STANDARD OPERATING PROCEDURE COLLEGE DEVELOPMENT COUNCIL (CDC)

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The College Development Council (CDC) at Kottakkal Farook Artsand Science College (KFASC) is a vital administrative body responsible for overseeing and coordinating various aspects of the college's development and growth. The CDC plays a crucial role in shaping the strategic direction of the college and ensuring its continued progress and advancement. Key functions of the College Development Council at KFASC may include:

Strategic Planning: Developing and implementing long-term strategic plans for the overall development of the college, including academic programs, infrastructure, and student support services.

Resource Mobilization: Identifying and mobilizing resources, both financial and non-financial, to support the college's development initiatives and projects.

Quality Assurance: Monitoring and evaluating the quality of academic programs and support services to ensure they meet the required standards and are in line with the college's goals and objectives.

Policy Formulation: Formulating and reviewing policies related to academic affairs, administration, and student welfare, and ensuring compliance with regulatory requirements.

Collaboration and Networking: Establishing and maintaining collaborations and partnerships with other institutions, industry partners, and relevant stakeholders to enhance the college's academic and research activities.

Review and Feedback: Regularly reviewing and providing feedback on the college's performance and progress towards its development goals.

STANDARD OPERATING PROCEDURE (SOP) FOR COLLEGE DEVELOPMENT COUNCIL (CDC)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the College Development Council (CDC) at Kottakkal Farook Arts and Science College (KFASC). The CDC is responsible for overseeing and coordinating various aspects of the college's development and growth, including strategic planning, resource mobilization, quality assurance, policy formulation, collaboration, and networking.

2. Scope

This SOP applies to all members of the College Development Councilat KFASC and covers the following areas:

- ➢ Strategic planning for the overall development of the college.
- ➢ Mobilization of resources to support development initiatives.
- ➢ Monitoring and evaluation of academic programs and supportservices.
- ➢ Formulation and review of policies related to academic affairs,administration, and student welfare.
- ➢ Collaboration and networking with other institutions and stakeholders.
- ➢ Review and feedback on the college's performance and progress.

3. Definitions

College Development Council (CDC): A vital administrative body responsible for overseeing and coordinating various aspects of the college's development and growth, including strategic planning, resource mobilization, quality assurance, policy formulation, collaboration, and networking.

4. Responsibilities

4.1 CDC Chair (Principal)

Coordinate CDC meetings and ensure compliance with policies. Oversee the implementation of decisions taken by the CDC.

Represent the college in external meetings related to development and growth.

4.2 CDC Members

Participate in CDC meetings and provide input on development andgrowth strategies.

Contribute to the identification and mobilization of resources fordevelopment initiatives.

Review and evaluate the quality of academic programs and supportservices.

5. Procedures

5.1 Meetings

The CDC will meet at least once a quarter to discuss development andgrowth strategies.

The Chair will prepare and distribute the agenda at least one weekbefore the meeting.

Minutes of the meeting will be recorded and circulated to all memberswithin one week.

5.2 Strategic Planning

The CDC will develop and implement long-term strategic plans for theoverall development of the college.

The CDC will identify key areas for development, such as academicprograms, infrastructure, and student support services.

5.3 Resource Mobilization

The CDC will identify and mobilize resources, both financial and non-financial, to support development initiatives.

The CDC will explore funding opportunities from government agencies, donors, and other sources.

5.4 Quality Assurance

The CDC will monitor and evaluate the quality of academic programsand support services to ensure they meet the required standards.

The CDC will conduct regular reviews and assessments to identifyareas for improvement.

5.5 Policy Formulation

The CDC will formulate and review policies related to academicaffairs, administration, and student welfare.

The CDC will ensure that policies are in compliance with regulatoryrequirements.

5.6 Collaboration and Networking

The CDC will establish and maintain collaborations and partnershipswith other institutions, industry partners, and stakeholders.

The CDC will explore opportunities for joint projects, research initiatives, and exchange programs.

5.7 Review and Feedback

The CDC will regularly review and provide feedback on the college'sperformance and progress towards its development goals.

The CDC will identify areas for improvement and recommend strategies for enhancement.

6. Documentation and Reporting

Maintain records of all CDC meetings, decisions, and actions.Document all development initiatives and projects.

Submit quarterly and annual reports on development and growthactivities to the Governing Body.

7. Review and Revision

This SOP will be reviewed annually by the CDC.

Any changes or updates will be documented and approved by the CDCbefore implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all CDC members, department heads,and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.