

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
(C)	Canteen Area

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
(D)	Storage Area
19	Raw material is stored in airtight containers
20	Prepared foods are kept covered and stored at appropriate temperature.
(E)	Garbage Disposal
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
(F)	Herbal Pest control is done regularly

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.

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

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.

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's 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 i.e. 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.

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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.

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)

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 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.

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.

SOP FOR ANNUAL REPORT

Convenor : Professor Geeta Mongia
Co-Convenor : Dr. Meetu Luthra Sethi

1. Data Collection: All the data of period from **March 1, 2021 till March 30, 2022.**
2. Department/club/committee are distributed to all members of the committee and the same is informed to all faculty members. Google sheets are prepared for data collection by the committee members and it is requested to all faculty members to give the details of their event to annual report coordinator of their department so that data can be collected and updated regularly through google sheets.
3. Committee coordinators create a folder in Annual Report folder shared with all members of the committee and make separate excel sheets mentioning the departments/faculty name/clubs/committees/cells of which data is shared.
4. Data file: Report data file has to be the word file ONLY.
5. In data file students' data of only position holders is considered for annual report.
6. The activity performed by faculty as convenor/coordinator will be included only once in department/club/committee activity. This will not be entered in individual achievement of the faculty.
7. All the proofs have to be in a folder. Please provide separate proof file for each individual point(Click on [Table](#)).
8. While writing report (**data file**), the following points to be considered
 - a. All the points in the report should be numbered. Do not write continuous paragraph.
 - b. All the points to be arranged in a chronological order starting from the latest first, i.e an event on February 2021 should be mentioned first and then January 2021 and so on.
 - c. Dates to be mentioned as February 20, 2021 i.e. Month Date, YYYY
 - d. Font: Times New Roman, Font Size: 12 and Line Spacing = 1.15.
 - e. For research papers and books, APA format sample is shared as Annexure III.
 - f. Seminar/Conferences/Webinars etc. should include the following information – theme, title of talk (to be written in inverted commas ‘’), organized by, and date
9. Self-attested proofs need to be submitted as both **SOFT** and **HARD** copy. The content of the proofs should be **CLEARLY VISIBLE**. In case of soft copy, submit the original documents and sign it digitally. The following **proofs** will be considered for the activities/achievements:
 - a. Financial note sheet of bill settlement.
 - b. If no financial implication, then
 - i. final note sheet that the event was conducted and/or
 - ii. 1-2 relevant clear photographs (Geo-tagged) of the event with title and date signed by Teacher in Charges/ Committee/ Cell /Club Conveners etc.
 - iii. Poster of the event and you tube link.
 - iv. Attendance list and/or feedback of participants for seminars/webinars /conferences/workshops etc.
 - c. For Research Papers: First page of paper

- d. For Books/Book Chapters: First page of Book Cover displaying book title, ISBN and publishers, First page of book chapter. **Please note that publications must include affiliation to the college.**

Please Note: Any publication in which college is not acknowledged will not be considered.

10. Along with listed Department/Committee/Clubs/Cells, following data is also considered for Annual Report:
- i. DBT Star College Scheme
 - ii. List of faculty members with designation
 - iii. List of student Prize winners of academic year 2020-21
 - iv. List of faculty awards if any
 - v. Data of student: Student strength and student Intake in 2021-22, Diversity of students from Administration
 - vi. Project : Nadi ko Jano
11. After compilation and formatting of all above data the softcopy will be shared with all faculty members and administration for verification of data entered.
12. Once verification of document is done. The pdf of the same will be created and few hardcopies will be printed through college purchase process. The report will be released officially and will be uploaded on college website on Annual day celebration 2022.

