

# HANDBOOK ON CODE OF CONDUCT

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## **Gender Equity in campus and promotion & upgradation of women facilities in college**

The concept of gender equity refers to “*fairness of treatment for both women and men, according to their respective needs. This may include equal treatment or treatment that is different, but which is considered equivalent in terms of rights, benefits, obligations and opportunities*” (International Labour Office, 2000). Gender equity in education implies that males and females have equal opportunities in terms of economic, social, cultural, and political developments.

Women empowerment and gender equality are extremely significant for ensuring inclusive growth and development of our nation. The Women Development Cell (WDC) comprises of both the faculty and students of the college as its members and works to create a gender sensitized community within the campus as well as in the society. It has been organising varied co-curricular seminars, training student volunteers on menstrual health and related women’s health issues, celebrating important women’s days in the year, providing self-defence training for women’s safety. Besides, a number of outreach activities have been initiated to bring awareness for the upliftment of disadvantaged women and promote gender equality in the society.

### **Vision**

- The WDC envisages to help build an egalitarian society by igniting young minds to become enlightened human beings.
- Promote a culture of gender equity by providing equal opportunities to both genders to participate without inhibition in decision making, in teaching learning process, attaining equal benefits and educational outcomes without a bias.
- Educating and empowering the weaker gender to realise their true potential and to attain a work life balance.
- Encourage them to adopt and hone skills which will ensure economic empowerment.

### **Mission:**

- To encourage the women students to be self-reliant and economically independent.
- To instil positive self-esteem and confidence in the female students so that they can take the right decision in and for-their lives.
- Educating women regarding their social, legal and constitutional rights in order to guard them against any sort of exploitation.
- Generating awareness about different kinds of gender-based violence: sexual, physical and mental and to empower them with the right knowledge to fight against them.
- Providing equal career opportunities to all.
- Eliminating deep rooted beliefs of gender bias and discrimination.

### **SOP for promotion of gender equity in campus**

1. Set explicit ground rules for a class built on mutual respect. During the class and beyond, don’t hesitate to set the tone: the most successful class environment is one in which students feel free to speak, express their views, and contemplate new ideas in the certainty that they will be listened to and respected by all.

2. Promote gender balance in elections for class representative. Often, only one candidate volunteer's to be elected as class representative. Encourage at least a second candidacy from a person of another gender. If several students apply, attempt to achieve gender balance.
3. Facilitate equitable class participation. Studies show that men are more likely to monopolize in-class participation. Work to facilitate active class participation and to allocate speaking time to women just as much as to men.
4. Establish a gender mix in group assignments. Insofar as possible, aim for a gender mix (40% of each gender) when assigning groups for team projects.
5. Diversify your examples and class reading list. When providing readings or formulating examples, exercises, and exam questions, avoid those that hinge exclusively on a male character or a situation that is considered stereotypical.
6. Propose a balanced mix of authors in the books you offer in your syllabus. Similarly, do not distinguish between research projects and subjects according to gender: any subject may be scientifically treated, regardless of gender.
7. Engage openly with the topic of gender equality. Every course can offer the opportunity to address gender inequalities, their roots, their impact, and ways to make strides in ending them once and for all. Encourage group discussions, make space for debate, and - whenever possible - engage with your students on the topic.

### **Proposed upgradation of women facilities in college**

1. Regular medical health check-up camps for early warning signs of women health issues.
2. In campus facility for counselling services for those you need help.
3. CCTV cameras to be installed particularly in all deserted areas.
4. Day care facilities or crèche for children for working women.

## **Government initiatives for women**

### **1. SERB Women Excellence Award**

SERB Women Excellence Award is a one-time award given to women scientists below 40 years of age and who have received recognition from any one or more of the following national academies such as Young Scientist Medal, Young Associate etc. These women researchers will be supported with a research grant of Rs.5.00 lakh per annum for a period of 3 years.

**Link:** <http://serb.gov.in/wea.php>

### **2. Women Scientist Scheme by DST**

The 'Women Scientist Scheme' of the Department of Science and Technology, provides career opportunities which include fellowships for unemployed women scientists and technologists, especially those who have had a break in career, for pursuing research in frontier areas of Science and Engineering. The upper age limit to apply under this scheme is 57 years.

**Link:** <https://dst.gov.in/scientific-programmes/scientific-engineering-research/womenscientists-programs>

### **3. PRAGATI Scholarship for Girl Students for Technical Education**

Pragati Scholarship has been propelled by the Ministry of Human Resource Development (MHRD) and executed by All India Council for Technical Education (AICTE) to give consolation and support to Girl Child to study technical education in the area of Engineering Sciences, Medical Sciences.

**Link:** <https://www.indiascienceandtechnology.gov.in/nurturingminds/scholarships/women/pragati-scholarship-girl-students-technical-education>

### **4. Vigyan Jyoti Scheme**

Vigyan Jyoti Scheme initiated by Ministry / Department: Department of Science & Technology (DST), Govt of India is intended to create a level-playing field for the meritorious girls in high school to pursue Science, Technology, Engineering, and Mathematics (STEM) in their higher education. It also offers exposure for girl students from the rural background to help to plan their journey from school to a job of their choice in the field of science.

**Link:** <https://www.indiascienceandtechnology.gov.in/programme-schemes/womenschemes/vigyan-jyoti-scheme>

### **5. STEP (Support to Training and Employment program for Women)**

Eligibility -Women of 16 years of age or above

Link :- [https://www.startupindia.gov.in/content/sih/en/government-schemes/support\\_to\\_training\\_and\\_employment\\_programme.html](https://www.startupindia.gov.in/content/sih/en/government-schemes/support_to_training_and_employment_programme.html)

### **6. Mahila Shakti Kendras (MSK)**

Eligibility: Women must be a resident of India.

Link:- <https://wcd.nic.in/schemes/mahila-shakti-kendras-msk>

## 7. Indira Gandhi Scholarship for Single Girl Child: UGC Scholarship for PG Programmes

Indira Gandhi Scholarship for Single Girl Child offers a monthly scholarship amount of INR 3100 to girl students who are the only child of their parents to pursue postgraduate studies in non-professional courses. Under this scholarship for girls, twin daughters or fraternal daughter may apply.

**Award-** INR 3,100 per month for 2 years

**Eligibility-** Any single girl child who happens to be an only child and has taken admission in regular, full-time 1st year Master's degree course from any recognized university, the maximum age for applying is 30 years, PG course in distance mode is not applicable

**Apply-** Online

**Application-** March

For more information on this scholarship for girls, [click here](#).

## 8. DST Women Scientist Fellowship (WOS-A)

DST Women Scientist Fellowship (WOS-A) offers a fellowship of INR 55,000 per month to women scientists who are PG degree or PhD degree holders in Basic or Applied Sciences. Those candidates who are having a career break and looking for an opportunity to re-enter the profession in S&T domain are preferred.

**Award-** INR 55,000 per month as fellowship amount

**Eligibility-** Women scientists PG degree equivalent to M.Sc. in Basic or Applied Sciences/B.Tech/MBBS, M.Phil./M.Tech/M. Pharm/M.VSc., PhD in Basic or Applied Sciences or equivalent qualifications, the minimum age to apply is 27 year & maximum is 57 years, a relaxation of 5 years is given to reserve category candidates (SC/ST/OBC/PWD)

**Apply-** Online

**Application-** Round the year application

## 9. Dr. Reddy's Foundation *Sashakt* Scholarship

This scholarship for girls offers a scholarship amount of INR 2.4 Lakh for three years to class 12 passed girl students to pursue higher education in the field of Science. Under this scholarship scheme, students having rural and economically weak backgrounds are given preference. Students must display interest in scientific research and be confident of getting admitted into one of the best science colleges of India.

**Award-** INR 2.4 Lakh for 3 years (INR 80,000 per year) which includes tuition fee, study expenses and basic living cost

**Eligibility-** Class 12 passed girl students

**Apply-** Online

**Application-** August

## 10. KIRAN (Knowledge Involvement in Research programmes Advancement through Nurturing,2014

The woman-centred umbrella known as KIRAN (Knowledge Involvement in Research programmes Advancement through Nurturing) has introduced a landmark Govt Fellowship Scheme for Women Scientists, termed as, "**Mobility Scheme**" which will address relocation issue of women scientists working in a regular position in Government Organizations. The Mobility Scheme is intended to offer a chance to women scientists who are facing problems in their job as they must move due to marriage, transfer of husband to a new place within the country, attending ailing parents, and accompanying children studying in different places. The program aims to provide a harmonious atmosphere during early career phases of women scientists and enables them to stay active in research along with attending and fulfilling other domestic responsibilities.



## **Green Campus - Code of Conduct**

A Green Campus is a place where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Greening the campus is all about eliminating wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program.

Institute has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus.

### **Major Green campus initiatives in BCAS are:**

- Beautifully landscaped tree lined buildings made of fly ash with lush green lawns.
- Herbal garden with traditionally used medicinal plants and herbs.
- A rich variety of flora predominates the natural landscape of the campus.
- Organic composting of garden debris and green waste.
- Green audit accomplished for the college by the active eco club.
- Waste Segregation at source.
- Solar lights in the Campus.
- Pedestrian friendly footpaths lined with trees.
- Carbon di oxide scavenging trees planted such as Paras Peepal, Neem, Ashoka etc
- Rainwater Harvesting.
- Paperless policy in office.
- Paper Recycling is done to make handmade paper.
- Restricted entry of vehicles.
- Single use Plastic free campus.
- No Smoking and Tobacco free Campus
- Recycling bin for e-waste.
- Digital Library/ e-resources.
- PNG for cooking.

### **Proposed recommendations for sustainable development of the College:**

#### **Water Management**

- Remove damaged taps and install sensitive taps if possible.
- Drip irrigation for gardens and vegetable cultivation can be initiated.
- Establish rainwater harvesting systems for each building.
- Establish water treatment systems.
- Awareness programs on water conservation to be conducted regularly.
- Install display boards to control overuse of water.

## **Energy Management**

- Replace all tube lights with energy efficient LEDs in the College.
- Replace computers with LED monitors.
- More energy efficient fans, A. C's and refrigeration/freezing systems should be installed.
- Automatic power switches off systems may be introduced.
- Proposal for solar panels and other renewable energy sources.
- Conduct more 'save energy awareness' programs for students and staff.
- Observe a power saving day every year.

## **Waste Management**

- Set up a sewage treatment plant.
- A model solid waste treatment system to be established.
- A composting plant to be set up in the college campus.
- Establish a completely plastic free campus.
- Avoid paper plates and cups for all functions in the college.
- Explore to establish a functional biogas plant.

## **Green Campus Management**

- All trees in the campus should be named scientifically.
- Grow more oxygen producing potted plants in both verandas and corridors.
- Vertical gardens and hydroponics can be explored.
- Create automatic drip irrigation system.
- Not just celebrating environment day but making it a daily habit.
- Beautify the college building with indoor plants.
- Encourage students not just through words, but through action for making the campus green.
- Conduct competitions for making students more interested in making the campus green.

## **Reduce Carbon footprint**

- Establish a system of carpooling among the staff to reduce the number of four wheelers coming to the college.
- Introduce if feasible, college bus services to the students and staff.
- Discourage the students using two wheelers for their commutation.
- Use of generators every day should be discouraged.
- Reduce and prevent air and noise pollution in small ways.
- Awareness programs and events every year.
- Establish a purchase policy towards environmentally friendly materials

## Code of Conduct for Canteen

The college canteen is spread over 100 sq. m area and can accommodate at a time about 40-50 students. It can cater to about 1500 students with freshly cooked meals, snacks as well as ready-to-eat and ready-to-cook foods at very nominal prices. Its food quality and hygiene conditions are regularly monitored by the canteen committee which consists of members from the student's council as well as teaching and non-teaching faculty members. The canteen committee strives to improve the existing infrastructure and associated amenities to meet the growing strength of the college.

### Canteen Policy of BCAS

- Serves Only pure vegetarian food in the Cafeteria.
- Promotes safe, nutritious and healthy foods in the canteen.
- ✓ Its healthier
- ✓ Ecologically sustainable
- ✓ Green footprints
- Trans Fat Free Food Policy
- No MSG use policy.
- Discourages high fat, sugar and salt containing (HFSS) foods.
- Eco friendly PNG is used for cooking.
- Energy efficient and protective LED is used in the kitchen area.
- Single use plastics are banned.
- Water testing is done (Ammonia Nitrogen etc).
- Do not waste food policy.
- Trained and certified Food handlers by FoSTaC, FSSAI
- Registered/ licenced Food Business Operators by FSSAI, GoI
- Regular medical/ health check-ups for contagious diseases.
- Microbiological analysis – swab, hand etc is done
- Covid protocols are strictly adhered to.

