



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.

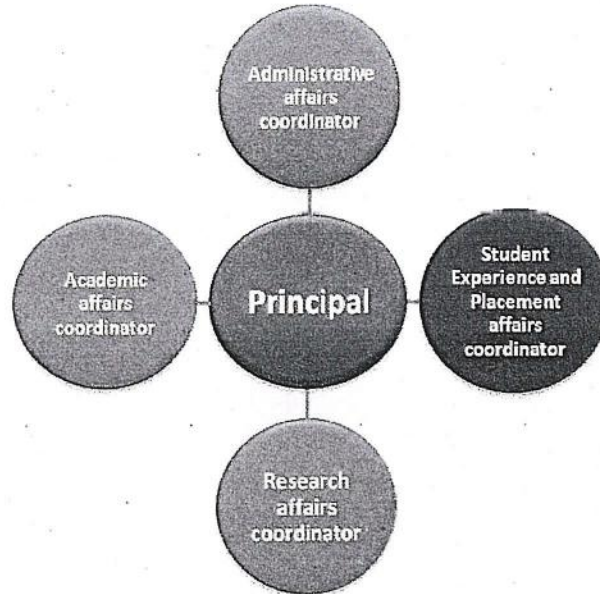
► **Association Level Committees**—headed by management representative and chief coordinators from respective colleges

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



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► 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.



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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.



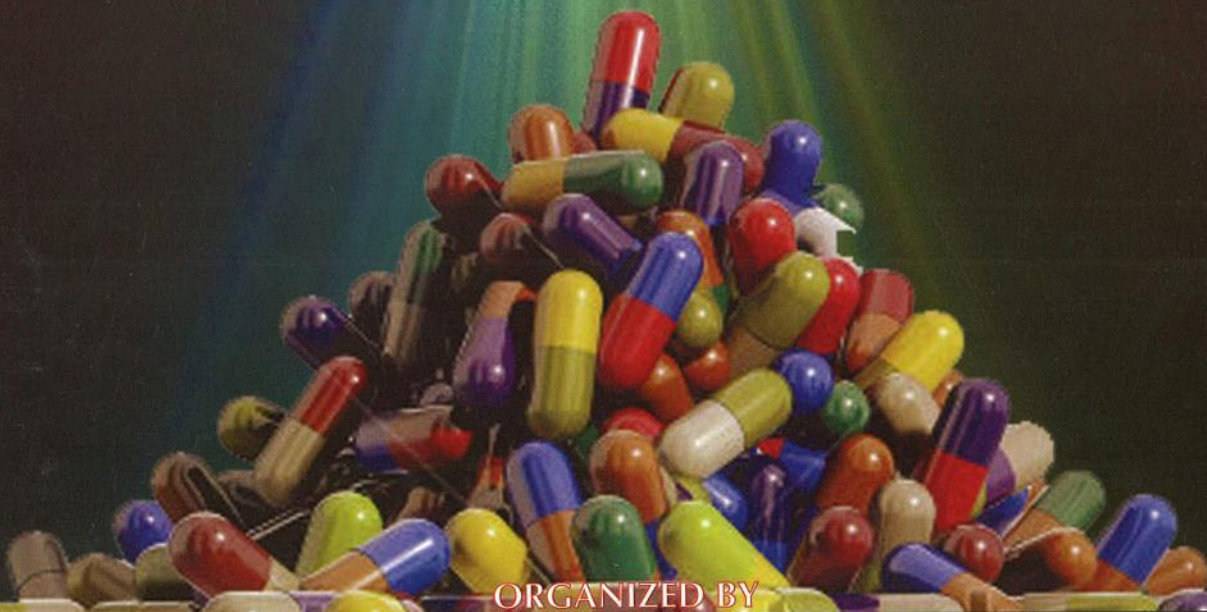
KAAPTICON 2015



1st Annual Convention of
Association of Pharmaceutical Teachers of India
(Karnataka State Branch)

28th & 29th March, 2015

**“Challenges for Pharmacy Profession in
India: Need of Urgent Actions from Academia,
Government and Pharmaceutical Industries”**



ORGANIZED BY
BLDE Association's
COLLEGE OF PHARMACY, VIJAYPUR-586103-KARNATAKA-INDIA

LOCAL ORGANIZING COMMITTEE

- Chairman : **Dr. Navanath V. Kalyane**, Vijaypur
- L.O.C. Advisors : **Shri D. S. Guddodagi**
 Chairman, Governing Council, College of Pharmacy, Vijaypur
Dr. M. S. Biradar
 Dean Faculty of Medicine, Principal
 BLDE University, Shri B. M. Patil Medical College, Vijaypur
Shri Annarao Naik
 Asst. Drugs Controller, Vijaypur.
- Org. Secretaries : **Dr. Satish A. Kavatagimath**, Belagavi **Dr. C. C. Patil**, Vijaypur
Dr. Balamuralidhar V., Mysore
- Conveners : **Dr. R. B. Kotnal**, Vijaypur **Dr. R. V. Kulkarni**, Vijaypur
Mr. C. C. Simpi, Vijaypur