2. The abbreviations to be used for file name:

S. No	Department/Committee/Clubs/Cells	Abbreviations
1.	Biochemistry	BCHEM
2.	Biomedical Science	BMS
3.	Botany	BOT
4.	Chemistry	CHEM
5.	Computer Science	CS
6.	Electronics	ELECT
7.	English	ENG
8.	Environmental Science	EVS
9.	Food Technology	FT
10.	Human Communication	HC
11.	Instrumentation	INS
12.	Mathematics	MATHS
13.	Microbiology	MB
14.	Physical Education	PE
15.	Polymer Science	PS
16.	Physics	PHY
17.	Zoology	ZOO
18.	Alumni	Alumni
19.	Anti-Discriminatory Cell	AnDC
20.	Anti-Tobacco Cell	ATC
21.	Automation and Digitisation Committee	AuDC
22.	Bhaskaracharya Cell	BC
23.	Career Counseling Cell	CCC
24.	Central Purchase Committee	CPC
25.	Equal Opportunity Cell	EOC
26.	Extracurricular Activity	ECA
27.	Astronomy Club	Astro
28.	Dance Club	Dance
29.	Debate Club	Debate
30.	Dramatics Club	Drama
31.	Eco Club	Eco
32.	Film Club	Film
33.	Modern and Fine Arts Club	MFA
34.	Literary Club	Lit
35.	Music Club	Music
36.	Photography Club	Photo
37.	Yoga Club	Yoga
38.	Gandhian Study Centre	Gandhi
39.	Garden Committee	Garden
40.	Gender Sensitisation Committee	GSC
41.	Library	LIB
42.	National Service Scheme Cell	NSS
43.	North East Cell	NE
44.	Proctorial & Anti-Ragging Committee	PAR
45.	Research and Project Assessment Committee	RPA
46.	Sports Committee	Sports
47.	Student Advisory and PR Committee	SAP
48.	Student Counselling and Mentorship	SCM
49.	Swacchata and Waste Management Committee	SWM
50.	Training and Placement Cell	TPC
51.	Vivekanand Vichar Manch	VVM
52.	Website & Internet Committee	WIC
53.	Women Development Cell	WDC

<i>Type of file</i>	<i>Departmental activities folder</i>	<i>Faculty achievements folder</i>	<i>Students achievements folder</i>	<i>Committee/Clubs/Cells</i>
DATA (Word file) See point 4	File Name Department abbreviation_ Activity_Data21 Department Abbreviation: See point 6 Example MB_Activity_Data21	File Name Department abbreviation_Initials of teacher_Data21 Department Abbreviation: See point 6 Example MB_PA_Data21	File Name Department abbreviation_Students_Data21 Department Abbreviation: See point 6 Example MB_Students_Data21	File Name Committee/Clubs/Cells Abbreviation_Data21 Abbreviation: As mentioned in point 6 Example Debate_Data21
PROOFS See point 5	File Name Number_Deptt Abbreviation _Activity_Proofs21 Number - Indicates the serial number as per the chronological order in the data file. In case of multiple proofs of same point, it should be designated as 1a, 1b Department Abbreviation: See point 6 Example 1a_MB_Activity_Proofs21 1b_MB_Activity_Proofs21 2_MB_Activity_Proofs21	File Name Number_Department abbreviation_Initials of teacher_Proofs21 Number - Indicates the serial number as per the chronological order in the data file. In case of multiple proofs of same point, it should be designated as 1a, 1b Department Abbreviation: See point 6 Faculty Initials: Use the combination of First, Middle and Last name initials Example 1a_MB_PA_Proofs21 1b_MB_PA_Proofs21 2_MB_PA_Proofs21	File Name Number_Department abbreviation_Students_Proofs21 Department Abbreviation: See point 6 Example 1a_MB_Students_Proofs21 1a_MB_Students_Proofs21 2_MB_Students_Proofs21	File Name Number_Committee/Clubs/Cells Abbreviation_Proofs21 Number - Indicates the serial number as per the chronological order in the data file. In case of multiple proofs of same point, it should be designated as 1a, 1b Abbreviation: As mentioned in point 6 Example: 1a_Debate_Proofs21 1b_Debate_Proofs21 2_Debate_Proofs21

Role and Responsibility

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.

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.

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

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.

Standard Operating Procedure (SOPs)

National Service Scheme

Motto: The motto of National Service Scheme is **NOT ME BUT YOU**

On the occasion of the 100th birth anniversary of the Father of the Nation, the Indian Government launched the National Service Scheme (NSS). Youth can join this association to work on campus-community linkages and to develop their personality through community service.