### Good Hygiene Practices adopted by the College are:

(A)	Personal Hygiene
1	Hair caps are worn while cooking & serving of food
2	Hand Gloves are worn for serving
3	Fingernails are short and clean
4	Apron/Cloths are clean
5	Hands are properly washed and sanitized before cooking
6	No jewellery/wristwatch to be worn by the food handler
7	All workers must be free from communicable disease
(B)	Utensil/Equipment's
8	All cooking equipment are clean and sanitized
9	Serving trays and plates are clean

10	Standard Cleaning agent (Soap/ Powder/ Liquid) to be used
11	Water used for washing of utensil is clean
<b>(C)</b>	<b>Canteen Area</b>
12	Dining area is clean
13	Washing area is clean
14	Processing area is clean
15	Exhaust is working
16	Insect killer is clean and working
17	Wash basin is clean
18	Canteen area is free from insect/parasites/rodents/flies/cobweb
<b>(D)</b>	<b>Storage Area</b>
19	Raw material is stored in airtight containers
20	Prepared foods are kept covered and stored at appropriate temperature.
<b>(E)</b>	<b>Garbage Disposal</b>
21	Foot operated and covered garbage disposal
22	Foot operated and covered garbage disposal (Dinning Area)
23	Processing area is properly cleaned
24	Dining Area is properly cleaned
<b>(F)</b>	<b>Herbal Pest control is done regularly</b>

**Proposed Initiatives:**

- Eat Right Campus Certification (Hygiene Audit) FSSAI.
- RUCO (Repurposed cooking oil) policy to be adopted for biofuel use.
- Food and water testing to be done at regular intervals.
- Pest control through registered vendors only.

## **MECHANISM OF REDRESSAL OF COMPLAINTS OF ALL STAKEHOLDERS AND REDRESSAL REPORT /PROCESS**

As per UGC directions a **College Grievance Redressal Committee** has been setup to address concerns of various stakeholders. According to UGC Norms “grievances” include following types of complaints of the aggrieved students:

- making admission contrary to merit determined in accordance with the declared admission policy of the institution.
- irregularity in the admission process adopted by the institution
- refusing admission in accordance with the declared admission policy of the institution
- non publication of prospectus, (either hard copy / online) as specified in these regulations
- publishing any information in the prospectus, which is false or misleading, and not based on facts
- withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- demand of money in excess of that specified in the declared admission policy to be charged by such institution.
- breach in reservation policy in admission as may be applicable
- nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority
- delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar
- on provision of student amenities as may have been promised or required to be provided by the institution
- non transparent or unfair evaluation practices
- Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time

Any stakeholder with a legitimate grievance may write to the Grievance Redressal Cell or send through e-mail on [grievance@bcas.du.ac.in](mailto:grievance@bcas.du.ac.in).

The Grievance Redressal Cell of the college helps to resolve grievances in a fair and impartial manner, while also ensuring that the College maintains necessary confidentiality. The committee will put its best efforts in

order to arrive at a right decision/amicable solution expeditiously. The committee will give the Grievance redressal report within 4 (four) weeks.

**Specific objectives of the Grievance Redressal cell :**

- To provide a fair, impartial, and consistent mechanism for resolving a variety of issues that stakeholders face.
- To promote cordial Student-Student, Student-Teacher, and Teacher-Teacher relationships in order to uphold the institution's dignity.
- To foster a responsive and accountable attitude among stakeholders, resulting in a harmonious campus environment.
- To ensure that complaints are resolved quickly, objectively, sensitively, and in strict confidence.
- To ensure that the grievant's and respondent's points of view are respected, and that no party to a grievance is discriminated against or victimised.
- To advise stakeholders to respect one another's rights and dignity, and not to act vindictively toward any of them for any reason.

**NORMS FOR THE PROHIBITION OF SEXUAL HARASSMENT**

Bhaskaracharya College of Applied Sciences is dedicated to fostering and maintaining a community where students and employees can collaborate without fear of violence, harassment, exploitation, intimidation, or stress. This includes all forms of gender violence, sexual harassment, and discrimination based on sex/gender or between people of the same sex.

Our college has a ZERO tolerance policy against sexual harassment. The College Policy on Sexual Harassment Prevention was created with the following goals in mind:

- To comply with the directives of the Honorable Supreme Court of India.
- To create an effective mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence.
- To promote and foster atmosphere that is fully free of sexual harassment in all of its forms, as well as to mobilize public opinion against all types of gender-based violence.

The college has formed an Internal Complaint Committee against Sexual Harassment. **The Internal Complaint Committee works in accordance with ordinance XV (D) of University of Delhi and Gazette of India notification No. 171 dated 2nd May 2016, for prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal).**

At present, the committee comprises of three teachers, two nonteaching staff, two student members and two co-opted members from outside the college with known contribution to women's issues. The committee looks into the complaints of sexual harassment cases, if any in a suitable manner.

The objectives of the Committee are:

- Prevent discrimination and sexual harassment against women, by promoting gender amity.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victim.
- Conduct orientation program/ seminars for women employees and girl students to sensitize to be proactive to deal with such discrimination if any.
- Sensitizing employees about sexual harassment issues.

## **Ordinance against Sexual Harassment**

[Ordinance-XV D for Sexual Harassment - Appendix-A](#)

**INTEGRITY WITHIN THE CAMPUS**

At Bhaskaracharya College of Applied Sciences, integrity is essential to our mission. Through our personal and professional actions, we act honestly and uphold the highest moral and ethical ideals and principles. Personal, academic, and professional integrity are values that the college upholds and promotes. We exhibit our awareness of these values and principles by adhering to them in all of our actions and decisions. Trust and trustworthiness go hand in hand with how we behave ourselves in order to sustain an ethical culture. We anticipate that our actions will be consistent with our words, and that our words will be consistent with our intentions. We accept our obligations, share leadership in a democratic manner, and hold ourselves to the highest public trust standards.

### **Norms for maintaining Integrity within the campus**

- Every member of the College who participates in teaching and research is required to uphold the highest standards of honesty and integrity. Plagiarism, misrepresentation, and data fabrication are all expressly prohibited. All research at the College must be carried out in strict accordance with University policies, procedures and approvals.
- Every member of the College is expected to conduct all activities of college with honesty and integrity.
- Adherence to all laws, protecting and preserving College property, and assets--including proprietary intellectual property, buildings, equipment, books, supplies and funds.
- Every pupil should be treated equally. Learning performance assessments must be unbiased and based on demonstrated academic performance.
- In all of learning activities, one must adopt ethical values and principles, and reject academic dishonesty.
- Being honest in examinations and assignments, as well as avoiding plagiarism and distortion of facts.

Understanding and Applying the Six Values of Academic Integrity, Honesty Trust, Fairness, Respect, Responsibility and courage, in all aspects of our Teaching Learning Roles and Experience.

### **RESPECT FOR DIVERSITY**

Diversity challenges stereotyped preconceptions and enriches the educational experience. It encourages critical thinking and helps students learn to communicate effectively with people of varied backgrounds. Interacting with diverse peers outside a classroom setting directly benefits students, making them better scholars, thinkers and citizens.

Our college is committed to diversity and inclusion. Toward these goals, the College is committed to include and respect people from all cultural and demographic backgrounds.

The College has many cells and different committees that are working actively in this direction. Overview of some of the committees is given below:

### **The Equal Opportunity Cell**

The main objective of Equal opportunity cell is to oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters, and to enhance the diversity within the campus. E.O.C has various functions such as to ensure equity and equal opportunity to the community at large in the college and bring about social inclusion. It also ensures enhancing the diversity among the students, teaching and non-teaching staff population and at the same time eliminates the perception of discrimination. It helps to create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds. Equal Opportunity Cell helps individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination. The cell in our college conducts various lectures and activities so as to encourage students to actively participate and know the importance of social equality.

### **The North East cell**

The college has a vibrant North eastern students cell . The cell organizes cultural festivals, seminars and workshops to create awareness about north eastern region of India among other students.

The North-East Cell of the college is founded to address the challenges and concerns of students from North-East states studying at the college, in order to provide them with a homelike environment while they are away from home.

It offers college students from the North East an opportunity to show off and raise awareness about the rich and beautiful but little-known, traditions and cultures of the region.

The cell's mission is to promote the spirit of brotherhood and unity in diversity as a step toward national integration by bringing the lesser-known cultures and traditions of the North-East region into the forefront.

### **Fee concession facility**

The College also provides fee concessions to all deserving students, on the basis of academic performance, regularity, socio-economic status and other relevant factors. Each year, a large number of students benefit from the fee concessions and due care is taken to ensure that the money is disbursed to those candidates who are genuinely in need of financial aid. Students can also apply to various scholarships as provided by central and state governments.

### **Student Counselling and Mentoring Committee**

The mentor-mentee meetings are held on regular basis and students are encouraged to share all kind of problems with their mentors.

### **SC, ST Counselling Committee:**

As required by the University Grants Commission, our college has a SC/ST Cell to address issues and difficulties affecting SC/ST students. The college's Scheduled Caste (SC) and Scheduled Tribes (ST) Cell promote the unique interests of reserved-category students. It is expected to provide additional assistance in areas where pupils are having difficulty. SC/ST committee also handles complaints from Scheduled Castes and Scheduled Tribes candidates relating to admissions as well as other issues in the college.

## **EQUITY AMONGST STUDENTS AND SCHOLARSHIP OPPORTUNITY FOR CATEGORY STUDENTS AND INCLUSIVENESS AT WORKPLACE**

1. The **Government norms /rights** should be made available on the college website.

2. Institution should provide resources (online /offline) needed to acquire the basic work skills of reading and writing without any discrimination.
3. There should be fairness in the system means personal and social circumstances are not obstacles to achieving educational potential. It prohibits discrimination based on gender, ethnic origin, or socioeconomic status.
4. Poor performers should be given extra trainings so that they can catch up. Instead of failing students, give them intense intervention in specific skill areas. This will increase graduation rates.
5. The College should have a mechanism to aware the scholarships available for undergraduate or for higher studied. These scholarships offer financial freedom to those students, who face financial constraints in pursuing their dream education.
6. The college should provide “**feeling safe,**” environment which refers to the psychological and physical safety associated with sharing different opinions and views from others . For example, a woman who expresses views that are associated with her female identity would feel safe in doing so.
7. Students should involve in “decision making “ and institute believe that their ideas and perspectives are influential, and that they are listened to. There should be fair treatment among all students .
8. The scholarship schemes should be published on the college website.
9. The college should register for all possible schemes for staff / students .
10. The College should have dedicated grievance cell for category students having dedicated email ID.
11. The college should have different events for the awareness of GOI schemes for students.

**CONSTITUTIONAL PROVISIONS OF PROHIBITION OF DISCRIMINATION BASED ON GENDER , RELIGION, CASTE , RACE AND PLACE OF BIRTH**

1. As per the Article 15 of the Indian Constitution the Institute shall not discriminate any faculty (teaching /non- teaching) and students on grounds of religion, race, caste, sex, place of birth or any of them.
2. No any faculty (teaching /non- teaching) and students shall, on grounds only of religion, race, caste, sex, place of birth or any of them, be subject to any disability, liability, restriction or condition with regard to access to stationary shops, canteen, hostels and places available in the institute for other purposes
3. The College should have a committee to address any problem that occurred during their academic career. There should be arrangement for grievances, complaints and malpractices received from the concerns. All these issues should be rectified as soon as possible without any discriminate and same is recorded in a complaint register.
4. There should at least one meeting in each academic year with the authority for reporting and discussion if any to improve.

## ROASTER (TEACHING AND NON TEACHING)

1. Reservation policy of **GOI** will be applicable at BCAS.
2. The reservation roster registers should be inspected/ verified by the Liaison Officer each year in the **month of December** and sign on it . The Liaison Officer is responsible for the accuracy of the reservation roster. He should keep a record of such inspections in the prescribed Performa.
3. In each Promotion and recruitment the Liaison Officer should invariable check the provisions of reservation. **If any discrepancy is noticed** by him he should **immediately bring this to the notice of the Appointing Authority or Promoting Authority as the case may be for immediate correction.** The Liaison Officer should also verify in each promotion and recruitment that such promotions and recruitments are done duly adhering to the policy of reservation and concession in force at the time of said promotion or recruitment.
4. As per Government of India instructions, SC/ST/OBC/EWS employees are **appointed on Provisional basis and their confirmations are subjected to verification of their caste certificate from the issuing authorities.** In every Promotion also the caste Certificates of SC/ST/OBC/EWS candidates need to be verified upto the level where reservation or concession is available. The Liaison Officer is the nodal Officer in the Circle for the purpose.
5. Each liaison Officer should maintain a complaint register to register the complaints received from the SC/ST /OBC/EWS employees and details in respect of disposal of such grievances are duly recorded in the register for verification He should submit to the Competent Authority his report on the cases of negligence or lapses, if any, in the matter of following reservation and other orders relating to SC/ST/OBC/EWS coming to light in course of his inspection.

