible, additional experiments to clarify or enlighten the students must be given.
40. The lab observations/records must be corrected then and there or at least by next class.

D) Examinations

1. While setting question paper, the faculty member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

42. During invigilation, the faculty member should be continuously moving around. Should not sit in a place for a prolonged time. Should watch closely so that nobody does any malpractice in the exam/test.
43. Whenever any malpractice is noticed, the faculty member should get a written statement from the student and inform the university representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of test / Model Examination).
44. The test papers must be corrected within three days from the date of examination and Marks submitted to the HOD for forwarding to / Principal with remarks.
45. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

E) Student-faculty understanding

46. The faculty member should have a good control of students.
47. As soon as the faculty member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent.
48. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.
49. The faculty member should act with tact and deal with insubordination by students maturely.
50. The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

III. DUTIES OF LIBRARIAN

The Librarian is responsible for providing library and research services for the organization and maintenance of the library and its collections. The librarian has to perform the following duties;

1. Planning, administrative and budgetary functions and information services

- Establish and implement library and information policies and procedures
- Develop and manage convenient, accessible library and information services
- Establish and manage the budget for library and information services, technology and media
- Develop and manage cost-effective library and information services, technology and media
- Order materials and maintain records for payment of invoices
- Analyze and evaluate library and information services, technology and media service requirements
- Prepare reports related to library and information services, technology and media services, resources and activities

2. Effective access to library collections and resources

- Develop and maintain collections management policies and procedures
- Perform original cataloguing and classification of print, audio-visual and electronic resources
- Develop and maintain special indexing systems and files for special collections

3. Organization of library materials

- Ensure an accurate inventory of resources
- Ensure efficient retrieval by users
- Search external database programs for the availability of cataloguing copy
- Maintain inventories, compile statistics and generate reports as required
- Develop and maintain cataloguing procedures
- Distribute materials for cataloguing
- Determine the type of cataloguing required

- Enter cataloguing data into the library's automated system
 - File cards in shelf list
 - Complete cataloguing records where only partial copy is available
 - Index materials for the pamphlet collection
4. Library services in response to the information needs of library users
- Respond to daily on-site requests for information
 - Train library users to effectively search the Library catalogue, Internet and other electronic resources
 - Provide an interlibrary loan service for both book and audiovisual materials and maintain records
 - Maintain circulation files, records and statistics
5. Perform other related duties as assigned by the Principal

IV. DUTIES OF NON-TEACHING STAFF

1. Office superintendent/ administrator

The office superintendent shall perform the following work:

1. To exercise check and follow up of letters received from the Government/apex bodies.
2. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to Principal or any higher officers concerned and given interim replies.
3. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned.
4. To maintain the muster roll of the members of the staff working under him and inform the Principal about late attendance, absentees etc.
5. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Principal as the case may be.
6. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.

7. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
8. To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or bills lying indisposed off.
9. To give instructions regarding maintenance/destruction of old records according to the direction of higher authority.
10. To attend to such other works as may be assigned to him with the approval of the Principal.
11. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
12. To maintain calendar of periodical returns for incoming and outgoing, separately.

2. First division assistant/ second division assistant

The First Division Clerk (FDA) shall discharge the duties under directions of the Principal or any other higher authority as follows:

1. Initiate prompt action on files and proposals and their disposal
2. Promptly put up notes and files to the higher authorities.
3. Maintain all the files and records.
4. Prepare of noting and drafting the letters and computer work.
5. To acknowledge letters received.
6. To submit dak to the concerned departments/persons daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
7. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
8. To maintain different registers, forms etc.
9. To keep a note-book to watch timely disposal of urgent papers.

10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the office suptd.
13. To prepare monthly arrears report and submit it to the office suptd. for perusal and guidance/instructions.
14. Preparation of agenda, minutes of various committees of the Institute.
15. Initiate various proposals and preparation of drafts and submit the same to the higher authorities for consideration and approval in a timely manner.
16. Maintain personal files of all staff.
17. Provide any data and statistical particulars that have been requested by higher authorities and other department's heads of the institute in time.
18. Attend the following work:
 - Maintain student records
 - Process of admission related work
 - Exam related work
 - Arrange for purchase of equipment, consumables and furniture
 - Maintain all office records including stock register
 - Receive and deliver the letters and circulars from the authorities to all the employees of the faculty/ department/centre
 - Payment and processing of TA/DA and honorarium to Examiners/visitors/staff members.
19. Preparation of budget and making provision, scrutiny and passing of bills, issue of cheques, maintaining book of accounts, preparation of statement of accounts, attending to audit work, preparation and sending of utilization certificates to the grantors concerned.

20. Any other work assigned by office suptd from time to time with the approval of the Principal.

3. Accountant

1. To ensure that the various payments made from the institution are within budget provision and with the sanction of management.
2. Correspondence with management, state/central government/other funding agencies for work done.
3. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
4. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
5. To report to the office suptd about financial provisions of act
6. To attend to such other works assigned to him by office suptd with the approval of Principal.
7. To perform regular salaries and maintain contingency money for daily expenses
8. Administration, maintenance and monitoring of external research funds granted to institution.

4. Store In-Charge

The Store in-charge is responsible for maintaining the store in order to ensure staff and students have access to necessary materials. He shall perform the duties as follows;

1. To receive and inspect all incoming materials and reconcile with purchase orders; processes and distribute documentation with purchase orders; reports, documents and track for damages and discrepancies on orders received.
2. To make departmental deliveries of requested surplus office furniture and goods; maintains records of all deliveries.
3. To file requisitions and order adequate goods and deliver them to staff.