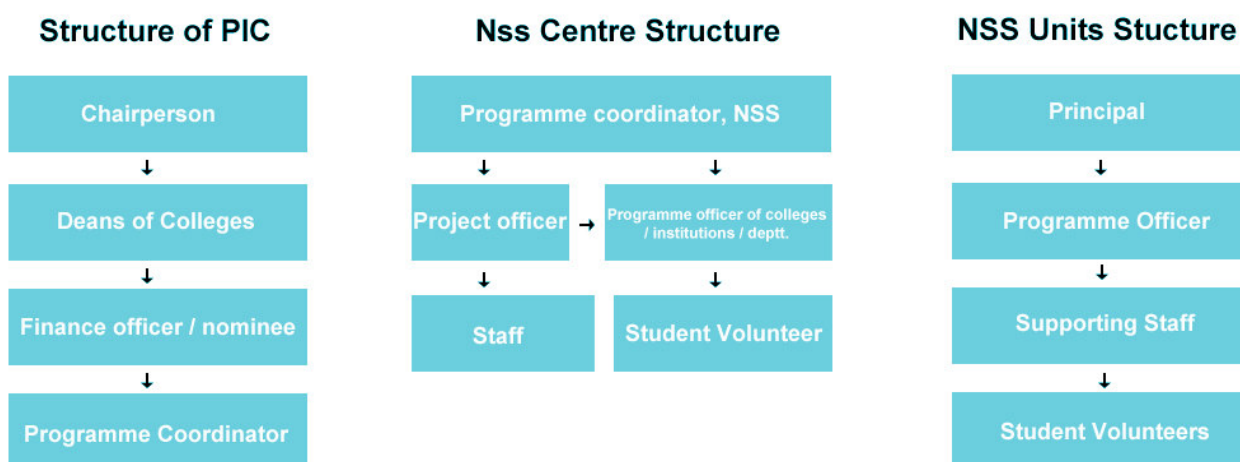
- Through the National Service System at BCAS, students and faculty are able to participate in community work and develop a sense of involvement in nation-building activities. Every year, a wide range of activities is organized to channel the energy and idealism of the younger generation.
 - Activities of the NSS wing include Blood Donation Camps, Leadership Workshops, Summer Camps, National Awareness Programmes, participation in various government-sponsored activities, etc.
 - The NSS unit at BCAS functions under the guidance of a Faculty programme officer.
 - Every NSS volunteer & Faculty programme officer hasve a maximum term of 2-years.
 - The NSS program in University of Delhi, is coordinated and overseen by the NSS cell.
1. **Enrollment of NSS volunteers:** Volunteers from NSS are enrolled from the first, second, and third year students of the college. Maximum for the period of two years (Consucutive or otherwise).
 2. **Appointment of Programme Officer** (Maximum for the period of two academic years):
A Programme Officer is a Faculty member of the college nominated by the Principal to undertake the appointment. The Programme Officer is responsible for all NSS related

activities in the College. One programme officer is in charge of one unit only, for maximum of two years.

The roles and functions of programme officer are as follows:

- As an Organizer - The PO needs to organize activities related to the aim of NSS and also the activities suggested by the NSS Centre
- As an Educator - The PO needs to update the volunteers by organizing orientation programmes to improve volunteer skills in the students enrolled for NSS
- As a Coordinator - The PO needs to coordinate with NSS Centre at the University for all activities to be conducted in the college by the NSS volunteers
- As a Supervisor - The PO needs to supervise all NSS activities conducted by the NSS volunteers of the college.
- As an Administrator - The PO needs to take prior approvals from the NSS centre before conducting any NSS activity.
- As a Public Relation Person - The PO has to exhibit PR skills to be an example for his/her volunteers.

NSS STRUCTURE at UNIVERSITY OF DELHI



STANDARD OPERATING PROCEDURE

Biological and Chemical Waste Management Committee

Formation of committee in the Staff Council is followed by the given activities :

1. To check the status of the MoU of the college with the state verified vendors for the disposal of biomedical, biological and chemical waste.
2. To renew the contract if expired.
3. To register the college at the Delhi Pollution Control Committee (DPCC) portal.
4. To generate the registration id.
5. To purchase the tags and colour coded plastic bags for the waste disposal and their distribution to the departments involved in this type of waste generation.
6. To create an inventory/record for collection of the waste.
7. Timely release of the payment to the company with whom the contract has been signed.
8. To organize webinars, seminars, events for the stakeholders to create awareness about the proper waste management.
9. To train faculty and lab staff regarding GLPs.