## PROCUREMENT

- General Finance rule applicable at the time of procurement will be followed at the institute.
- Every Authority involve in procurement must commit their attention and energies for their organization's benefits rather than personal enrichment such as not accepting outside gifts, personal arrangements with suppliers, intentional use of misinformation, requesting bids from unqualified suppliers solely to drive down prices from qualified suppliers, disclosure of confidential and proprietary information and gaining information unfairly through deception.
- Authority delegated with the financial power of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, fairness (each procurement activity should be impartial consistent and their for reliable and all suppliers should be given a level playing field on which to participate), economy and transparency in matters related to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.
- **As per GFR 2017 Rule 144** The procedure to be followed in making public procurement must conform to the following yardsticks :-
  - i. The description of the subject matter of procurement to the extent practicable should be
    - a. Objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
    - b. Not indicate a requirement for a particular trade mark, trade name or brand.**
  - ii. The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.
  - iii. Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist. Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specifications .
  - iv. Care should also be taken to **avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.**
  - v. Offers should be invited following a fair, transparent and reasonable procedure.
  - vi. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
  - vii. ***The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.***
  - viii. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
  - ix. A complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.
  - x. All Ministries/Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on their website.

**Responsibility of faculty, administrative and other non-teaching staff & mutual relation between all stakeholders and society e.g. teachers and colleagues, teacher and parents, teachers & staff (T-NT), teachers & authorities (other than teachers and students).**

**I. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct · himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education that have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including community service.

## **II. Teachers and Students**

### **Teachers should:**

- (i) Respect the rights and dignity of the student in expressing her/his opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students, scientific temper, the spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

## **III. Teachers and Colleagues**

### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully to other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **IV. Teachers and Authorities**

##### **Teachers should:**

- (i) . Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of the contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

#### **V. Teachers and Non-Teaching Staff**

##### **Teachers should:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

#### **VI. Teachers and Guardians**

##### **Teachers should:**

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

#### **VII. Teachers and Society**

##### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote the feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Besides the points mentioned above, all stakeholders shall act with conscientious efforts to exemplify the highest ethical standards. Each member of the college while performing his/her duties either at the workplace or interacting with other societal agencies shall assume responsibility and accountability for his or her conduct and accords just and equitable treatment to all.

(Source: <https://bcas.du.ac.in/about/professional-ethics/>)

## Responsibilities of administrative and non-teaching staff

### Powers and Duties of Officers and Employees

S. No.	Designation	Power and Duties
1.	Chairman	The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting In an emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall, after considering, the opinion of the Principal of the College, takes such action subject to these 'Rule' as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting or approval and confirmation.
2.	Treasurer	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
3.	Principal	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
4.	Bursar	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
5.	Teachers (Professor/ Associate Prof /Assistant Prof)	To impart education, mentoring, counselling, and participate in admission examination and evaluation works as per the EC resolution of the University of Delhi.
6.	Librarian	Overall in charge of Library and to ensure the availability of required books and journals for the benefit of the students of the college. To ensure the proper custody of the books and journals and other materials.
7.	Section Officer (Admn.)	To supervise the administrative matters, and assist the Principal wherever the administrative help is required.
8.	Section Officer (Accounts)	To supervise Finance and Accounts.
9.	Senior Personal Assistant	To assist the Principal in the day-to-day routine activities. To assist the Principal in the conduct of the meetings and take down the minutes of the meetings.
10.	Senior Assistant	To handle routine correspondence and assist the Section Officer in day-to-day work assigned from time to time and to maintain the service records of the staff members
11.	Professional Assistant	To maintain the library records and help in day to day running of the library.

12.	Assistant	To assist the Senior Assistant and to maintain records, files and other work as assigned from time to time.
13.	Semi-Professional Assistant	To look after issuance and return of books
14.	Caretaker	To look after the maintenance of electrical, civil, work and water installation and supervision of normal building repairs and any other work assigned from time to time.
15.	Laboratory Assistant	To assist teachers in the conduct of practical and maintain laboratory records.
16.	Driver	To drive the official staff car, to maintain the staff car and to keep records of the logbook, petrol register, etc.
17.	Gestetner Operator	To operate photocopying machine and duplicating machine, to keep the machines in order and to maintain the records of the same.
18.	Daftri	To do the filing work, to assist in the binding work, if required and other work assigned from time to time.
19.	Laboratory Attendant	To do dusting and other assigned works
20.	Library Attendant	To do dusting and other assigned works.
21.	Office Attendant	To do dusting and other assigned works.
22.	Mali	To carry out the gardening work and other related works
23.	Waterman	To do works as assigned from time to time.
24.	Safai Karamchari	To do the cleaning work and other related sanitation works assigned from time to time.

(Source: [https://bcas.du.ac.in/wp-content/uploads/2022/01/Manual\\_2.pdf](https://bcas.du.ac.in/wp-content/uploads/2022/01/Manual_2.pdf))

Besides the points mentioned above, all stakeholders shall act with conscientious efforts to exemplify the highest ethical standards. Each member of the college while performing his/her duties either at the workplace or interacting with other societal agencies shall assume responsibility and accountability for his or her conduct and accords just and equitable treatment to all.

**Provision for regular feedback from all the stakeholders, analysis of the results and preparation of action taken report**

The college shall carry out regular surveys seeking feedback from students and parents to identify areas of improvement. The mechanism of seeking feedback will be operational twice a year after the end of each semester. Parents/guardians can share the feedback throughout the year. The feedback shall further then be analysed by the IQAC of the college under the supervision of the Chairperson, IQAC. The necessary insights thus gained shall be looked into and necessary actions shall be taken.

### **Provision for routine academic and administrative audits**

Academic audits are necessary to assess and inspire the departments to evaluate and improve the educational quality processes. Similarly, an administrative audit helps evaluate the efficacy of the administrative procedures. The college thus shall carry out annual academic and administrative audits with the help of external auditors to gauge the progress of both academic and administrative pursuits. Academic audits shall be conducted by the IQAC of the college along with the external auditors as identified by Chairman, IQAC. For administrative audit, the Principal shall constitute the committee to carry out this exercise. The period followed for AQAR shall be considered for the annual academic audit.

The annual administrative audit shall be carried out after the financial year and upon completion of the stock verification during the first quarter (April to June).

### **Academic action plans (Academic calendars and activity calendars)**

All departments shall prepare an academic calendar that includes the activity calendar along with a lesson plan at the beginning of each semester. The same shall be shared with the students for them to be aware of what needs to be expected each semester in terms of both curricular and extracurricular activities planned by the department. A template shall be provided to the departments by IQAC of the college for the sake of uniformity and assessment.

## **Guidelines for Research Ethics**

Scientific research involves the cooperation and coordination of different people to achieve goals that have impact on society and are essential for overall development in all areas. Research requires experimentation, data analysis, writing research papers and grant proposals and educating future scientists. Thus, it is essential that research is carried out in ways that are ethically correct. Guidelines for research ethics are laid in such a way that concerns of research institutions and individuals are simultaneously addressed. Also, it is important to adhere to these ethical guidelines in order to preserve the dignity, rights and welfare of researchers and research participants.

The University Grants Commission has prepared a document for good academic research practices ( [UGC document](#)). All the researchers at University of Delhi are expected to follow the Ethics of research as described in the guidelines prepared by UGC shared on the University of Delhi website. ([UGC Gazette](#)) .

Based on these guidelines the college has also prepared its norms for academic excellence

### **Research Ethics & Responsibilities of Faculty members involved in Research-**

- The term "research ethics" can be used to describe a wide range of principles and practices related to conducting research ethically.
- Research is, by and large, a self-regulating and self-policing process wherein researchers conduct and present their research without falsification and fabrication, giving credit to other scholars for their ideas when and where such credit is due.
- Faculty members are expected to abide to the code for Responsible Conduct of Research.
- The code supports the ethical and moral values including honesty, integrity and justice during conduction and reporting of research or research publications.
- Research must be designed, reviewed and conducted in a manner that adheres to recognized standards and ensure quality and transparency.
- Faculty members are required to display transparency and truthfulness in research practices including sharing and communicating research methodology, data and findings.
- Faculty members are bound to execute fairness and respect in the treatment of collaborators, co-investigators, fellow Faculty members, study subjects and others involved in the research.
- Impartial practices should be followed in giving appropriate credits, including authorship, referencing and citing the work of others who have contributed to the research.
- Good Research Practices to be followed in the college which takes into consideration overall welfare of community, animal conservation and environment protection.
- Faculty members are required to provide guidance and mentorship on responsible research conduct to other co-Faculty members/ research fellows/students while monitoring their conduct.
- Faculty members must ensure that necessary approvals are obtained before conducting research.
- Faculty members must retain accurate and complete records of research data and materials.
- Faculty members own the accountability for development, undertaking and reporting of research.
- Faculty members must maintain high standards of responsible research and take account of considerations relating to confidentiality, intellectual property or privacy of sensitive data.

- In the cases of funded research, Faculty members are responsible to comply with the terms of the contract of the funding agreement and guidelines of the funding bodies.
- Faculty members are bound to responsible and ethical code of conduct for publication, presentation and dissemination of research findings. The code is applicable to dissemination of information in academic journals or books, conference papers, non-refereed and peer-reviewed journals, web pages.
- Faculty members are expected to be oriented for high quality research to focus on high quality peer reviewed publications with good impact factor.
- Authorships for research publications are required to be in accordance with fair guidelines according to the contributions in research.
- College policy strictly prohibits Plagiarism in research. The research code of conduct promotes awareness of Faculty members about plagiarism and strictly instructs Faculty members to avoid intentional or negligent plagiarism. Plagiarism includes copying or reproducing research content from published or unpublished work exceeding the legitimate limit without the acknowledgement of the source (including from the Internet). The code conveys researcher's responsibility to avoid plagiarism in research projects reports, publications and presentations.
- The college has access to the plagiarism software of University of Delhi through the library. t All faculty members/ students can get their project reports/ research articles checked for plagiarism using this software.
- Researchers have an ethical obligation to design conservation strategies so that all populations, regardless of literacy level or physical or cognitive ability, can participate in the research process in a well-informed and ethical manner.
- The college has a dedicated Research and Project assessment committee.
- This committee shall organise lectures and workshops to create awareness amongst the researchers regarding the research protocol and research ethics.
- All project proposals have to be duly approved by the committee.
- The committee strives to create academic excellence in college and promote good research practices.

## **Guidelines for Building and infrastructure Maintenance-**

The quality of education in any institution depends to a large extent on the availability of infrastructure which includes the physical, academic and other support facilities. Appropriate equipment and infrastructure followed by its maintenance and upkeep are essential for quality academics and efficient administration. This policy for Infrastructure Management has been formulated for maintenance of infrastructure based on the guidelines of the statutory bodies such as university grants commission. ([UGC guidelines](#) ). This infrastructure maintenance policy focusses on its upgradation from time to time, proper accounting and safe guarding by putting inventory numbers on each equipment and maintaining asset register, upkeep of the equipment through regular cleaning and preventive and corrective maintenance including Annual Maintenance Contracts of the ICT infrastructure of the college. Various staff council committees are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. These include: Timetable Committee, Purchase Committee, Building Maintenance Committee and Annual maintenance committee of computers and its peripherals

All departments of the college need to follow the guidelines laid down with regard to preventive and corrective maintenance of the infrastructure.

### **Maintenance of the college campus**

College has a sprawling campus of approximately 39,408.30 square metres area with 14 classrooms, four laboratories per main department, a conference room and an Audio-visual room. The college has appointed a full time Care taker to ensure the cleanliness, hygiene, sanitation, water supply, electricity and security condition and to update the Principal about the current/ daily state of affairs. The college has constituted a Building Maintenance committee to monitor this aspect.

The following policy needs to be followed for its maintenance-

1. All departments must submit their maintenance requirements or infrastructure repair requests to the Care taker.
2. The Building maintenance committee will receive all requirements from the care taker and then assess these requirements and submit its recommendations to the principal.
3. After Principal's approval these shall be submitted to the PWD for necessary action.

### **Maintenance of the class rooms-**

1. The timetable committee shall evaluate the possibility of rational and optimal use of the time and space available for conduct of classes.
2. The timetable committee shall prepare norms for all departments to prepare their timetable so as to conduct classes in the class rooms and laboratories efficiently.
3. The class rooms of different sizes shall be allotted to different courses based on the student strength in these classes.
4. The class rooms shall be all wi-fi enabled and have projectors so as to facilitate the faculty for efficient teaching.
5. The classroom should be well-ventilated and clean.