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- Members : Dr. Sunil Raj Raga, Bidar Mr. Mohd. Younis Ali Kalaburagi
 Dr. Aravind Karadi, Kalaburagi Dr. Mrs Bharati D. R, Chitradurga
 Mr. C. S. Sawan, Bidar

Registration Committee

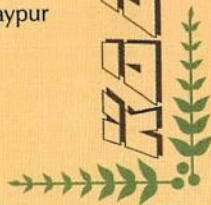
- Chairman : Dr. A. R. Kulkarni, Dharawad
- Co-chairman : Dr. Nandeesh, Tumakur
- Members : Dr. B. Shivakumar, Vijaypur Dr. R. B. Kotnal, Vijaypur
 Dr. S. R. Karjagi, Vijaypur Dr. S. M. Malipatil, Kalaburagi

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- Co-chairman : Dr. B. S. Kittur, Bagalkot
- Member : Dr. Y. Srinivas Bagalkot Dr. E. N. Gaviraj, Vijaypur
 Shri. R. G. Patil, Vijaypur Shri. S. C. Marapur, Vijaypur

Scientific Committee

- Chairman : Dr. S. Ramachandra Setty, Bengaluru
- Co-chairman : Dr. S. S. Buseti, Kalaburagi
- Member : Dr. Thimmashetty, Davanagere Dr. C. S. Sultanpur, Bengaluru
 Dr. R. V. Kulkarni, Vijaypur Shri. Ravi Birajdar, Vijaypur



Programme committee

- Chairman : Prof. Raghavendra Patil, Bidar
 Co-chairman : Dr. Gurunath Kalaskar, Bengaluru
 Member : Dr. C. B. Patil, Bidar, Vijaypur
 Shri. C. C. Simpi, Vijaypur
 Shri. Vinod M., Vijaypur
 Shri. A. V. Banagar, Hunagund
 Shri. S. Z. Inamdar, Vijaypur
 Shri. Mohan Joshi, Kalaburagi

Souvenir committee

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 Co-chairman : Dr. S. Bharat, Bengaluru
 Member : Dr. S. B. Shirsand, Kalaburagi
 Mr. Nanjappaiah, Vijaypur
 Dr. H. Shivakumar, Vijaypur
 Shri. S. S. Biradar, Vijaypur

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 Co-chairman : Dr. C. Nagesh, Belagavi
 Member : Shri Vidyasagar Nagoor, Belagavi
 Shri. Prakash Biradar, Vijaypur
 Dr. Gururaj Kulkarni, Bengaluru
 Shri. V. P. Patil, Vijaypur
 Dr. Kashinath N., Bidar
 Dr. D.K. Suresh, Kalaburagi

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 Co-chairman : Dr. Jayakumar Swamy, Harapanahalli
 Member : Dr. Shivananda Mutta, Bengaluru
 Dr. C. C. Patil, Vijaypur
 Dr. Bheemachar, Mysore
 Shri. C. V. Nagathan, Vijaypur

Accommodation committee

- Chairman : Dr. Lakshman K., Bengaluru
 Co-chairman : Dr. Mohammed Gulzar Ahmed, B. G. Nagar
 Member : Shri. B. S. Hunasagi, Vijaypur
 Shri. Arun Walikar, Vijaypur

Cultural committee

- Chairman : Dr. V. G. Jamakhandi, Hubli
 Co-chairman : Dr. Hariprasanna C., Kaaburagi
 Member : Shri. S. M. Biradar, Vijaypur
 Miss Rucha Kulkarni, Vijaypur
 Dr. Y. Anand Kumar, Raichur
 Dr. B. Sunil Kumar, Raichur

Ladies Hospitality committee

- Chairman : Dr. Monika Kachroo, Bangalore
 Co-chairman : Dr. Narmada, Bangalore
 Member : Dr. Shobha Manjunath, Kalaburagi
 Dr. Monika Arora, Bengaluru

Transportation committee

- Chairman : Dr. Srinivas Deshpande, Bagalkot
 Co-chairman : Dr. Narendra Gouda B., Bengaluru
 Member : Shri. Somashekar Metri, Vijaypur
 Dr. E. Jayachandran, Harapanahalli
 Shri. Sripad Potdar, Vijaypur
 Shri. M. S. Bidari, Vijaypur