SOP for National Institute Ranking Framework (NIRF)

About National Institute Ranking Framework (NIRF)

The National Institutional Ranking Framework (NIRF) was approved by the MHRD and launched by Honorable Minister of Human Resource Development on 29th September 2015. This framework outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover “Teaching, Learning and Resources,” “Research and Professional Practices,” “Graduation Outcomes,” “Outreach and Inclusivity,” and “Perception”

1. The registration link opens in the month of September/October. As we have participated in the NIRF 21, we get email from NIRF for registration. We can change details added in last year registration. Following information has to be filled for registration:
 - a. Name and contact details of Head of the institute (Principal)
 - b. Name and contact details of nodal officer (Convener, NIRF committee)
 - c. Category in which applying: College
 - d. 1000 words write up about the college.
2. After successful registration, one gets a college ID and password.
3. After the deadline for registration:

NIRF is based on quantitative parameters which have different weightages. We have to submit data for the last three years i.e. for NIRF 22 we have to submit data from 2018-2021.

We have to submit data under following headings:

- **Student data**
- **Faculty data**
- **Research publication**
- **Financial data**
- **Perception**

S.No	Criterion	Work to be done	Source
1	Student data	<p>1.Total sanctioned approved intake in the institution considering all UG programs of the institution for last three year.</p> <p>2.Total number of students enrolled in the institution considering all UG Programs of the institution of the academic year being considered. For example, in NIRF 22, data of 2020-21 has been filled.</p> <p>3.No. of Male Students</p> <p>4.No. of Female Students</p> <p>5.Within State (Including male & female)</p> <p>6.Outside State (Including male & female)</p> <p>7.Outside Country (Including male & female)</p> <p>8.Economically Backward (Including male & female)</p> <p>9.Socially Challenged (SC+ST+OBC Including male & female)</p> <p>10.No. of students receiving full tuition fee reimbursement from the State and Central Government</p> <p>11.No. of students receiving full tuition fee reimbursement from Institution Funds</p> <p>12.No. of students receiving full tuition fee reimbursement from the Private Bodies</p>	<p>College Administration (Main Student enrolled datasheet of respective academic years for point 1-8)</p> <p>Accounts (for point 10)</p> <p>Administration (for point 9)</p> <p>Google form to be filled by the students with the help of the departments (for point 8,10-12)</p> <p>For economically backward, as per NIRF data definition, parent income less than taxable slab is considered.(less than 5 lakh)</p> <p>For tuition fee reimbursement from institute , fee concession given through student advisory committee ,PWD and college ward quota considered.</p>

2.	Higher education and placement committee	<p>1.Academic Year to be considered. 2.No. of first year students intake in the year 3.No. of first year students admitted in the year Academic Year 4.No. of students graduating in minimum stipulated time 5.No. of students placed 6.Median salary of placed graduates (Amount in Rs.) 7.No. of students selected for Higher Studies</p>	<p>Data to be collected from college administration and same can be verified from Criterion 5 of NAAC /AQAR/ From departments and Placement committee.</p> <p>Google form to be filled by the students with the help of the departments (for point 5-7)</p>
3.	Financial Data	<p>Annual Capital Expenditure on Academic Activities and Resources (excluding expenditure on buildings) from all sources</p> <p>a. Library b. New Equipment for Laboratories c.Other expenditure on creation of Capital Assets (excluding expenditure on Land and Building)</p> <p>Annual Operational Expenditure from all sources</p> <p>a. Salaries (Teaching and Non-Teaching staff) b. Maintenance of Academic Infrastructure or consumables and other running expenditures (excluding maintenance of hostels and allied services, rent of the building, depreciation cost, etc.) seminars/Conferences/Workshops</p>	<p>This data to be collected from accounts section from last audit and can also be verified from Star College Scheme coordinators and Principal Investigators of the projects.</p> <p>This data will also be collected from Account section. As per data definition_DCS_IR_22, employers' contribution towards LTC/Medical reimbursement/CPDA/ Children Education and other allowances related to salary also needs to be included in salaries head</p>