Cleanliness and maintaining the basic hygiene of the classrooms, corridors, washrooms, laboratories, seminar room, Audio visual room and other spaces is outsourced to an agency which is given the contract for this purpose as per GFR norms of Govt of India. The college has a dedicated Swachhta committee which shall conduct various awareness programs to create consciousness in this regard.

The following norms shall be followed-

1. All classrooms shall be cleaned everyday before the classes begin.
2. A cleanliness chart has to be prepared by the caretaker and supervised by the supervisor of the cleaning agency which has been hired.
3. The classroom should be well lit and lighting facility shall be regularly monitored.
4. The classrooms are allotted for the conduct of lectures of respective courses by the Convener, timetable committee at the beginning of every semester.
5. Due care needs to be taken while using infrastructure, any scribbling or mis-utilizations of resources shall be dealt seriously by the Discipline committee of the college.

## **Maintenance of the ICT facilities in college**

Most of the classrooms and laboratories of the college have projectors and Wi-fi. The college has more than 500 computers (desktops and laptops) for faculty and students, with two laptops equipped with Braille and screen reading software. The College has one Wi-Fi enabled AV Room with a projector and seating for approximately hundred people. Since all the activities of the college such as creating a data base, automation of administrative, accounts and examination system is ICT based so its very essential that these facilities be functional at all times.

The ICT facilities in the college can be utilised for the following purposes by the students –

1. The laptops and computers can be used for academic purposes.
2. The wi-fi facility shall be available throughout the college campus , the students must use it for downloading and accessing e-content /e-journals available from N-list resources for augmenting their knowledge.
3. The students shall access the college website for any notification or information related to academic and extra-curricular activities.

Following policy shall be adhered to for utilisation of the ICT facilities by the students-

1. They shall receive the login id/password for accessing the college network from the computer administrator in the computer science department.
2. They shall maintain the confidentiality of the password and they shall be responsible for all the activities carried out by them on the computers and ICT facilities of the college on their id.
3. They shall only use the installed software on these computers/laptops.
4. They shall not install or update any software without the knowledge of the administrator.
5. They shouldn't use the college ICT facilities for accessing/transmitting unauthorised data
6. They shouldn't use ICT facilities to use any data available on the web in a way that results in breach of the copyrights.
7. The students shall use the ICT facilities in a responsible manner and be careful not to damage the computer system or software installed.
8. They shouldn't use any unauthorised software on the college computers or violate the terms and conditions of the software licensing agreement.

Following norms shall be followed for maintenance of ICT facilities in college-

1. The maintenance of this IT infrastructure of the college shall be outsourced to an agency as per GFR norms of Govt of India.
2. The agency shall appoint a technically qualified person in the college for looking after any ICT related issues.
3. The engineer shall attend to all ICT related complaints in the college which shall include networking issues, maintenance of Computers, projectors, printers and other IT equipment.

4. The college has an Annual Maintenance Committee which shall regularly take feedback from all departments before releasing the payment of this agency.
5. The AMC contract will be renewed annually after the performance review of the AMC agency.

#### Laboratory maintenance-

All departments shall follow the following guidelines for maintenance of the laboratory and the equipment-

1. The laboratory needs to be cleaned and sanitized every day in the morning before the commencement of classes.
2. Regular inspection and periodic maintenance of the equipment in the laboratories should be done. The laboratory staff should ensure that the equipment is in good condition and working at all times for the smooth functioning of the practical classes. The Equipment are to be maintained/recalibrated/serviced by the laboratory staff in the respective departments where ever possible using scientific protocols.
3. When the laboratory staff can not repair the equipment technical help can be sought as per the purchase committee recommendations of the college.
4. If any equipment is non-serviceable/repairable it would be written off following due procedure and then can be disposed off as per the college norms with the permission of the governing body.
5. Due diligence should be exercised for disposal of e-waste as per the Delhi University protocol.
6. Students should be made aware of the handling and maintenance of the apparatus and equipment during the beginning of the academic session.
7. The instruction manuals of these equipment should also be made available in the laboratories for students.
8. All stock registers need to be regularly maintained and updated based on purchases.
9. Stock verification of the equipment and asset available in the laboratories needs to be done at the end of every academic year. The same may be conducted by the teacher-in-charge of the departments along with the laboratory staff as per the policy of the college.

**Information Handbook for Students**  
**(2022-2023)**

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## About the College

Bhaskaracharya College of Applied Sciences (BCAS) established in 1995, is among the premier science colleges of the University of Delhi. This year, the college is celebrating its silver jubilee with a proud marker of being among the top 100 science colleges in India. This feat has been achieved admirably in less than 25 years.

The college has been granted *Star College status* by DBT, Ministry of Science and Technology. This college also has a distinction of having 'A' grade accreditation granted by the NAAC committee. The college has secured 32<sup>nd</sup> rank in National Institutional Ranking Framework (NIRF2021). The college has been ranked 60<sup>th</sup> in India Today India's *Best Science Colleges Ranking 2021*.

The college creates a congenial environment for the faculty, students, staff to work as a cohesive unit in pursuit of knowledge and education. The college grooms its students to spread their wings and go beyond their classrooms to explore their natural skills, talents and interests. We at BCAS work relentlessly to nurture students who would leave a mark in the frontiers of higher studies, research and life etc.

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## College Administration

Principal	Prof. Balaram Pani (also Dean of Colleges, University of Delhi)
Acting Principal	Prof. Avneesh Mittal
Bursar	Prof. Sidharth Sirohi

## Administrative Section

Section officer (Admin.)	Ms. Ira Sharma
Section Officer (Accounts)	Sh. Rajeev Dawar
Caretaker	Sh. Narendra Chuadhary
Office hours	Monday to Friday, 09.00 a.m. – 05.00 p.m.
Students dealing	Monday to Friday, 10.00 a.m. – 01.00 p.m. 02.00 p.m. – 05.00 p.m.

### NOTE

The handbook is intended to provide information to the students to make their life easy and comfortable. The content of the handbook may change from time to time. ~~The students are strongly advised to check the college notice board and the website on regular basis for updates. They should not depend on the handbook solely.~~

## STUDENT DOCUMENTS

### a) Identity Card:

- Students are required to apply for college Identity Card on the prescribed form available at the college website (<https://bcas.du.ac.in/student-corner/student-form/>).
- It must be renewed at the beginning of every academic session.
- All students are required to carry their student Identity Card to the college.
- Entry is not permitted without an Identity card.
- In case the original Identity card is lost, duplicate Identity card will be issued only after furnishing a copy of the F.I.R. and on payment of Rs. 100/-.

### Following are the steps for 'Payment':

1. Go to <https://www.onlinesbi.com/sbicollect/> or go to the college website (<https://bcas.du.ac.in>), click the admission tab, and then select onlinepayment.
2. Click the check box to proceed with payment.
3. Select the option "National Capital Territory of Delhi" as STATE.
4. Select "Educational Institution" as INSTITUTION.
5. After completion of steps 3 & 4, click on "GO".
6. On the next page, select "Bhaskaracharya College of Applied Sciences" as COLLEGE name and submit.
7. Choose payment category and fill details of the payment then submit.

**The College will not accept the payment in any other mode like Cash, Demand Draft, Cheque etc.**

The payment proof must be attached with the application form. Once the information is verified and found to be in order, the administrative branch will issue the duplicate I-card.

### b) Certificates

#### i) Certificates like Character / College Leaving / Provisional (to be issued by the college):

Students are required to apply on the prescribed form available at the college website (<https://bcas.du.ac.in/student-corner/student-form/>) and submit it to the administrative office. The office will issue the certificate after due verification of the documents. The necessary fee is to be paid online using the link. (<https://www.onlinesbi.sbi/sbicollect/>).

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## **ii) Application for College Leaving Certificate, Provisional (to be issued by the college):**

- Students are required to apply for College Leaving / Provisional certificate on the prescribed form available at the college website (<https://bcas.du.ac.in/student-corner/student-form/>)
- The students have to fill information mentioned in the form.
- Take the No-Dues certificate from the concerned departments before submitting it to the administrative office of the college.
- The college will issue the necessary certificate after verifying the details.

## **iii) Migration Certificate/ Duplicate Marksheet/ Duplicate Degree/ Transcript (to be issued by the University of Delhi):**

- Online application in the prescribed format is available at the University website. (<http://www.du.ac.in/index.php?page=forms>).
- The duly filled application form is first verified by the college then submitted to the University of Delhi for necessary action.
- The student will submit the application along with the payment receipt to the administrative branch of the University of Delhi.

## **c) Cancellation of Admission & Refund of Security**

- Students are required to apply on the prescribed form available at the college website (<https://bcas.du.ac.in/student-corner/student-form/>).
- The students have to fill the information mentioned in the form.
- Take clearance from the concerned departments before submitting it to the administrative office of the college.
- The college will issue the necessary certificate after verifying the details.

## **d) Concession Facility**

### **i) D.T.C Bus Pass**

- The bonafide students can avail the D.T.C. Bus Pass facility
  - **The form is available from DTC Bus Depot.**
  - The student must submit the duly filled DTC Bus form to the college's administrative office for verification/attestation, together with photocopies of his or her college ID card (both sides) and a current fee receipt.
  - Submit the duly attested DTC form to the DTC depot.
-

## ii) Railway Concession

- It can be availed twice a year only by the students who have disclosed their home town outside Delhi NCR region.
- The outstation students are entitled for 2<sup>nd</sup> Class Sleeper Railway concession for visiting their hometown during vacations as per the University of Delhi norms.
- **Railway Concession form is available at the**

### **administrative office. Steps to be followed**

1. Student must submit the application in college's administrative office for the railway concession ticket.
2. The office will issue the Railway Concession form.
3. After getting the form attested by the college, the student has to submit it to the Railway Reservation Centre.

## e) World University Services Membership:

- The college is affiliated with the Health Centre of the World University Services (WUS) located in DU, North Campus.
- Students are required to apply for a WUS membership on the prescribed application form available at the DU website ([http://www.du.ac.in/uploads/amenities/WUS/03032017\\_Wus\\_Student.pdf](http://www.du.ac.in/uploads/amenities/WUS/03032017_Wus_Student.pdf)).
- Submit it to the college administrative office for attestation and then, to WUS Centre for membership.
- The additional information can be obtained from <http://www.du.ac.in/index.php?page=Health-Centre>.

## f) Transcripts (Issued by University of Delhi)

- Students are requested to follow the General Instructions for issue of Transcripts ([http://app.du.ac.in/transcript\\_marksheet/](http://app.du.ac.in/transcript_marksheet/)).
  - Students are required to apply for Transcripts on the prescribed form available at the University of Delhi website.
  - The payment is done online using the link <http://fee.du.ac.in>.
-

### **g) Details of the Curriculum (Syllabus)**

The details of the paper taught to the students is available at

University of Delhi website link:

<http://www.du.ac.in/index.php?page=syllabi> College link:

<https://bcas.du.ac.in/academics/department-2/>

### **h) Time Table**

Details of the Time Table can be access from the given link

Time table Link: <https://bcas.du.ac.in/student-corner/time-table-2/>

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## FACILITIES

### a) The College Library

The library is housed in a spacious and well-lit three storied building called the library block. Lower ground floor is being used mainly as a stack room with a facility of reading space for 10 users. Upper ground floor is being used for circulation cum reference service, stack room, staff working area, entry-exit and reading space for 6 faculty members. The top floor is mainly used as a reading room with a capacity of 120 users and a free air-conditioned Internet facility with 20 computers. Water cooler with RO and adequate number of restrooms. The library is a **SILENCE ZONE**.

### i) Collection

The library has a collection of nearly 27068 volumes of books including reference books, 336 bound volumes of journals. The student books ratio of the library is 1:20. Library also has 1231 CD-ROMs/ DVD-ROMs. The library has developed a computerized record of more than 11000 journal articles with bibliographic details.

The library is also subscribing to N-LIST (National Library and Information Services Infrastructure of Scholarly Contents) Programme - (a collection of E-Resources under UGC-INFONET Digital Library Consortium).

Apart from the in-house collection, the library has full access to journals and e-resources which are being subscribed by University of Delhi (<http://crl.du.ac.in>)

### ii) Services

- Web- OPAC – Web based Online Public Access Catalogue.
- Lending Service and Reference Service.
- N-List subscriptions.

