SOP ATTRIBUTES AND TARGETS FOR INSTITUTION-2019-2020

1. ACADEMIC AFFAIRS COMMITTEE — N.D. Adigend. NAAc-c.1 5ll

S. No	Attributes	Target	Weightage Points
1	**Curriculum Planning and Implementation:** Institution should develop mechanism for well planned curriculum delivery and documentation	Institutes should organize one workshop for its teachers on curriculum delivery at the beginning of AY (update monthly activities and curriculum delivery plans)	4
2	**Certificate/ Diploma Courses**	Introduce one certificate/diploma course in the institution (update curriculum, contact hours, mode of deivery and monthly activities)	4
3	**Academic Flexibility**	Introduce one Program in which Choice Based Credit System (CBCS)/Elective course system adopted (if already exists give its details and update monthly activities)	4
4	**Curriculum Enrichment**	Introduce one Value-added course imparting transferable and life skills (update, course content, relevancy to main course and monthly activities)	4
5	**Field Projects / Internships or on-site industrial project**	Three projects / internship programs should be undertaken/ Institute should have at least one industry sponsored project per year	3
6	**Guest lectures organized**	Institute should conduct at least 10 guest lecturers of repute per year	4
7	**Demand Ratio and Admission**	Every institute should submit demand ratio of each program after completion of admission process. Target: 100 % admissions for Diploma & UG Courses and minimum 75% for PG courses	2
8	**Academic calendar**	Prepare academic calendar and submit in the first month of AY	2
9	**Student Performance and Learning Outcomes**	Submit detailed report on Student Performance and Learning Outcomes after declaration of end semester examinations (to be displayed in website of Institution)	3
10	**Pass percentage of students**	100 % - (Out of this 50% of students should score – above 60%, 25% student score above 70% and remaining 25% students should score above 80%)	4
11	**Student Satisfaction Survey**	Every institute should conduct Student Satisfaction Survey at the end of each semester/year program-wise and report	2

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

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

| 12 | Feedback system | Overall Feedback from all the stake holders should be Positive and Visible Improvement compared to previous year (maintain 80% Good Feedback from Stake Holders) | 4 |

2. RESEARCH AFFAIRS COMMITTEE — S.T. Meewnde. Cor (III)

S. No	Attributes	Target	Weightage Points
1	**Resource Mobilization for Research:** Research grant from external funding agencies	Institute should have at least two research grants per year, preferably from AICTE/ VGST/ UGC/ CSIR / DST/ DBT/ ICMR/ DRDO/ ISRO etc.	4
2	**Conferences/seminars/ faculty development programs/etc organized**	Institute should organize at least Two state/national/international conferences/ seminars/faculty development programs per year. Getting sponsorship from apex bodies/funding agencies is mandatory to organize the seminars/conferences (out of which one seminar should be on IPR)	4
3	**Recognition for Innovation**	Institution/Teachers/Research scholars/Students should strive hard to receive recognition from Govt/professional bodies	2
4	**Incubation centre and Start-ups**	Institution should have at least one sponsored active Incubation centre/start-ups	2
5	**Research Publications &Turn-it in usage**	• The faculty members should publish original research papers/ Review articles in indexed journals of repute with impact factor. **Category A:** Impact factor per paper as follows; • 0 to 1: 10 Papers • 1 to 2: 06 Papers • 2 to 5: 04 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. **Category B:** • Pubicatiion in Journals notified on UGC website will be considered **Important** 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. **Target:** Number of papers to be pubished: 50% of total number of staff memebers - (Out of this 60% papers shoudd be of	8

category-A and 40% papers should be of category-B)

S. No	Attributes	Target	Weightage Points
6	Books and Chapters in edited Volumes / Books published with ISBN	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.	4
7	Faculty participation (Guest lectures or Workshop/FDP/QIP/STP, etc) as Resource person/Chairperson/Evaluator/Judge, etc	30% of the total faculty should attend such programs as resource person.	4
8	Extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc	Institute should organize at least 10 Extension and outreach programs. Encourage students to participate in Government and non-Government programs such as Swach Bharat, AIDS awareness, Gender issues etc	4
9	Awards and recognition received for extension activities.	Provide details of Awards and recognition received for extension activities from Government and other recognised bodies.	2
10	Collaborative activities for research, faculty exchange, student exchange	Institute should have at least two MOU/Industry collaborations per year with active exchange programs	2
11	Patents, trademarks, copyrights and Technology transfers	At least 01 patent/ trademarks/ copyright applications should be filed in a year	2
12	Consultancy works	Institute should establish at least two consultancy works per year (Paid and/or Honorary)	2

3. ADMINISTRATIVE AFFAIRS COMMITTEE

Smt. B H Naikodi
S.C. Kalmath NAAC (IV)

S. No	Attributes	Target	Weightage Points
1	Budget allocation (excluding salary) for infrastructure augmentation	Every institute should prepare proper budget for the FY and submit at the beginning of FY (report minutes of meeting)	2
2	Augmentation in infrastructure facilities	Prepare plan for inclusion of physical infrastructure as per requirement and implement phase-wise (report minutes of meeting, and update progress quarterly)	4
3	Library as a Learning Resource	Report month wise number of books/journals added and usage of Library resources and stock verification every year.	2