4.	<p>Faculty data</p> <p>From all faculty members and office</p>	<p>Update and changes in Faculty list already submitted in 2021.</p> <p>Addition of faculty who have joined in the year being considered</p> <p>And to remove those who were not associated with the college in that specific year</p> <p>Following data required:</p> <p>Name Age Designation Gender PAN card number Qualification Experience (In Months) Is associated Last Year? Currently working with institution? Joining Date Leaving Date Association type</p>	<p>The data of faculty members can be imported from last year data. We have edit option through which experience and designation can be changed, if any. Experience of permanent faculty members is automatically increased by 12 months by portal. For adhoc faculty members, experience for that particular year is calculated and added to last year experience.</p> <p>If any faculty member has left the college, data of the faculty member will be added with the date of leaving.</p> <p>Data of new faculty members who joined respective academic year has to be added.</p> <p>Data is collected from the faculty members through Google or MS form.</p>
5.	<p>PCS Facilities: Facilities of physically challenged students</p>	<p>Do your institution buildings have Lifts/Ramps?</p> <p>Does your institution have provision for walking aids, including wheelchairs and transportation from one building to another for handicapped students?</p> <p>Does your institution buildings have specially designed toilets for handicapped students?</p>	<p>Ramps: yes (% building covered=>60%)</p> <p>Walking aid: yes</p> <p>Special designed toilets: yes (% building covered=>60%)</p>

5.	Research publication	<p>To share the list with all faculty members</p> <p>Important to note: Date of publication Affiliation to college Scopus and /or WOS</p>	<p>The data is collected from faculty, through google form. However, the same can also be verified from AQAR and annual reports.</p>
6	Perception	<p>It is very important point and carry 10% weightage. This is done by NIRF through a survey conducted over a large category of employers, professionals from reputed organizations and a large category of academics to ascertain their preference for graduates of different institutions. Comprehensive list is prepared taking into account various sectors, regions, etc.</p> <p>This year list of companies who have visited our college campus in last few years was submitted to NIRF in the desired format.</p>	<p>To have better ranking, perception plays an important role, therefore it is required to have good visibility of the activities conducted by college.</p> <p>YouTube channels, Twitter, Facebook pages and any other social media should be used for good publicity.</p> <p>Data for list of companies who have visited our college taken from Placement committee.</p>

Submitted to Secretary, Staff Council, BCAS,

Gandhian Study Center

Objective of the Gandhian Study Circle

- Gandhian Study Center provides students to express their opinions on Gandhian values.
- Its objective to disseminate the message of Mahatma Gandhi.
- Gandhian Study Center provides wide path to show their talents, creativity and various innovative skills through various competitions organized.
- Gandhian Study Center organizes various programs, events to spread awareness and evoke sensitivity to the virtues of Satya, Ahimsa, and sanitation among all.

Standard Operating Procedure (SOP) of Gandhian Study Center

- I. Gandhian Study Center formation by the Staff Council, BCAS.
- II. Gandhian Study Center will prepare the Activity Calendar of the year. The same will be recorded in the minutes register.
- III. Committee members will search for Resource Persons/Speakers/Organizations etc. for the activities and organize various competitions like slogan writing/painting etc. under the umbrella of the Patron, IQAC and Gandhian study Center Convener/Coordinator. Committee members will try to generate funds for the activity if possible.
- IV. Gandhian Study Center Convener/Coordinator will seek the written permission from the Principal to hold any activity and this will be recorded in the minutes register.
- V. Gandhian Study Center Convener/Coordinator will share the event information via poster with Departments/colleges.
- VI. Gandhian Study Center Convener/Coordinator will register the event on BEAMS.
- VII. Convener/Coordinator will seek the permission from the Patron/Principal for e-certificates and his signatures to be used on E-Certificates for the participants.
- VIII. Activity will be conducted on the prescribed date and time. Geotagged photographs will be clicked.
- IX. Convener/Coordinator will submit the report, list of registrations, Geotagged photographs and feedback to the NAAC Committee and Principal.

Convener: Dr. Ramesh Kumar

Members: Dr. Shvetambri Arora, Dr. Umesh Kumar, Mr. Pawan Kumar, Ms. Shweta Gupta, Dr. Manisha Thakur.

SOP OF THE STUDENTS ADVISORY COMMITTEE

SOP for fee concession:

Online Process:

1. The committee decides the criteria on which the fee concession will be given
2. A notice is issued to all the students through college website asking for applications and relevant proofs and bank account details.
3. The committee screens the applications based on the decided criteria
4. Each department coordinators submits the final list of students department wise.
5. The committee approves the list.
6. The list of students is submitted to account section for further approval

Offline Process:

1. Notice to be displayed on the college website and notice boards of all the departments inviting applications from students belonging to economically weaker sections. Photocopies of important documents (and Bank Details of the Applicant) needed to be submitted with the notice are as follows:
 - a. Marksheet of last exam given.
 - b. Aadhar card
 - c. Income certificate
 - d. Ration card
 - e. Bank Account Details of the Student.
2. Students to submit the application with supporting documents mentioned above.
3. The student advisory committee to hold meeting after receiving the applications. The applications are distributed to respective faculty representatives from each department of the college.
4. Faculty representative to screen the applications as per the decided criteria and interact with the students with respect to missing documents (if any) or any other related matter.
5. Faculty representatives to submit the list of students, department wise as per the decided criteria.
6. The list of selected candidates is finalized by the committee and sent to the Principal for approval.
7. Finally the approved list of candidates is sent to account office for sanction of fee concession and the sanctioned amount is transferred to the students account.

