



**OFFICE OF THE PRINCIPAL, B.J.B. AUTONOMOUS COLLEGE,
BHUBANESWAR - 751014**

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No. 357

Dt. 27/01/26

To

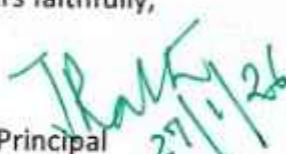
1. Dr. Santosh Kumar Bej,
Trustee-cum-Secretary,
YOURS Trust,
4162, Badagada (Podasahi)
Bhubaneswar
2. Sri Mahesh Pattanaik
Heritage Vision Educational Trust,
CRP Square, Nayapalli, Bhubaneswar
3. Sri Sunil Kumar Rout
Prativa Education Trust, Plot No.79,
Kharavela Nagar, Unit-3, Bhubaneswar

Please find enclosed a copy of the Standard Operating Procedure (SOP) adopted by the S.F. Course Management Committee in its meeting held on 31.12.2025.

You are requested to adhere to the Standard Operating Procedure (SOP) and conduct the S.F. programmes accordingly.

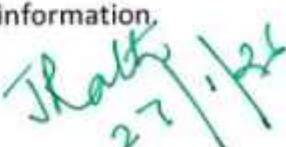
Yours faithfully,

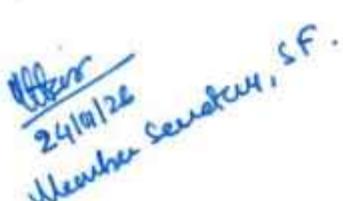
Enclosure: SOP


Principal 27/1/26
B.J.B Autonomous College
Bhubaneswar

Memo No. 358 Dt. 27/01/26

Copy to Member Secretary, S.F. Programmes/Associate Member Secretary, S.F. Programmes/All Bursars & Associate Bursars/Controller of Examinations/OIC, Library/OIC, College Website/Secretary, e-Admission/All HODs & Course Coordinators, S.F. Programmes/Academic Section/Accounts Section/Section Officer (I/c) for information.


Principal,
B.J.B. Autonomous College,
Bhubaneswar


Member Secretary, S.F.
24/01/26

Standard Operating Procedure (SOP)

for Self-Financing Courses in Public-Private Partnership (PPP) Mode

1. Objectives

The Self-Financing Courses in PPP mode shall be introduced with the following objectives:

1. To develop **innovative, skill-based and employment-oriented programmes** in alignment with **NEP-2020**.
2. To **improve Gross Enrolment Ratio (GER)** by offering quality, industry-relevant courses.
3. To ensure **100% transparency, merit, and accountability** in admissions, faculty engagement, and financial operations.
4. To establish **quality benchmarks** in teaching-learning processes and enhance **student placement outcomes**.

2. Mandatory Quality Parameters

2.1 Student-Centric Provisions

- Minimum **75% attendance** shall be mandatory for students, along with participation in outreach, extension, and co-curricular activities.
- A structured **student feedback mechanism** shall be implemented, including **periodic parent-teacher interactions**.
- A **Student-Teacher Ratio (STR) of 25:1** shall be maintained as per UGC norms, **or** faculty engagement shall be as per approved workload norms based on Government guidelines, duly approved by the Principal.

2.2 Faculty Excellence

- Faculty and non-teaching staff engagement shall be conducted through a **Selection Committee** constituted by the Principal, including subject experts nominated by the service provider.
- Engagement shall be completed annually during the period **June to August**.

Minimum Eligibility Criteria (Teaching Faculty)

1. Minimum **55% marks at the Post-Graduate level.**
2. **Preference** shall be given to candidates with **UGC/CSIR-NET qualification or Ph.D.**

3. Minimum **three (3) years of teaching experience.**
4. Monthly remuneration shall be fixed by the College Authority as per Government guidelines.
 - For Guest Faculty: **₹700 per class.**

- The service provider shall facilitate **Faculty Development Programmes (FDPs)**, training, and research-oriented initiatives.

2.3 Placement Assurance

- The service provider shall establish **pre-placement training programmes**, including soft skills, aptitude, and industry readiness.
- A minimum **30% placement of enrolled students** shall be ensured through industry partnerships and MoUs.

