




B.L.D.E.A's
V.P. Dr. P.G. Halakatti College of Engg. & Tech.,
(CV, CS, MECH, EE & EC are provisionally accredited by NBA, New Delhi.)
VIJAYAPUR - 586 103.

ISO 9001:2008 Certified Institute

NOTICE

Date : 26-08-2016

All the HoDs of Dept. are hereby informed that the Management of BLDE Association, Vijayapur has framed Standard Operating Procedure (SOP) to be implemented in our Institute. The copy of the same is enclosed herewith for your ready reference and also be circulated to the faculty of your department.


Principal
B.L.D.E.A's V.P. Dr. P.G.H.
College of Engg. & Tech.
VIJAYAPUR.

Copy to : HoD of All Depts., Dean (Shift Course),
Office, Hostel (Boys & Girls), Comp. Centre,
Library, Workshop, Store, Sports, Placement,
Generator, Ladies Room.



B. L. D. E. ASSOCIATION

Ref: 179/2016-17

Date: 22/07/2016

To
The Principal
BLDEA's V.P.Dr. P.G.Halakatti College of Engineering
Vijayapur,

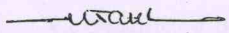
Subject – With regards to official order on Standard Operating Procedure (SOP)

Res/Sir

This is to inform you that a copy of standard operating procedure, undertaking and official order signed by Hon'ble President of BLDE Association has been enclosed with this letter. Kindly request you to co-ordinate and support with head office/management committee as listed below with immediate effect.

1. Prof R V Kulkarni
2. Prof S C Pattar
3. Prof S J Goudar
4. Shri Arun Desai
5. Shri Kiran Tigadi

Yours Sincerely,


General Secretary,
B.L.D.E. Association,
VIJAYAPUR.



B. S. D. E. ASSOCIATION

200-181/2016-17

~~Date: 22/7/2016~~

Date: 16th 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.



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