SOP for grievance addressed during admission:

1. Students who have queries regarding admission, send their queries at grievance@bcas.du.ac.in.
2. All the students advisory committee members and PA to principal are given access to the email id 24x7.
3. Grievance duty is divided among the members and grievance is address both in online as well as in offline mode (during admission hours).
4. The grievance mails are replied within 24 hrs.

SOP for other activities like: Open Day, fee submission and scholarship applications etc are done as per the instructions given by the college authority

SOP for CR election:

1. Permission is taken from the Principal for conducting CR elections.
2. All the departments invite nominations from the respective classes for CR positions.
3. Department Teachers finalise the nominations depending on attendance, regularity and class performance of the nominated students.
4. CR Election is done in online mode (through Google Form) on a designated day on online mode.

Standard Operating Procedure (SOP)

ECO CLUB (PRANAHI)

Eco Club of Bhaskaracharya College of Applied Sciences is constituted with aim of making the students aware of environmental issues and their duties towards conserving the nature. Eco Club is a group of like-minded people and we focus on generating interest about resource conservation, sustainable development and other environmental issues among the student community. Eco Club of the college is known as '*PRANAHI*'. It plays vital role in creating environmental awareness amongst the future generation. The club is a voluntary group which promotes the participation of students in learning about, and improving their environment a means by which students and youth can organize themselves to learn more on environmental issues, and also take necessary action to improve it. Eco Club enables the members and volunteers to actively participate in the environmental activities and contribute towards climate change mitigation.

Objectives

- To create awareness among the students about the need of environment protection.
- To create a clean and green consciousness among students through various innovative ways.
- To mobilize students towards scientific enquiry into environmental problems.
- To motivate students how to imbibe habits and life style for minimum waste generation.
- To work towards making a clean, green and self-sustainable campus.
- To use different media such as audio, visual, posters, seminar, workshop, guest lectures and competitions for spreading messages concerning environment.
- To spread awareness among society regarding environmental protection and to create a pollution free environment.

Procedure

(a) Formation of Eco Club

Convener and member: One faculty in the college has to be identified and appoint as faculty-in-charge of Eco Club by staff council of the college and he/she is designated as convener. Also, 4-5 faculties will be nominated to be as member of the Eco Club.

Role of Convener & Members:

- a. Club convener along with the members will be responsible for the execution of the activities/programs conducted under Eco Club.
- b. Convener will be responsible for maintaining expenditure account, submit utilization certificate, activity reports supported by photographs/newspaper clip etc. to the concerned authorities/department.

- c. Club (Convener & Members) will do the needful to get Green and Environment audit of the college done every year.
- d. Submission of club report for college annual report, Magazine, NAAC, NIRF etc.
- e. Submission of application for green awards of various agencies

Registration for Student volunteers: Eco Club convener will float the registration form among student probably in the beginning of the every academic year for voluntarily registration to be the student volunteer/member of Eco Club.

Student coordinator: Event wise student coordinators will be taken on volunteer basis from the registered students. The responsibilities of the student coordinator will be to coordinate the event as per the guidance of faculty members, taking of attendance during the activities etc.

Meeting: Club convener along with faculty members are required to have official meeting to discuss and plan about the activities, expenditures and other modalities of the club. Tentative Eco Club annual activity calendar will be finalized and approved by all the members. All the nominated faculty members are required be present in the meetings convened by the convener.

Registered student volunteers are also required to meet to discuss about the requirements of the activities/events to be organized by the Eco Club.

(b) List of suggested activities:

The list is only suggestive; Eco Club may undertake any activity related to the improvement of environment.