### How to avail N-LIST

1. The library has subscription to N-LIST (National Library and Information Services Infrastructure for Scholarly Contents) programme of INFLIBNET.
  2. This has provided the facility to access a large number of e-resources to the students and staff throughout the year 24x7.
  3. Students can access journals, eBooks through N-LIST.
  4. N-LIST passwords are sent through email(s) to the students.
  5. They should follow the process mentioned in the email to access the N-LIST facility (<https://nlist.inflibnet.ac.in>).
-

### **iii) Issue of Book(s)**

- The Borrower/Student must show his/her Identity Card at the Check Post of the Library Department.
- It is essential to make an entry in the register kept and maintained at the Check Post of the library.
- It is also essential for the user to register themselves and make a library account using their Roll No.as User ID and Password with the following link of KOHA software ([bcas.bestbookbuddies.com](https://bcas.bestbookbuddies.com)).
- The users have to upload and update their personal information using the “Personal Details” Tab.
- The students are eligible to borrow/ issue books/magazines, after approval of his/her registration.
- The Students are entitled to borrow a maximum four books (including magazine), these books are issued for fifteen days only.
- Students can search Books/Journals on OPAC with the help of concerned library staff.
- The Student/Borrower should write the Accession number of the book issued along with his/her signature in the Issue register maintained at the Circulation counter.
- Personal books, umbrella, stick, money- bag, mobile phones etc. are not allowed in the library. These personal belongings are to be left outside the library at student’s own risk.
- Any misuse of the library facilities will be considered as a serious breach of discipline and the Principal can take such action as is necessary.
- Students are advised to check the book for any damage before getting it issued and bring it to the notice of the library officials.

### **iv) Return of Book(s)**

- The student/borrower who wishes to return the book must enter his/her details in the register maintained at the check post of the library before entering the library.
  - The authorities at the Circulation counter would check the book for any damages before the student/borrower returns it.
  - If no damages have been found, the authority at the Circulation Counter should scan the book using the RFID System.
-



## e) Amphitheatre

The College has an Amphitheatre which is used by students for holding activities like cultural programs and college festivals. It is also used by the students during the students' election as well as for practicing choreography, plays etc. The students' enjoy this place particularly during the winter season where they sit, enjoy the sun and discuss their plans.

## f) Wi-Fi Access in the Campus

- The college is Wi-Fi enabled.
- The students have access to advanced web activity and e-resources through Delhi University network.
- Students can access various e-journals and stay in touch with the latest research activities.

### **Procedure to avail Wi-Fi connectivity (login-id):**

1. A notice is displayed on the college notice board for students to get a login and password for Wi-Fi.
2. The students are given department wise time slots to get their login and password from the Computer Science Department.
3. The student details are checked from student Identity Card, then User-ID and password is created for the Students.
4. The Student Login ID along with Name and Roll No. is entered in the Wi-Fi register for the records.
5. Students are advised to change their password immediately after first login.

## g) Procedure for creating MS Teams user id for the Students

- A login based on the student roll number and a password is created.
  - Students Name, Roll No., Phone and Email ID is recorded in the MS Teams admin console.
  - The ID is provided to the student and upon first login they are required to change the password.
  - Students are added/deleted from the system by the administrator as and when required based on the latest student list available.
-

## **h) Issue of Laptop to the Students:**

- Student is required to submit Application addressed to the College Principal.
- Principal of the College will mark the application to the Convenor for further processing for issuing the Laptop.
- The students will submit the following documents to the College Administration after approval for the issue of Laptop.
  1. Affidavit
  2. Original Marksheet
  3. Aadhar card with address proof
- 4. After completion of the above process, a Laptop is issued to the Student.

## **i) First Aid Protocol**

- Do not panic
- Do not leave the patient alone and go anywhere
- Give first aid available in each Department
- Report the matter to your teachers / any adult / colleague nearby
- Ask a friend to call the emergency phone numbers
- First Aid-box available in Administration, Principal Block and all departments.
- Please contact the following in case of emergency.

Ms. Ira (Administration)                      9968367181

Ms. Ritu Sareen (Administration) 9868814835

## **Emergency Phone Numbers**

Maharaja Agrasen Hospital, Dwarka Phone no.: 011-41347700

Bhagat Chandra Hospital Phone No.:                      011-45254525

Rockland Hospital Phone no.:                                      011-48222222

### **Use emergency/rescue/management contact numbers currently in operation in India:**

100 Police

102 Ambulance

101 Fire

108 Disaster management

181 Women's helpline

1097 AIDS helpline

1098 Child abuse hotline

+91 9540161344 Air ambulance

## **j) Differently Abled Campus**

The campus is barrier free and accessible for Persons with Disabilities. College has various provisions in creating a disabled friendly campus. For the benefit of the Persons with Disabilities, the College has provided ramps at every possible place and has also provided Persons with Disabilities friendly washrooms. College also ensures fee waiver for students admitted under this category. A dedicated Unit named, Equal Opportunity Cell and Enabling Unit holds various events to encourage students with disabilities.

### **Facilities for Differently Abled in the College Campus**

- A wheelchair accessible from Administration  
Wheel Chair has been issued by informing security guard at the main gate/administration block by making an entry in a register kept at main gate.
- Ramp facility is available from top level upto ground level near College Canteen
- Accessible Washroom Facility
  1. For Male / Gents                      GT-7 (Ground Floor, near Food-Technology Department)
  2. For Female Ladies / Girls        LT-5 (Ground Floor, near Pilot Plant)
  3. Transgender                              LT-7 (Ground Floor, near library)

## **k) Women Sanitary Napkin Facility**

- Two Women Sanitary Napkin vending machines have been installed in the girls' washrooms.
- They are available in girls' washroom- one for near Administration Block (Ground Floor) second one near Computer Department (First Floor).
- Girls are required insert Rs. 5/- coin in the machine for each napkin.

## **l) Oxygen Concentrator**

- Oxygen Concentrator facility also available in Biomedical Department.

## **m) IR Thermometer**

- IR Thermometers are available in the administrative office

## **n) Stationary Shop**

- Due to pandemic situation the shop has been closed now. However the stationary items are available in the market near the college.
-

## o) Green & Clean Campus

- Dustbin (Wet & Dry) kept in the different places of the college.
- We have a harvesting system to conserve water.
- 25% of the college area is covered with different varieties trees and plants.

## p) Sanitizing Machine/ Hand Washing Machine

- Two Hand Sanitizing Machine has been installed in the Administration Block (Ground Floor) and another one Principal Block (First Floor).
- Two Hand Washing Machine also available near the Fountain (Ground Floor and second one near the library (First floor).
- The water of Hand Washing Machine is not meant for drinking.

## q) Clubs and Cells

- The College has different club for the students i.e. Dance, Debate, ECO, Music etc.
- At the time of admission students choose two clubs.
- Students need to check the college notice board and the college website: <https://bcas.du.ac.in/eca/>  
<https://bcas.du.ac.in/commitees-and-cells/>

## r) Sports Facilities

The College has following sports facilities:

Cricket	Athletics	Basket Ball	Badminton
Table Tennis	Football	Carrom	Chess

Open Gymnasium (near Main Gate)

**Gym facilities available in Sport's Room are:**

Treadmill	Cross Trainer	Cycles	Small Multi gym
Vibrator	Tummy Twister	Medicine Balls	Swiss Balls

Timing and Regulations to be notified on the notice board. Items are issued against the Identity card.

The selection procedure for college and for University teams are notified on the notice board from time to time.

Sports Room is on the ground floor near the library channel gate.

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## FEE & FINANCIAL ASSISTANCE

### a) Course Fee Payment by the Regular Students

- The fee is paid online (as described earlier). It can also be paid by cash deposit as per the details given below:

Name of account holder : **Principal, Bhaskaracharya College of Applied Sciences**

Account number : **37815295393**

Bank name : **State Bank of India**

Branch : **Sector – 6, Dwarka, New Delhi - 110075**

IFSC Code : **SBIN0050930**

- After depositing the course fee in the above mentioned account, student must email the receipt of the same at [exambranch.bcas@gmail.com](mailto:exambranch.bcas@gmail.com) with all the details like name, course, college roll number, mobile number of the student.
  - In case the fee is not paid, the college may review the student's stake to appear for the examination.
-

## **b) Fee Concession**

### **STEP 1: Notification for Inviting the Applications**

Notice is displayed on the college website and notice boards of all departments; inviting applications (on plain paper) from students. The notice indicates that applicant has to submit the following documents (selfattested photocopy) along with the application:

- i) Marksheet of last exam given.
- ii) Aadhar card copy.
- iii) Income certificate & Above Poverty Line (APL) Ration Card/ Below Poverty Line (BPL) Ration Card\*.
- iv) Bank account details of the applicants.

### **STEP 2: Meeting by Student Advisory Committee**

- The Student Advisory Committee holds a meeting after receiving the applications.
- The applications are distributed to faculty representatives of each department of the college.
- Applications and all documents (mentioned in step 1) verified with the corresponding original documents along with the cumulative attendance of the candidate in the last semester attended. **A minimum 66.67% attendance** is required to qualify for grant of fee concession.

### **STEP 3: Notification of Selected Students**

- Shortlisted candidates are called for the verification of documents.
- After the verification of all documents and attendance records, the list of selected applications are finalized by the Student Advisory Committee.
- The list of selected students duly signed by the members of the committee is sent to the Principal for approval.
- The names of selected students displayed on the college website and notice board of the college.
- The same is sent to the Account office for sanction of fee concession and the sanctioned amount is transferred to the student's account by the bank.

***Note: Income certificate of parents either from the Deputy Commissioner Office/ Revenue department or verified from the resident commissioner of the concerned state must be valid for the current financial year.***

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## CBCS Mode

## EXAMINATION

The rules of CBCS including the attendance and internal assessment as adopted by the AC (Academic Council) and EC (Executive Council) from time to time by University of Delhi and duly notified to college shall be applicable.

### *Scheme of Examination*

Examinations shall be conducted at the end of each Semester as per the Academic Calendar notified by the University of Delhi. Each Course will carry two components: **Internal Assessment** and **End Semester Examination**.

**Since March 2020 (COVID Pandemic period), the examination pattern has been modified. Several changes have been included in the Internal Assessment and End Semester Examination. The guidelines issued by University of Delhi for the current as well as future semesters will be followed. These guidelines may differ from below mentioned points.**

### **I. Internal Assessment**

All courses have a component of Internal assessment. The important features of the internal assessment scheme are:

**1.** That 25% of the maximum marks in each paper in undergraduate courses be assigned for Internal Assessment and the remaining 75% marks for the annual/semester University Examination; that the time duration and other modalities of the annual/semester Examination with respect to this 75% component shall remain as per existing schemes of examination for various undergraduate courses. The components of Internal assessment marks for Semester students for all subjects in B.A. (Programme) and B.Sc. (Programme) courses and all papers of the main subjects in B.A., B.Sc. Honours courses will be:

- (i) 10% weightage for class tests/quizzes in the semester.
  - (ii) 10% weightage for written assignments/projects in the semester.
  - (iii) 5% weightage be given for regularity in attending lectures and tutorials.
    - a) The credit for regularity in each paper, based on attendance, shall be as follows:
      - b) More than 67% but less than 70% - 1 mark
      - 70% or more but less than 75% - 2 marks
      - 75% or more but less than 80% - 3 marks
      - 80% or more but less than 85% - 4 marks
      - 85% and above - 5 marks
    - c) Medical certificates shall be excluded while calculating credit towards marks to be awarded for regularity, however a student may approach the Principal in exceptional cases for consideration. Please refer to **Ordinance VII. 2. (9) (a) (ii)** for more details.
    - d) University of Delhi guidelines will be followed for granting relaxation in attendance as per Ordinance VII. 2.
-

e) Attendance is visible to the students through college website.

**2.** Internal Assessment Marks are shown to the students at the end of each semester and thereafter communicated to the University.