2.4 Infrastructure & Utilities

- The service provider shall establish and maintain **modern laboratories, libraries, and semi-smart/smart classrooms** from their own funds.
- An **electric sub-meter** shall be installed for the department, laboratories, and office spaces of the self-financing course.
- Electricity charges shall be paid by the service provider as per **actual sub-meter readings.**

2.5 Academic Governance

- The service provider shall submit the **University Affiliation Order** prior to commencement of admissions.
- A **Syllabus Committee** shall be constituted by the Principal in consultation with:
 - Controller of Examinations, and
 - Member Secretary (Self-Financing Courses).
- An **Admission Committee** shall be constituted by the Principal in coordination with the Admission Section and Member Secretary (SF).
- All **University affiliation-related fees** (proposal fee, academic fee, subject fee, etc.) shall be borne by the service provider from their trustee/share component.
- A **Discipline Committee**, comprising all HODs of SF courses and senior faculty nominated by the Principal, shall oversee student discipline.
- The conduct of self-financing courses **shall not disrupt or adversely affect regular aided courses.**
- **Lesson plans, progress registers, and academic records** shall be submitted monthly to the Member Secretary/Assistant Member Secretary (SF) for verification.

*(Signature) *Dr. R. K. Singh* *10.1.2022**

- **Biometric attendance** shall be mandatory for teaching and non-teaching staff of the SF department.
- Admission procedures and timelines shall strictly adhere to **SAMS guidelines issued by the Higher Education Department**.
- The **Course Coordinator** shall monitor academic delivery and submit a **monthly quality report** to the Member Secretary (SF).

2.6 Monitoring, Audit & Reporting

- The Principal shall constitute a **Monitoring Committee** in consultation with the Member Secretary/Assistant Member Secretary (SF) to oversee PPP course operations.
- **Periodic academic, financial, and performance audits** shall be conducted to ensure compliance with prescribed metrics.
- Release of the service provider's revenue share shall be based on:
 - Reports of the Member Secretary (SF),
 - Assessment reports of the Course Coordinator, and
 - Recommendations of the Monitoring Committee.

2.7 Revenue Sharing Mechanism

- The service provider shall propose a **flexible and sustainable revenue model**, prioritizing infrastructure development and academic quality.
- Revenue generated shall be shared in a **70:30 ratio**. The share money(70%) payable to the service provider shall be transferred only upon approval of the Competent Authority, based on the reports as mentioned at 2.6 above.

3. Important Dates

The following timelines shall be notified by the College Authority in consultation with the Member Secretary (SF):

- Start date of application
- Last date of submission of applications
- Selection and admission period

4. Miscellaneous Provisions

- Names and biodata of all teaching and non-teaching staff engaged under SF courses shall be submitted to the Member Secretary (SF) and uploaded on the College website.
- Teaching and non-teaching staff may be assigned institutional duties as required by the Principal.
- The service provider shall provide:

[Signature] *J. [Signature]*

R.M.

- o **One Computer Assistant**, and
- o **One Attendant**
to support official work of the Principal's office. Remuneration shall be paid by the service provider and adjusted from their revenue share.
- All files related to self-financing courses shall be routed through the Member Secretary/Assistant Member Secretary (SF) to the Principal.
- Any damage to college property caused by SF students shall be **fully compensated by the service provider** from their revenue share.

Signature of Committee Members:

1. Member Secretary, SF Courses (PPP mode) — Utkarsh 20/1/26
2. Associate Secretary, SF Courses (PPP mode) S. Pandit 20/1/26
3. Administrative Bursar HB 20/1/26
4. Academic Bursar AB
5. Accounts Bursar RB 20/1/26
6. Legal Bursar Salman 20/1/26
7. Controller of Examinations MB 20/1/26
8. Sri Chinmoy Krishna Patel, Member Chinmoy 20.1.2026
9. Dr. Abhaya Kumar Mallick, Member Abhaya 20/1/26
10. Sri Rajmohan Mohanty, Member Rajmohan 20/1/26

Thakur
20/1/26
Principal,
BJB Autonomous College,
Bhubaneswar