



BLDE Association  
Standard Operating Procedures (SOP)



ATTRIBUTES AND TARGETS FOR THE  
YEAR 2018

Name of the College: SB Arts & KCP Science College, Vijayapur

Date of Commencement of SOP: 01/01/2018 (first cycle)

1. ADMINISTRATIVE AFFAIRS COMMITTEE

Sl. No	Attributes	Targets	Achievements	Weightage	Management Remarks
1	Admissions of students	100 % admissions for PUC & UG Courses and minimum 75% for PG courses		10	
2	Income and Expenditure Plan	10% increase in revenue & 10% reduction of operating expenses on year on year basis		5	
3	Department wise Stock and Fixed Asset Verification	Every department/institute should give stock verification report <u>quarterly</u>		5	
4	Skill up gradation programs for non-teaching staff	Each non-teaching staff members should undergo skill up-gradation/refreshment programs once in every Semester		5	
5	<b>Campus and facilities quality improvement</b> a) Food or contents in hostel (mention date & time of surprise visit to hostel mess) b) Management of Campus/College cleanliness, GREEN initiatives & creation of Eco-friendly & student friendly environment(give details of actions taken in this regard) b) Management of	80% Good Feedback from Stake Holders		10	

	<p>Campus/College cleanliness, GREEN initiatives &amp; creation of Eco-friendly &amp; student friendly environment(give details of actions taken in this regard)</p> <p>c) Live campus for 10 hr</p> <p>d) Standard dress code</p>	<p>Library and R &amp; D departments should work for 10hr/day</p> <p>Standard Dress code or uniform for the students &amp; non-teaching staff ( C and D groups administrative staff) with ID cards</p>		
6	Calendar of events	Prepare month-wise Calendar of events and submit in the month of January every year	5	
		<b>Total</b>	<b>40</b>	

## 2. ACADEMIC AFFAIRS COMMITTEE

Sl. No	Attributes	Targets	Weightage	Management Remarks
1	Passing Rates/Results	100 % - ( Out of this 50% of students should score – above 60%, 25% student score above 70% and remaining 25% students should score above 80%)	20	
2	Students internships or on-site industrial project	Each department should have at least one industry sponsored project per year	10	
3	Faculty development programs/refresher courses attended	Each faculty member should undergo 1-2 weeks of faculty development programs/refresher courses once in every five years	5	
4	Guest lectures organized	Each department should conduct at least 5 guest lecturers of repute per year	5	
5	Parents meet	Once a semester parents meet for every department	10	
		<b>Total</b>	<b>50</b>	

### 3. RESEARCH AFFAIRS COMMITTEE

Sl. No	Attributes	Targets	Weightage	Management Remarks
1	Research Publications 1. Research Publications	TARGET: The faculty members should publish original research papers/ Review articles in indexed journals of repute with impact factor per paper as follows; 0 to 1: 10 Papers 1 to 2: 08 Papers 2 to 5: 05 Papers 5 to 10: 02 Paper Impact factors calculated by Thomson Reuters/JCR will be considered; journals own impact factor calculation will not be taken into consideration. Papers published in non-indexed/non-referred journals will not considered. On-line open access journals are not considered until and unless they are indexed and possess impact factors	15	
2	Research grant from external funding agencies	Each department should have at least one research grant per year	10	
3	Books/Chapters	Number of Books/chapters in edited books (with ISBN numbers & published with reputed publishers) should be 10% of the total faculty number of college per year	10	
4	Patents, trademarks, copyrights and Technology transfers	At least 02 patent/ trademarks/ copyright applications should be filed in a year.	5	
5	Consultancy works	Every department should establish at least one consultancy work per year (Paid and Honorary)	5	
6	Paper presentation at conference/ seminars	Each department should present at least 15 papers in state/national/international conferences/seminars	5	

7	Conferences/seminars/faculty development programs organized	Each department should organize at least one state/national/international conferences/seminars/faculty development programs per year. Getting sponsorship from apex bodies/funding agencies is mandatory to organize the seminars/conferences	5	
8	MOU/Industry-Institute collaborations	Every department should have at least one MOU/Industry collaborations per year with active exchange programs	5	
		<b>Total</b>	<b>60</b>	

#### 4. STUDENT EXPERIENCES and PLACEMENT AFFAIRS COMMITTEE

Sl. No	Attributes	Targets	Weightage	Management Remarks
1	Placement percentage	45% of final year total student's strength on campus selection and students sought for higher studies.	20	
2	Extension/community activities	Each department should conduct at least 2 Extension/community activities per year	5	
3	Sports and cultural activities	At least one inter-collegiate/zonal/state/national level sports/cultural prizes/awards by students should be achieved per department per year	10	
4	Management initiatives- TED Talks, SANKALP, Turn-it in usage etc	Institute should conduct as per the instructions, need and is mandatory to provide place for TED talk in regular time-table	5	
5	Feedback system	Overall Feedback from all the stakeholders should be Positive and Visible Improvement compared to previous year (maintain 80% Good Feedback from Stake Holders)	5	
6	Alumni Meet	Every institute/department should conduct 1 Alumni Meet in a year	5	
		<b>Total</b>	<b>50</b>	

### Performance Grading

Scale	Description	Teaching staff points
1	Poor	Below 120
2	Sub-Average	121-160
3	Average	161-180
4	Above-Average	181-190
5	Excellent (target achieved)	191-200

#### Special Note –


1. Overall Feedback from all the stake holders should be Positive and Visible Improvement compared to previous year.
2. Role and responsibilities of all staff should be made available to all concerned.
3. Self appraisal formats are enclosed for teaching and non teaching separately.
4. After performance appraisal is completed, all staff should fall under all categories mentioned in the SOP. Example – Bell Curve Appraisal method minimum 10% in each categories 1-5 scale mandatory.
5. All individual and committees targets are assigned.
6. Submit monthly progress report without delay.

Date –

Signature of the Principal

Signature of Management Committee members

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

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