**3.** In the case of students who repeat one or more paper(s), or all papers of semester of Part I or Part II or Part III, the Internal Assessment marks shall be carried forward. (as per Ordinance VIII E)

## **II. End Semester Examination**

### **1. Examination in Physical Mode**

#### **(i) Enrolment for Examination**

- a) **Notification:** Notice is displayed on the college notice board and website to inform the students about filling of examination form and submission of fee (along with fee amount) at the end of each semester.
  - b) **Submitting Fee:** The examination fee is to be submitted online and a print out of the examination fee receipt is to be taken after successful payment. The mode of online payment may change, thus always specified in the notification.
  - c) **Filing of Examination Form:** The examination form is made available on the college website for downloading ([www.bcas.du.ac.in](http://www.bcas.du.ac.in)) or the hard copy of the form can be collected from the Administration Office.
  - d) **Submission of Examination Form:** Properly filled examination form is to be submitted to the Administration Office along with the fee receipt within the specified duration mentioned in the notification.
  - e) **Collecting Provisional Admit Card:**
    - After collecting the examination form and fee receipt, the student details are entered on the University Portal by deputed person from the Administration Office and Provisional Admit Card is generated.
    - Notice is displayed on the college notice board and website to inform the students to collect their provisional admit card.
  - f) **Submitting Provisional Admit Card:**
    - After collecting the provisional admit card, students are required to check if any correction(s) is/are required.
    - In case any correction is required, the student has to intimate the same to the Administration Office. A new provisional admit card will be provided to the student with specified correction(s) the same day or on the next working day.
    - All the students have to submit their provisional admit card to Administration Office within the specified duration after:
      - pasting recent passport size photograph
      - signing the provisional admit card
  - g) **Collecting Final Admit Card:** After receiving the provisional admit card with signature and photograph, admit cards are sent for approval from the Principal. Once all the admit cards are signed by the Principal, a notice is displayed on the college notice board and website to inform the students to collect their final admit card. Once the admit cards is signed by the principal, further corrections in admit card(s) is/are not permissible.
-

## **(ii) Conduct of Examinations:**

All guidelines issued by University of Delhi regarding the code of conduct for the students will be followed.

### **a) Practical Examinations**

#### *Date-sheet:*

- The practical examination dates are finalized by the concerned Department of the college within the period directed by University of Delhi.
- The date-sheet is displayed on the notice board of the Department as well as college website.

#### *Conduct of Practical Examination:*

- All the practical examinations are conducted as per the date-sheet.
- All the relevant files/reports/assignments related to the practical are to be submitted on or before the day of practical examination.

### **b) Theory Examinations**

#### *Date-sheet:*

- Examination date-sheets are released by University of Delhi on its website (<http://exam.du.ac.in/date-sheets.html>), separately for
  - (a) Core papers/Discipline-specific electives (DSE)/ Skill Enhancement Courses (SEC)
  - (b) Ability Enhancement Compulsory Courses
  - (c) Generic Electives (GE)

#### *Conduct of Theory Examinations:*

- The seating plan for conducting theory examination is displayed by college on its notice board, main entrance gate, and outside each examination hall.

#### *Code of Conduct in Examination Hall*

- Students are not allowed to carry any material inside the examination hall other than the items required for writing the answers and admit card.
  - Eatables are not allowed inside the examination hall.
  - Drinking water is provided occasionally and on request.
  - No student shall tear a leaf or a part of it from the answer book or a continuation sheet.
  - Students are forbidden to remove any paper from the room, except the question paper.
  - Mobile phones are strictly prohibited in the examination hall.
-

- *A student who is found guilty of using dishonest or unfair means or disorderly conduct during the examination may be disqualified from the examination by the University of Delhi. Further the student may be debarred from appearing in any future examination of the University for a period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further examination of the University.*

The following points regarding this are to be noted:

**According to Ordinance X- A**, the use of dishonest or unfair means in the examination are as follows:

- Assisting in any manner whatsoever any other candidate in answering the question paper during the course of examination.
- Carrying into the examination hall any book, paper, notes or any other material, likely to be used by the candidate, directly or indirectly, in connection with the examination.
- Smuggling in answer books or continuation sheets.
- Taking out or arranging to send out answer books, its pages or continuation sheets.
- Impersonation during examination.
- Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
- Communicating with or talking to any other candidate unauthorized person/ in or around the examination room during the course of the examination.

**Disorderly conduct in the examination includes:**

- Misbehaviour in connection with the examination, with the superintendent, the invigilator on duty or with any other in or around the examination centre, during or after the examination hour.
- Leaving the examination room before the expiry of half an hour without handing over the answer book, to the invigilator or without signing the attendance sheet.
- Intentionally tearing off the answer book pages thereof or the continuation sheets.
- Disturbing or disrupting the process of examination.
- Inciting others to leave the examination hall or to disturb or to disrupt the examination.
- Carrying into the examination centre any weapon of offence.

**Important links:**

1. [Undergraduate syllabus](#)
  2. [University of Delhi Examination Website](#)
  3. [University of Delhi: Rules, Policies and Ordinances](#)
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## **2. Examination in Remote mode: Open Book Examination (OBE)**

The latest notification regarding mode of examination that has been released by University of Delhi is given below:



# दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

Ref. No./Exam-VII(Conduct)/2021-22/06

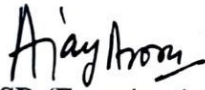
Dated 11.02.2022

### **NOTICE**

It is hereby informed to all concerned that University of Delhi on the basis of recommendations of the Working Group for Examinations has decided that all the examinations which shall be conducted during the month of March and April 2022 (Odd Semester Examinations I/III/V/VII), shall be conducted in Open Book Examination (OBE) mode.

Further, all the examinations which shall be conducted during the month of May 2022 and onwards (Even Semester Examinations II/IV/VI/VIII) shall be conducted in Physical Mode.

The detailed guidelines in this regard shall be issued shortly.

  
OSD (Examinations)

  
11/2/2022  
Dean (Examinations)

## Mentoring Students

- The University Grants Commission has formulated the Guidelines on safety of the students on and off Campuses of Higher Educational Institutions (HEIs).
  - One of the important components of the guidelines is that all the HEIs should mandatorily put in place a broad-based "Students Counselling System" for the effective redressal of problems and challenges faced by students.
  - It is a unique, interactive and target-oriented system, involving students, teachers and parents to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of other academic worries.
  - It is a bridge formal as well as communicative gaps between the students and the institution at large.
  - Teacher counsellors act as the guardians of students at the college level, should remain in close touch with the students allotted to them (batch of 25 students) throughout the year, to cater to their emotional and intellectual needs and guide them to move up in their career at regular intervals.
  - Teacher counsellors exchange personal details of students, academic record and behaviour patterns for prompt pre-emptive or corrective action.
  - The college has a system of Students' Mentoring where teachers interact with the students regularly and upload their report on the indigenous design **BRAHMA APP**.
  - The Staff council of the college in the meeting held on 23rd April 2019 (2019(2)/4), framed several guidelines for the effective implementation.
  - The present standard operating manual followed in the college is uploaded on the college website <https://bcas.du.ac.in/iqac/revised-sop-for-students-counselling-mentoring-system/>
-

## Code of Conduct

Students shall conduct themselves in a civil and dignified manner, and desist from offensive behaviour towards any section of the college community. All notices/circulars issued by the University of Delhi or the college in this regard will be binding on all students.

### Discipline Guidelines

- Students are responsible for their conduct within the college premises and are prohibited from doing anything, either inside or outside the College, which will amount to a breach of discipline or interference in the smooth functioning of the college.
  - A student shall be liable to disciplinary action for any act of indiscipline. Disciplinary action may involve warning and/or suspension from classes, from the examinations, from the college library or even from the college.
  - Students shall maintain silence and decorum in class rooms and desist from disorderly behaviour. They must not loiter in the corridors or in front of class rooms or office rooms and create noise.
  - Verbal and Physical abuse will also be considered as violation of the discipline. Uncivilized behaviour and/or language shall be sternly dealt with.
  - Any exchange of lewd / vulgar/ objectionable messages would amount to breach of Code of Conduct.
  - A student who faces any disciplinary action shall not be eligible for any special recognition from the college. This includes all kind of participation in intra-college and inter-college activities, scholarships, financial assistance provided to students and participation in the college festival "**SRIJAN**" and all other sports activities.
  - Playing games in the college corridors is strictly not permissible.
  - Playing cards in the college campus is strictly prohibited.
  - Smoking, Possession or the consumption of alcohol/ drug or any other addictive/illegal material is strictly prohibited in the college premises.
  - Ragging in any form is strictly prohibited and is a punishable offense.
  - Students shall take proper care of the college furniture and fixtures. They must not cause any damage to the college property. It could attract disciplinary action against them.
  - Students are advised to use dustbins and keep the college campus clean
  - Entry in the college without ID card is not permissible.
  - Students cannot form any society/club in the college without the prior permission of the Principal.
-

- Any person cannot be invited to address a meeting in the college without the formal consent of the Principal.
- Students suffering from any contagious or infectious disease are advised to not attend the college during the phase of illness.
- Students who regularly are absent from the college for no valid reasons can be removed from the college rolls.
- The college has a zero- tolerance to ragging and very strict anti-ragging policy. Kindly go through the document provided in the following link:

[http://www.du.ac.in/du/uploads/anti\\_ragging/11072017\\_antiragging\\_guidelines.pdf](http://www.du.ac.in/du/uploads/anti_ragging/11072017_antiragging_guidelines.pdf)

### **Code of conduct for online learning**

- The formal environment of the online class requires you to use appropriate language, mutual respect etc.
- No exchange of obscene/vulgar post, video, pics etc.
- Do not share the joining link of any online class with students of other colleges or friends. Misusing or distributing the joining link will be treated as academic misconduct.
- Students must use a profile picture and video feed background that is appropriate for an educational environment.
- All communications with other students must be of a course-related nature.
- No recording of the meetings/discussion without the permission of concern organizer.

### **COVID Protocol**

- Use of mask is compulsory in the college premises.
- Maintaining social distancing.
- Follow the COVID guidelines issued by the government of India, University of Delhi or framed by the college.
- Violation of COVID protocol will invite the penalty and disciplinary action.

Some important links related to COVID

<http://www.du.ac.in/uploads/COVIDCARE/index.html>

Link: [http://www.edudel.nic.in/upload/upload\\_2021\\_22/548\\_64\\_dt\\_06022022.PDF](http://www.edudel.nic.in/upload/upload_2021_22/548_64_dt_06022022.PDF)

Link: <http://it.delhigovt.nic.in/writereaddata/Odr2022711235.pdf>

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Link: <https://rcs.delhigovt.nic.in/sites/default/files/All-PDF/order%2B457.pdf>

Link: [https://www.mha.gov.in/sites/default/files/MHAOrderdt\\_28092021.pdf](https://www.mha.gov.in/sites/default/files/MHAOrderdt_28092021.pdf)

## Parking Rules and Guidelines

- Only the vehicles bearing college sticker can be parked inside the premises.
  - The stickers are issued by the college on the written request. It should be submitted in the administrative section along with the documents like Driving License, Registration and Pollution Certificates.
  - The parking stickers are non-transferrable. In case they are damaged, a duplicate sticker can be re- issued following the procedure mentioned above.
  - The parking facilities are available only during the college working hours i.e. from 8.30 a.m. - 5.30.p.m.. In case of violations, the college is free to take any necessary action.
  - Use the designated space to park the vehicles.
  - The college doesn't own any responsibility for the damage/losses incurred to the vehicle parked inside the premises.
-

## Ragging Complaint Mechanism

### In case of any emergency students can:

- Call 24X7 U.G.C. Anti-Ragging Helpline No. 1800-180-5522 (Toll – Free – 24x7), or
- Call Joint Control Room (North Campus) at 27667221, or
- Call Joint Control Room (South Campus) at 24119832, or
- Call 112, 100, or inform your nearest PCR van, or University

Email-id:

[proctor@du.ac.in](mailto:proctor@du.ac.in)

MHRD Email-id:

[helpline@antiragging.in](mailto:helpline@antiragging.in)

College Email-id:

[proctor@bcas.du.a](mailto:proctor@bcas.du.a)

[c.in](#) Additional information can also be obtained from

[http://www.du.ac.in/uploads/new-web/20112021\\_Duty-Chart.pdf](http://www.du.ac.in/uploads/new-web/20112021_Duty-Chart.pdf)

**(Annexure-II)**

### Proctorial and Anti Ragging Committee of BCAS

Prof. Avneesh Mittal (Acting Principal)	bhaskaracharya.college@bcas.du.ac.in	+91-9540758800
Dr. Sujata Bhardwaj (Convenor)	sujata.bhardwaj@bcas.du.ac.in	+91-98109 79868
Prof. Anand Bharadvaja	anand.bharadvaja@bcas.du.ac.in	+91-9810690359
Dr. Kapil Roy	kapil.Roy@bcas.du.ac.in	+91-98711 49027
Dr. Reetuparna Basak	reetuparna.basak@bcas.du.ac.in	+91-99116 60104
Mr. Parveen Kumar	parveen.kumar@bcas.du.ac.in	+91-98104 87986
Dr. Vijay Kumar	vijay.kumarchem@bcas.du.ac.in	+91-75039 95584
Dr. Herendra Kumar	harendra.kumar@bcas.du.ac.in	+91-87459 44401
Mr. Manoj Kumar	manoj.kumar@bcas.du.ac.in	+91-75032 37919

## Internal Complaint Committee (ICC) for Sexual Harassment

The Internal Complaints Committee (ICC) is constituted in each college of University of Delhi under "The sexual harassment of women at workplace (prevention, prohibition and redressal) act, 2013". The University of Delhi has notified that the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 supersede the University Ordinance XV-D, through its notification dated 9th January 2014. The Act provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Its composition is as per section 4 of the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 published on 2nd May 2016.