1. Motivate the students to keep their surroundings green and clean by undertaking various outreach awareness programs like cleanliness drive, plantation drive etc.
2. Field visits to environmentally important sites including polluted and degraded sites, biodiversity parks, etc.
3. Organize marches/walk, human chain, street play at public places with a view to spread environmental awareness.
4. Organize action based activities like cleanliness drive, tree plantation within and outside the college campus.
5. Grow kitchen garden, maintain vermicomposting pits, promote water harvesting, and practice paper recycling in the college.
6. To keep track about the biodiversity of the college campus area.
7. Sensitize students to minimize the use of plastic bags, not to throw them in public places as they cause environmental problems.
8. Promote ethos of conservation of water by minimizing the use of water.
9. Motivate students to imbibe habits and life style for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.
10. Educate students to create awareness amongst public and sanitary workers, so as to stop the indiscriminate burning of waste which causes air pollution.
11. Organize Eco awareness competitions like quiz, essay writing, painting, poster, etc. regarding various environmental issues.
12. Organize seminar/webinar workshops on various environmental issues.

13. Celebrate National and International environment calendar days like World Environmental day, Ozone Day, World Wildlife Day, Earth Day etc.
14. Organize events as per directions of Govt. of NCT, Delhi & Govt. of India.

Film Club

Objective of the Club:

The objectives are as follows:

- The Film Odyssey (Film Club) entertains, educates and encourages the students through films.
- The aim of this club is to make and screen a wide range of films which challenge, unite, educate, amaze and inspire the students.
- The Film Club tries to capture the very essence of cinematography by preserving every notable memory of student's journey through college.
- Members of the club are actively involved in making documentaries and short films for various activities happening in the college throughout the year.
- It organizes several events like Script Writing Competition, Movie Review Competition, Reel Making Competition etc. every year.

Standard Operating Procedure (SOP) of Film Club

1. Meeting of Convener and Club members to decide the rules for the selection of office bearers.
2. Meeting with the selected office bearers to discuss the selection criteria for the post of student members.
3. Meeting of convener with club members (faculty), office bearers and student members to prepare the Activity Calendar of the year.
4. Seeking of written permission from the Principal to hold the event.
5. Circulate the poster of the event for wide publicity among various colleges.
6. Registration of the event by the participants on BEAMS.

7. Seeking the permission from the Principal for his signatures to be used on E-Certificates for the participants/winners.
(for the online event)
8. Submission of the activity report (in prescribed format) along with all the signed proofs such as permission notesheet, poster, list of registrations, attendance sheet, geotagged photographs, feedback form/feedback analysis and 02 certificates.

Convener : Ms. Shweta Dua

Members : Dr. Sakshi Khurana, Dr. Neha Singh, Dr. Sampat Singh Chauhan



Bhaskaracharya College of Applied Sciences
(University of Delhi)



NAAC Accredited 'A' Grade || Star College Status - DBT



STANDARD OPERATING PROCEDURE

Research, Project Assessment & Ethical
Committee



Standard Operating Procedure for Research Committee

Scope:

The Bhaskaracharya College of Applied Sciences (BCAS) has a Research, Project Assessment and Ethical Committee duly constituted by its Staff Council.

This Standard Operating Procedure (SOP) has been established for all faculties of Bhaskaracharya College of Applied Sciences (BCAS) to facilitate the research environment in the college by means of mentoring in filing a research project, holding seminars and workshop for various subjects, discuss all projects that require ethical approval and collection of various data related to research like publications, details of the researchers students etc. The SOP also sets norms for various undergraduate/ postgraduate/ Ph.D. scholars registered with the college faculty.

Purpose of this committee:

This committee is established by the Staff Council of BCAS with a commitment to specifying, monitoring, and formalizing high-quality research. Also, to motivate researchers to publish their data in reputed scientific journals.

Objectives and role of this SOP:

The objective of this customary operative procedure of the Research Committee of BCAS, is to make sure quality and technical excellence and consistent moral review of all the submitted physical, chemical and biological viz. health and medicine research proposals and currently approved research studies involving human participants if any by the ICMR ethical pointers for biomedical research on human subjects.

- ❖ To ensure that all research/research projects adhere to good ethics and scientific method.
- ❖ To encourage and train faculty to submit research project proposals to various funding agencies by providing information of available schemes.
- ❖ To motivate and encourage the students to take part in research activity so as to create research temperament.
- ❖ To organize seminars/webinars related to research proposal, methods, plagiarism, etc.

- ❖ Stock verification of recurring and non-recurring items purchased during the financial year of all sanctioned research project.
- ❖ Supervisor/ PIs/ co-PIs should convince the research committee for ethical standards are followed in the research.