5. To receive and store documents and confidential files; maintains record of approved document and confidential file.
6. To ship canceled and damaged items back to vendors as appropriate.
7. To deliver and set up furniture as and when required.
8. To handle and document storage and transportation of hazardous materials.
9. To maintain the records area and stores area in a neat and orderly manner.
10. To answer questions regarding procedures and resolve discrepancies regarding receipt, delivery, warranties, repair and surplus property.
11. To train and direct the work of students.
12. To monitor the cleanliness and order in the store
13. To maintain stock, supplies and inventories
14. To record prices in the stock register/book
15. To maintain a manual general ledger/bills
16. To record receipts/delivery challans
17. To perform other related duties as assigned by Principal

5. Laboratory Technicians/Assistants

1. To assist students and teachers in conducting experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist HOD & store keeper in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist HOD and store keeper in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory to HOD and store keeper.
7. To report to HOD about misbehaviors inside the laboratory.

8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. Proper maintenance and disposal of hazardous chemicals/other materials
10. To attend to such other duties as assigned by HOD with the approval of Principal.

6. Laboratory Attendants

1. To clean laboratory and to keep laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
3. To assist laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical's and experiments.
5. To report about loss of laboratory equipment and other materials to lab. Technician.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties assigned to him by the Laboratory technician with the approval of HOD.

7. Peons/Attender

Peons/attainder shall perform the following duties;

1. To open doors, windows etc. in morning and switch on fans and lights and closing the same, when not required.
2. To dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Office Suptd and also do the work of stitching/pinning/filing agenda and minutes of meeting according to instructions.

4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels etc.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. Carry machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate photocopying/fax machine, wherever necessary
8. Carry out any other work of similar nature which the office suptd/HOD/Principal/higher authority, may instruct.
9. Serve drinking water/tea to employees and to visitors, when required.
10. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).
11. Any other work as may be assigned to him by the concerned officer from time to time.
12. Transportation of instruments/machines within the building and outside the building whenever required.
13. Daily cleaning of class rooms.

8. Daily wage works/Sweepers

1. Sweeping and cleaning of floors in the building and premises
 2. Maintenance of garden
- Any other office work related to cleaning as assigned by the office suptd.

V) RESPONSIBILITY OF STUDENTS

The role of students in the college is very important to groom themselves, adapt and learn. Students can help themselves become successful while in college by doing the following:

1. Regularity in attending classes and practical's and develop a positive and meaningful relationship with classmates.
2. Involvement in extra-curricular activities like SANKLAP programs, TED TALKs, TURN IT IN etc

3. To take the initiative in college programs
4. Be familiar with all university and college of policies, including the specific requirements for your courses.
5. To observe academic deadlines. Don't miss deadlines. Know when to register.
6. To keep a personal record of your progress.
7. To notify the college if your address or phone number changes.
8. To follow college or university website and email sent to you.
9. Seek permission from your class teachers and principal for leaves.
10. Furnish accurate and honest information to college office. Furthermore, students shall not misuse the college name, the name of any college employee, documents, records or identification.
11. Not to obstruct or disrupt teaching, administration, disciplinary procedures or other college activities.
12. Not to use or consume tobacco, alcohol/drugs or any other prohibited substances in the college premises.
13. Not possess or use firearms, explosives, dangerous chemicals, or weapons of any kind in the college campus.
14. Not to damage college or library property or materials.
15. Comply with the directions of college.
16. Observe rules and regulations concerning the use of campus buildings.
17. If a student is implicated in the violation of any college rule or regulation, whether he or she directly committed the act or omission constituting the violation, or aided and abetted in the violation, the student may be treated as if he or she had directly committed such violation.

VI. RESPONSIBILITY OF PARENTS/GUARDIANS

For the successful completion of courses of institute, the support of parents/guardians is very important. As teachers and parents share the responsibility of encouraging, modeling and strengthening future of students, it is important that parents understand their role and responsibility in the overall development of their wards.


1. Parents/guardian should show positive attitude at home about college, teachers and the importance of education
2. Parents/guardian should keep open communication with the teachers, class coordinator and Principal with regard to their wards. This helps in addressing many difficulties, and maintains a positive learning and social environment
3. Parents/guardian should monitor assignments of their wards to make sure he/she is working daily to complete all the assignments on time
4. Parents/guardian should encourage their wards to work to the best of their potential, academically and socially
5. Parents/guardian should demonstrate respect and good manners towards teachers and administrative and other staff working in the college
6. Parents/guardian should be aware about their ward's performance at college and be open to a mutual sharing of concerns
7. Parents/guardian should attend the meeting whenever called by college
8. Parents/guardian should respond to messages/phone calls of college
9. Parents/guardian should visit the hostel at least once in a month, if their ward is residing in hostels
10. Parents/guardian should be a positive role model when visiting the college.

GENERAL POINTS APPLICABLE FOR ALL EMPLOYEES OF ASSOCIATION AND INSTITUTIONS

1. All the employees should maintain daily activities report and get signed by the HOD/Principal on weekly basis and maintain as record.
2. Whenever any employee is out of campus, it is mandatory to mention in the movement register and if it is more than an hour employee needs to take permission of the HOD/Principal and if employee is taking more than 2 hour, then apply for half day or full day leave depending on the timelines.
3. Dress code for non-teaching staff.
4. Dress code for students.

5. Employee identification number (EIN) to be made available.
6. Sharing of infrastructure in order to avoid duplication will result in maximum utilization and productivity. Hence, is mandatory to share;
 - a) Common and high end instruments
 - b) Common buildings
 - c) Electrical generators
 - d) Auditorium/seminar halls
 - e) Transport facilities
 - f) Common faculty (Statistics, mathematics, Indian constitution, environmental science, computer science, physical instructor, etc.)


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Principal,
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