**The College Internal Complaint Committee (ICC) takes care of the cases related to Sexual Harassment. The details are available on college website: <https://bcas.du.ac.in/icc/>**

**College ICC email id.: [icc.bcas.du@gmail.com](mailto:icc.bcas.du@gmail.com)**

### Committee List

S.No.	Name of the Members	Contact Details (Email and Mobile No.)
1	Dr. Inderbir Kaur (Presiding Officer) Associate Professor Department of Electronics	9810681129 inderbir.kaur@bcas.du.ac.in
2	Dr. Vandana Batra Associate Professor Department of Physics	9810428467 vandana.batra@bcas.du.ac.in
3	Dr. Neeru Sharma Associate Professor Department of Mathematics	9811463962 neeru.sharma@bcas.du.ac.in
4	Ms. Ira Sharma, Section Officer (Admn.)	9968367181 ira.sharma@bcas.du.ac.in
5	Sh. Praveen Kumar Yadav Laboratory Assistant Department of Polymer Science	9968269134 praveen.yadav@bcas.du.ac.in
6	Sh. Hemant Vats Legal Advisor	9811101752 vats.hemand001@gmail.com
7	Ms. Niyati Sharma Legal Advisor	8587027428 sharma.niyati29@gmail.com

All the rules and norms as provided in **Ordinance XV (B), XV (C) and XV (D)** of the “Rules of Discipline of the University of Delhi” would be strictly adhered to in case of any act of indiscipline.

**ORDINANCE XV-B:** (Maintenance of Discipline among Students of the University)

**ORDINANCE XV-C:** (Prohibition of and Punishment for Ragging)

**ORDINANCE XV-D:** (Prohibition of and Punishment for Sexual

Harassment). See **Annexure III** for the details

## **Consequences**

Violations of guidelines (Discipline, Parking, Sexual harassment, Ragging and Online conduct) would invite a disciplinary action and strict action will be taken against the student/students involved as per the university rules or any action which is deemed fit or recommended by the college.



**Important links**

1. <https://www.ugc.ac.in/>
  2. <http://www.du.ac.in/>
  3. <https://bcas.du.ac.in/>
  4. <https://www.exam.du.ac.in/>
  5. <http://www.du.ac.in/index.php?page=syllabi>
  6. <https://bcas.du.ac.in/academics/department-2/>
  7. <https://bcas.du.ac.in/student-corner/time-table-2/>
  8. <https://www.onlinesbi.com/sbicollect/>
-

**UNIVERSITY OF DELHI****Office of the Proctor**

Conference Centre, 1st Floor  
Opp. Botany Department  
Chhatra Marg, Delhi-110007

Tele : 011-27667291  
Telefax : 011-27667221  
e-mail : proctor@du.ac.in

No. PCTO/42/2021/

Dated : 18/11/2021

**DUTY CHART**

(For prevention of ragging on account of University's reopening)  
North Campus from 22.01.2021 to 26.11.2021

**Anti-Ragging Squad****NORTH CAMPUS** (Joint Control Room, Room No. 10, Conference Centre)

Prof. Neeta Sehgal (Proctor)  
Prof. Rajeev Gupta (DSW)  
Prof. Manoj Kumar Singh (Jt. Proctor)  
Prof. Anupam Jha (Jt. Proctor)  
Dr. Swasti Alpana (Dy. Proctor)  
Dr. Hena Singh (Dy. DSW)  
Dr. Sangeeta D. Gadre (Dy. DSW)  
Dr. Bipin Kumar Tiwary, OSD (EOC)

Team Members	Timing
Prof. Neeta Sehgal Prof. Rajeev Gupta Prof. Anupam Jha Dr. Swasti Alpana Dr. Sangeeta D. Gadre	09.00 am to 01.00 pm
Prof. Neeta Sehgal Prof. Rajeev Gupta Prof. Manoj Kumar Singh Dr. Swasti Alpana Dr. Hena Singh	02.00 pm to 06.00 pm
Dr. Bipin Kumar Tiwary, OSD (EOC) (PWD Students)	10.00 am to 05.00 pm

**Patrolling on all Days (North Campus) including Dhaka Complex**

Mr. Gaje Singh (Chief Security Officer) 9810193944  
Mr. Krishan Kumar (Security Officer) 9811377377

**SOUTH CAMPUS** (Tel. 24119832) on all days from 9.00 a.m. to 5.30 p.m.

Prof. Sanjeev Singh (Joint Proctor) 9212002844  
Prof. Mridula Gupta (Joint DSW) 9810868230

**Patrolling on all days (South Campus)**

Mr. Y.P. Singh (Asstt. Security Officer) 9716076684

Contd...2/-

**Office Staff of Joint Control Room (From 9.00 a.m. to 5.30 p.m.)**

Name	Designation	Contact No.
Mrs. Lata Nayyar	Personal Assistant	27667291
Mr. Raghav Ram	Senior Assistant	9013550637
Mr. Ram Kumar	Junior Assistant	7503996815
Mr. Omparkash Singh	Office Attendant	9990693196

**JOINT CONTROL ROOM ( NORTH CAMPUS)**

PROCTOR	(Prof. Neeta Sehgal)	9560603288
Joint Proctor	(Prof. Manoj Kumar Singh)	9899756887
Joint Proctor	(Prof. Anupam Jha)	9868620205
Deputy Proctor	(Dr. Swasti Alpana)	9717138131

DSW	(Prof. Rajeev Gupta)	9810001819
Deputy DSW	(Dr. Hena Singh)	9205261081
Deputy DSW	(Dr. Sangeeta D. Gadre)	9811366656
OSD (EOC)	(Dr. Bipin Kumar Tiwary)	9811426337

DCP (North District)	23817012, 9818099045
Station House Officer, Maurice Nagar Police Station	27667178, 8750870128

**JOINT CONTROL ROOM (SOUTH CAMPUS)**

Joint Proctor (Prof. Sanjeev Singh)	9212002844
Joint Dean Students' Welfare (Prof. Mridula Gupta)	9810868230
Asstt. Security Officer (Mr. Y.P. Singh)	9716076684

STATION HOUSE OFFICER (SOUTH CAMPUS)	26177178
INCHARGE POLICE POST SOUTH CAMPUS	24112141

All are requested to kindly help and cooperate in this venture.

*Neeta Sehgal*  
**PROCTOR** 20/11/21

**P.S. Necessary Watch and Ward arrangements at the Joint Control Room/s will be provided by the respective Security Officers at North and South Campuses.**

Copy forwarded for information to:  
The Vice-Chancellor/Pro-Vice-Chancellor/Director, South Campus, Dean of Colleges/Registrar

### **Rules, Policies & Ordinances are available from the University of Delhi website**

<http://www.du.ac.in/index.php?page=rules-and-policies>

[http://www.du.ac.in/uploads/Rules\\_Policies\\_Ordinances/Acts/pages/act-iii.pdf](http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Acts/pages/act-iii.pdf)

### **ORDINANCE XV-B: Maintenance of Discipline among Students of the University:**

- All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
  - The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
  - Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:
    - Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/Department and against any student within the University of Delhi.
    - Carrying of, use of, or threat to use of any weapons;
    - Any violation of the provisions of the Civil Rights Protection Act, 1976;
    - Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
    - Any practice—whether verbal or otherwise—derogatory of women;
    - Any attempt at bribing or corruption in any manner;
    - Wilful destruction of institutional property;
    - Creating ill-will or intolerance on religious or communal grounds;
    - Causing disruption in any manner of the academic functioning of the University system;
    - Ragging as per Ordinance XV-C.
  - Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the
-

Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students-

- be expelled; or
  - be, for a stated period rusticated; or
  - be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University; or
  - be fined with a sum of rupees that may be specified; or
  - be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or
  - The result of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled.
- Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
  - Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself / herself with a copy of these rules. At the time of admission, every student shall be required to sign a declaration that on admission he /she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed therein by the University.
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## **ORDINANCE XV-C: Prohibition and Punishment for Ragging**

- Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University system as well as on public transport.
  - Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
  - Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which-
    - involve physical assault or threat to use of physical force;
    - violate the status, dignity and honour of women students;
    - violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
    - expose students to ridicule and contempt and affect their self-esteem;
    - entail verbal abuse and aggression, indecent gestures and obscene behaviour.
  - The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
  - Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
  - The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
  - If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
  - When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his / her decision shall be final.
  - On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a),(b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
  - The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, Departmental
-

examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

- In case any students who have obtained degrees or diplomas of Delhi University are found guilty under this Ordinance appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
- For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
- All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice Chancellor to achieve the effective implementation of the Ordinance.

### **Note: Order of the Vice-Chancellor in pursuance of Ordinance XV-C:**

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non- students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

### **Prohibition and Punishment for Sexual Harassment under ORDINANCE XV-D**

The present ordinance of university of Delhi is based on the Policy against Sexual Harassment by the Delhi University and seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Delhi University. The ordinance will also apply to outsiders and residents, on the Delhi University campus, to the extent specified herein these rule and procedures.

### **ORDINANCE XV-D**

[http://www.du.ac.in/uploads/new-web/notifications-2021/25022021\\_Ord-XV-D-Sexual-Harassment-Appendix-A.pdf](http://www.du.ac.in/uploads/new-web/notifications-2021/25022021_Ord-XV-D-Sexual-Harassment-Appendix-A.pdf)

UGC regulation on Sexual Harassment :

[http://www.du.ac.in/uploads/12022018\\_IIC\\_UGC-regulations\\_sexual-harassment.pdf](http://www.du.ac.in/uploads/12022018_IIC_UGC-regulations_sexual-harassment.pdf)

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# रैबिंग का पूर्णतः निषेध



रैबिंग के लिए निर्धारित ढण्ड  
निलम्बन व निष्कासन व डिग्री का रद्द होना और ढण्डात्मक कार्यवाही

### सूचित करें

- ❧ शिकायत लिखित रूप में महाविद्यालय की शिकायत पेटी में डालें
- ❧ नजदीकी पी.सी.आर वैन को सूचित करें
- ❧ विश्वविद्यालय सूचना केन्द्र पर सूचित करें  
(सोमवार से शुक्रवार) प्रातः 9.00 बजे से सांय 5.30 तक
- ❧ गुन्टी-रैबिंग / हिम्मत ऐप का प्रयोग करें।
- ❧ ई-मेल करें: [proctor@du.ac.in](mailto:proctor@du.ac.in)  
[helpline@antiragging.in](mailto:helpline@antiragging.in)  
[infocentre@du.ac.in](mailto:infocentre@du.ac.in)

### सम्पर्क करें

- 2766 7221 संयुक्त नियंत्रण कक्ष  
(उत्तरी परिसर)
- 2411 9832 संयुक्त नियंत्रण कक्ष  
(दक्षिणी परिसर)
- 2700 6900 विश्वविद्यालय सूचना केन्द्र  
(प्रातः 9.00 बजे से सांय 5.30 तक)
- 1800-180-5522 यू.पी.सी. गुन्टी-रैबिंग सहायता वृत्तमय  
(टोल-फ्री-24x7)
- 100 पुलिस

दिल्ली विश्वविद्यालय के किसी भी परिसर, महाविद्यालय, विभाग,  
छात्रावास, संस्थान में रैबिंग किसी भी प्रकार से पूर्णतः निषेध है।



कुलानुशासक कार्यालय, दिल्ली विश्वविद्यालय,  
सम्मेलन केन्द्र, प्रथम मंजिल, दिल्ली-110007,

Say No to

# RAGGING



Don't Support

# RAGGING

But Report

JOIN HANDS  
TO MAKE CAMPUS  
RAGGING FREE

Cancellation of Degree

Withholding of Results

Suspension

Rustication

Expulsion

Debarring



Prosecution for Criminal Act

### INFORM

- Drop written complaint in the complaint box
- Inform nearest PCR van
- Use Anti-Ragging / Himmat App
- Email : [proctor@du.ac.in](mailto:proctor@du.ac.in)  
[helpline@antiragging.in](mailto:helpline@antiragging.in)  
[infocentre@du.ac.in](mailto:infocentre@du.ac.in)

### CONTACT

- 27667221 **Joint Control Room**  
(North Campus)
- 2411 9832 **Joint Control Room**  
(South Campus)
- 1800-180-5522 **U.G.C. Anti-Ragging Helpline**  
(Toll-Free - 24 x7)
- 112 **Police**