4	IT Infrastructure: Technology Up gradation	Stock verification of available resources, plan for new additions, implement phase wise	4
5	E-content development (ICT)	E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc	8
6	Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component	There must be 10% reduction of operating expenses on year on year basis. Report comparative expenditure statement.	4
7	Procedures and policies	Submit a detailed Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link) during beginning of AY, update monthly its follow-ups	4
8	Skill up gradation programs for non-teaching staff	Each non-teaching staff members should undergo skill up-gradation/refreshment programs twice in every year (one program for specialty training including computer knowledge up-gradation and one program for letter drafting/communication skill.	4
9	Campus and facilities quality improvement 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) c) Live campus for 10 hr d) Standard dress code	a) 80% Good Feedback from Stake Holders b) Green initiatives and Green audits c) Library and R & D departments should work for 10hr/day . d) Standard Dress code or uniform for the students & non-teaching staff (C and D groups administrative staff) with ID cards	4

| 10 | Hostel facilities | Regular Hostel visits and grievances redressal mechanism should be in place (report its activities) | 2 |
| 11 | Open Day | Organise open-day program at institute by inviting students from other colleges. Minimum 300-500 students should visit your institute. | 2 |

S. D. Patil- NAAC- Ⓥ

4. STUDENTS EXPERIENCES AND PLACEMENTS AFFAIRS COMMITTEE

S. No	Attributes	Target	Weightage Points
1	Scholarships and Financial Support	Facilitation for receiving financial support from funding agencies, each year at least 30% of total students should get financial support from external funding agencies.	4
2	Capability enhancement and development schemes	Capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc., at least one in each category	4
3	Competitive examinations and career counselling	Institute should have a guidance cell for competitive examinations and career counseling, report monthly its activities	4
4	Grievances redressal cell	Institute should open a student's grievances redressal cell, Prevention of sexual harassment and ragging cell, report monthly its activities	2
5	Placement percentage	35% of final year total student's strength on campus selection and details of students sought for higher studies	8
6	Sports and cultural activities	At least one inter-collegiate/zonal/state/national level sports/cultural prizes/awards by students should be achieved per year	4
7	Student Council	Student Council & representation of students on academic & administrative bodies/committees of the institution. Report monthly meeting's agenda, resolutions and ATR.	2
8	Alumni Engagement	Organize once in a year alumni meet and encourage their contributions	4
9	Management initiatives-TED Talks,	Institute should conduct as per the instructions, need and is mandatory to provide place for TED talk in regular time-table.	3
10	Management initiatives- SANKALP	Institute should constitute Institute's Toppers Forum (ITF) and develop linkages with other institutes similar forum and carryout activities.	3
11	Students engagement in National Festivals	Institute should facilitate and encourage all students to participate in National festivals, quiz/essay/debate competitions, celebration of anniversaries of national leaders, participation in BDEA foundation day (23rd October), etc	2

5. INTERNAL QUALITY AFFAIRS COMMITTEE

Dr. U.S. Pujeri
NAAC Co-VI & VII

S. No	Attributes	Target	Weightage Points
1	Quality improvement strategies	Submit strategies for Quality improvement adopted by the institution for each of the following: Admission of Students, Curriculum Development, Teaching and Learning, Examination and Evaluation, Research and Development, Library, ICT and Physical Infrastructure / Instrumentation, Human Resource Management, Industry Interaction / Collaboration. Submit during start of current AY	4
2	e-governance	Institutes should implement e-governance in prime areas of operations	2
3	Faculty development programs/STTP/ Refresher courses attended	35-50% of faculty members (<40 years of age) 10-35% of faculty members (>40 years of age) should undergo minimum of one week FDP/ STTP/ Refresher course, every year. (Preferably from reputed Institutions and during vacations)	6
4	Academic and Administrative Audit	Institute should conduct Internal and External AAA. Provide details. — 18,19 3 2019	4
5	Parent – Teacher Association (PTA)	Institute should establish Parent – Teacher Association and report monthly its activities Once in semester PTA meeting for every program. Once in year Parents Meet. 3 4 19	4
6	Institutional Values and Social Responsibilities	Constitute a forum to address issues related to Environmental Consciousness and Sustainability/Alternate Energy initiatives; submit monthly plan and activities.	4.
7	Human Values and Professional Ethics	Every institute should publish a hand book on Code of conduct for various stakeholders	2
8	Universal Values and Ethics	Conduct at least two activities for promotion of universal Values and Ethics	2
9	Best Practices	Identify any two best practices in the beginning of AY and report its monthly activities.	6
10	Institutional Distinctiveness	Identify one Institutional Distinctiveness in the beginning of AY, report its monthly activities	4
11	News Bulletin & annual magazine	Publish Quarterly News Bulletin and annual magazine.	2

Prepare a dynamic Booklet

Total - 40

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. Submit monthly progress report without delay.
6. All committees have equal Weightage points (i.e 40 points each), evaluation will be committee-wise as well as overall.

SOP CELL
By the directions of Hon'ble President
BLDE Association, Vijayapur

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

Principal,
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