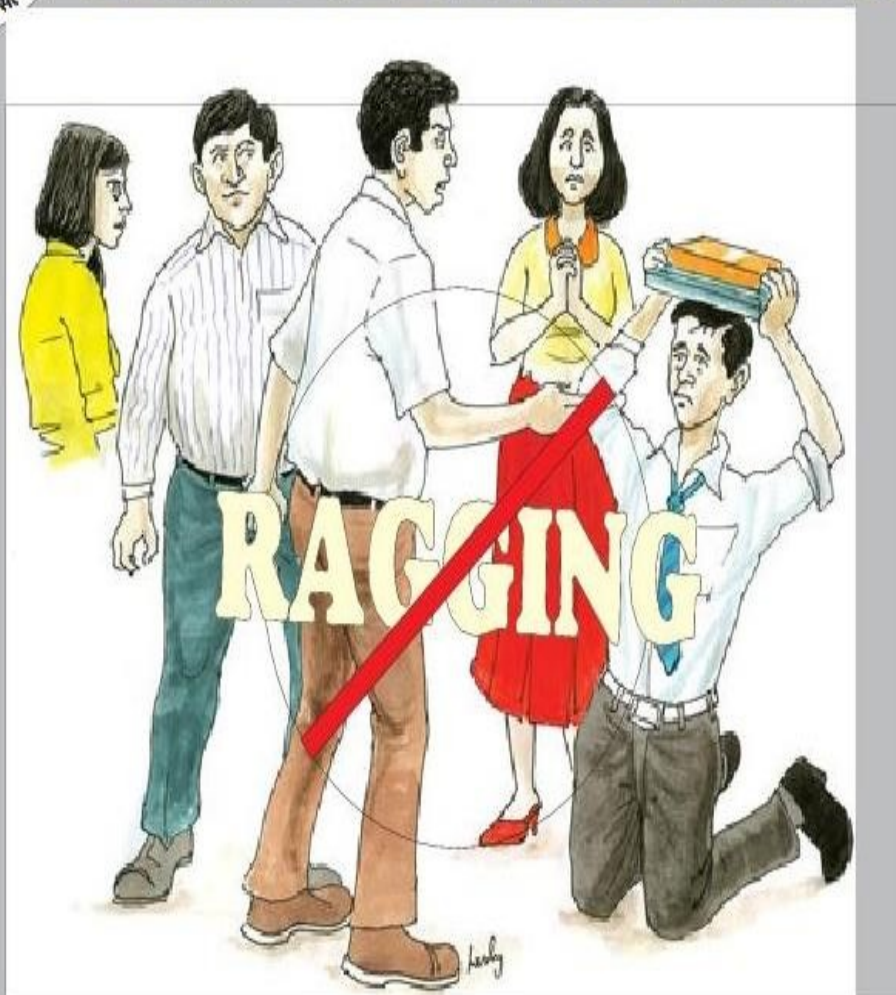
Ragging in any form is strictly prohibited within premises of Colleges / Departments / Hostels / Institutes / any part of Delhi University System



**Proctor's Office, University of Delhi,**  
Conference Centre, First Floor, Delhi-110007



# ZERO TOLERANCE TO RAGGING



Ragging in any form is strictly prohibited within premises of **Colleges/Departments/Hostels/Institutes** and any part of Delhi University System as well as on public transport



# ZERO TOLERANCE TO RAGGING

Ragging in any form is strictly prohibited within the premises of **Colleges/Departments/ Hostels/Institutes** and any part of the University of Delhi System as well as on public transport.

## RAGGING COMPLAINT MECHANISM

- ◆ Drop a written complaint in the complaint box in your College or
- ◆ Call Joint Control Room (North Campus) at **2766 7221** or
- ◆ Call Joint Control Room (South Campus) at **2411 9832** or
- ◆ Call **24 x 7** National Anti-Ragging Helpline No. **1800-180-5522** or
- ◆ Call **100** or inform your nearest PCR van or
- ◆ Inform at University Information Centre at **155215, 27006900** (Monday to Friday)
- ◆ Email to [proctor@du.ac.in](mailto:proctor@du.ac.in)/[infocentre@du.ac.in](mailto:infocentre@du.ac.in)

**Punishment for ragging : Suspension or Expulsion or Cancellation of Degree, Penal Action**

Issued by : **Proctor's Office, University of Delhi,**  
Conference Centre, First Floor, Delhi-110007 **Telefax : 27667221**



# रैगिंग का पूर्णतः निषेध

दिल्ली विश्वविद्यालय के किसी भी परिसर, महाविद्यालय/विभाग/छात्रावास/संस्थान में रैगिंग किसी भी प्रकार से पूर्णतः निषेध है, चाहे वह सार्वजनिक परिवहन में ही क्यों न हो।

## रैगिंग शिकायत प्रक्रिया

- ◆ अपनी शिकायत लिखित रूप में महाविद्यालय की शिकायत पेटी में डालें या
- ◆ संयुक्त नियंत्रण कक्ष ( उत्तरी परिसर ) **27667221** पर सूचित करें या
- ◆ संयुक्त नियंत्रण कक्ष ( दक्षिणी परिसर ) **24119832** पर सूचित करें या
- ◆ राष्ट्रीय एन्टी-रैगिंग सहायता दूरभाष नं. **1800-180-5522** पर **24 x 7** सूचित करें या
- ◆ **100** नं. पर या नजदीकी पी.सी.आर. वैन को सूचित करें या
- ◆ विश्वविद्यालय सूचना केन्द्र **155215, 27006900** ( सोमवार से शुक्रवार ) पर सूचित करें या
- ◆ ई-मेल करें [proctor@du.ac.in](mailto:proctor@du.ac.in), [infocentre@du.ac.in](mailto:infocentre@du.ac.in)

**रैगिंग के लिए निर्धारित दण्ड : निलम्बन व निष्कासन व डिग्री का रद्द होना और दण्डात्मक कार्यवाही**

**कुलानुशासक कार्यालय द्वारा जारी : दिल्ली विश्वविद्यालय,**  
सम्मेलन केन्द्र, प्रथम मंजिल, दिल्ली-110007, फोन एवं फैक्स : **27667221**

# JOIN HANDS TO MAKE CAMPUS RAGGING FREE



## RAGGING IS ANY ACT RESULTING IN

- Mental/Physical/Sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/Wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/Extortion
- Use of Force

## DON'T SUPPORT RAGGING BUT REPORT

U.G.C. Anti-Ragging Helpline (Toll-Free-24X7) **1800-180-5522**

Control Room, University of Delhi **2766 7221**

Issued by : **PROCTOR'S OFFICE, UNIVERSITY OF DELHI**

# रैगिंग का पूर्णतः निषेध



रैगिंग के लिए निर्धारित ढण्ड  
निलम्बन व निष्कासन व डिग्री का रद्द होना और ढण्डात्मक कार्यवाही

## सूचित करें

- शिकायत लिखित रूप में महाविद्यालय की शिकायत पेटी में डालें
- नजदीकी पी.सी.आर.यू. को सूचित करें
- विश्वविद्यालय सूचना केन्द्र पर सूचित करें  
(सोमवार से शुक्रवार) प्रातः 9.00 बजे से सांय 5.30 तक
- एन्टी-रैगिंग / हिम्मत ऐप का प्रयोग करें।
- ई-मेल करें: [proctor@du.ac.in](mailto:proctor@du.ac.in)  
[helpline@antiragging.in](mailto:helpline@antiragging.in)  
[infocentre@du.ac.in](mailto:infocentre@du.ac.in)

## सम्पर्क करें

- 2766 7221 संयुक्त नियंत्रण कक्ष  
(उत्तरी परिसर)
- 2411 9832 संयुक्त नियंत्रण कक्ष  
(दक्षिणी परिसर)
- 2700 6900 विश्वविद्यालय सूचना केन्द्र  
(प्रातः 9.00 बजे से सांय 5.30 तक)
- 1800-180-5522 वू.सी.सी. एन्टी-रैगिंग सहायता कूमाप  
(टोल-फ्री-24x7)
- 100 पुलिस

दिल्ली विश्वविद्यालय के किसी भी परिसर, महाविद्यालय, विभाग,  
छात्रावास, संस्थान में रैगिंग किसी भी प्रकार से पूर्णतः निषेध है।



कुलानुशासक कार्यालय, दिल्ली विश्वविद्यालय,  
सम्मेलन केन्द्र, प्रथम मंजिल, दिल्ली-110007,

# रैगिंग

# रैगिंग

का समर्थन न करें  
लेकिन सूचित करें

रैगिंग मुक्त कैम्पस  
हेतु हाथ मिलाएं

डिग्री रद्द करना

परिणाम रोककर रखना

निलम्बन

निष्कासन

बहिष्कार

बाधा डालना



आपराधिक अधिनियम के लिए अभियोजन

सूचित करें

- शिकायत लिखित रूप में महाविद्यालय की शिकायत पेट्री में डालें
- नजदीकी पी.सी.आर. बैन को सूचित करें
- एन्टी-रैगिंग / हिम्मत ऐप का प्रयोग करें।
- ई-मेल करें [proctor@du.ac.in](mailto:proctor@du.ac.in)  
[helpline@antiragging.in](mailto:helpline@antiragging.in)  
[infocentre@du.ac.in](mailto:infocentre@du.ac.in)

सम्पर्क करें

27667221

2411 9832

1800-180-5522

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संयुक्त नियंत्रण कक्षा  
(उत्तरी परिसर)

संयुक्त नियंत्रण कक्षा  
(दक्षिण परिसर)

सू.जे.सी. एन्टी-रैगिंग सहायता दूरभाष  
(टोल-फ्री-24x7)

पुलिस

दिल्ली विश्वविद्यालय के किसी भी परिसर, महाविद्यालय, विभाग, छात्रावास, संस्थान में रैगिंग किसी भी प्रकार से पूर्णतः निषेध है।



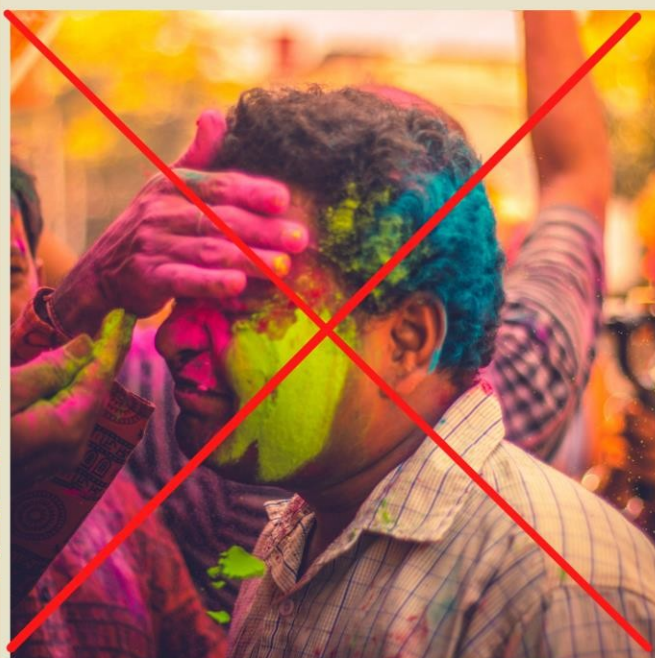
कुलानुशासक कार्यालय, दिल्ली विश्वविद्यालय,  
सम्मेलन केन्द्र, प्रथम मंजिल, दिल्ली-110007



## Bhaskaracharya college of Applied Sciences

**Any kind of harassment in the name of Holi will lead to Disciplinary action under University Ordinances XV-B, XV-C & XV-D**

- Don't Play holi in the campus
- Anti-Eve Teasing & Anti-Ragging provisions are in force
- Any Practice-Verbal or otherwise - derogatory to women is Punishable.
- Special Checks on Entry of Guests will be enforced in the College during the holi season.



- *Proctorial members and college authorities will be available for any complaint.*
- *Police will be Patrolling outside the Campus.*
- *Police will penalize the offenders for any attempt to create mischief in the Name of Holi.*

**Issued By**  
**Proctorial & Anti-ragging Comittee**  
**Bhaskracharya College of Applied Sciences**  
**(University Of Delhi)**



# Bhaskaracharya College of Applied Sciences

ANY KIND OF HARASSMENT IN THE NAME OF HOLI WILL LEAD TO DISCIPLINARY ACTION UNDER UNIVERSITY ORDINANCES XV-B, XV-C & XV-D



Entry in college campus will be strictly by college ID.



Don't play HOLI in the campus.

Any practice- verbal or otherwise- derogatory to women is punishable .

Proctorial committee & college authorities will be available for any complaints.



Anti- Eve teasing & Anti ragging provisions are in force.

Police will be patrolling outside college campus.



Police will penalise the offenders for any attempt to create mischief in the Name of HOLI

Issued by :

Proctorial and anti ragging committee

Bhaskaracharya college of Applied sciences ( University of Delhi)