Proposal Submission:

The college should process the Research proposal only for faculties drawing salaries from the college at the time of submission. Colleagues on deputation (leave & lien) may only be issued a No Objection Certificate, only if requested. The PI/ Research supervisor should submit intimation about the sanctioning of the research project, allotment of the research student in writing and with supporting documents.

Valid Entry:

The permission should be sought from the Principal for the registered student to work in the college lab. The permission, if granted, should be intimated to the TIC with a copy to the lab staff. The student should be issued an identity card on annual basis. The student should carry the ID card and show it every time asked for by the college authorities.

Use of the college or the laboratory infrastructure:

The college infrastructure will be available for the research under the following norms

- (i) All the overhead budget will be transferred for the usage of Bhaskaracharya College of Applied Sciences and as per norms.
- (ii) The college wouldn't have any financial liability. The consumable/ recurring expenditure will be the responsibility of the Supervisor/PI/Co-PIs only.
- (iii) The damage/repair of any equipment will be the sole responsibility of the Supervisor/PI/Co-PIs only for the duration of the research project.
- (iv) In case of any unfortunate incident, only the Supervisor/PI/Co-PIs will be held responsible.
- (v) The usage of the lab/equipment will be only as per the availability of the slot and for a fixed time duration on a particular day, with prior intimation/ permission from the TIC concerned.

- (vi) The Supervisor/PI/Co-PIs may get issued an equipment in his/ her name only and the department should maintain a log book for the equipment used.
- (vi) The Non Recurring items procured using the project/ research would be transferred to the college Asset Register after completion of the project.

Other Norms:-

- ❖ It would be the responsibility of the Supervisor/PI/Co-PIs to follow all GFR, standard Ethical norms and radio safety norms.
- ❖ College would be sighted in all publications.
- ❖ Sanction letter copy would be submitted to the Research Committee.
- ❖ The rate contract of the college would be applicable to all the projects funded by different external agencies.
- ❖ The college would only facilitate the bill processing through PFMS account, it would be the responsibility of the Supervisor/PI/Co-PIs
- ❖ The college would be authorized to submit the data collected by the research committee to any of the national/ international accreditation bodies like NAAC, NIRF etc.



Bhaskaracharya College of Applied Sciences
(University of Delhi)



NAAC Accredited 'A' Grade || Star College Status - DBT



STANDARD OPERATING PROCEDURE

Research, Project Assessment & Ethical
Committee



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- (vi) The Supervisor/PI/Co-PIs may get issued an equipment in his/ her name only and the department should maintain a log book for the equipment used.
- (vii) The Non-Recurring items procured using the project/ research would be transferred to the college Asset Register after completion of the project.
- (viii) If any consumable item/ items is used/ borrowed from any department by the supervisor/PI/co-PI or the student after taking necessary permission from the PI/Supervisor, the same would be compensated/ replaced by the supervisor/ PI immediately or the earliest.

Other Norms:-

- ❖ It would be the responsibility of the Supervisor/PI/Co-PIs to follow all GFR, standard Ethical norms and radio safety norms.
- ❖ College would be sighted in all publications.
- ❖ Sanction letter copy would be submitted to the Research Committee, college and the account department.
- ❖ The rate contract of the college would be applicable to all the projects funded by different external agencies.
- ❖ The college would only facilitate the bill processing through PFMS account, it would be the responsibility of the Supervisor/PI/Co-PIs
- ❖ The college would be authorized to submit the data collected by the research committee to any of the national/ international accreditation bodies like NAAC, NIRF etc.

The amendment may also be included in the SOP by the research committee, as and when the need arises.



Information Handbook for Students
(2022-2023)

Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector 2, Phase 1, Dwarka,
New Delhi-110075,
India

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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 32nd rank in National Institutional Ranking Framework (NIRF2021).The college has been ranked 60th 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.

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 online payment.
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/>).

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 2nd 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).
- 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/).
- 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/>

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).
- 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 student's 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.

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 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 (self attested 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.

EXAMINATION

CBCS Mode

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:
 - 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
 - b) 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.
 - c) University of Delhi guidelines will be followed for granting relaxation in attendance as per Ordinance VII. 2.

- d) 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) 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](#)

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

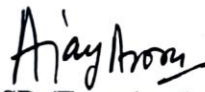
Dated 11.02.2022

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

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

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

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

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

MHRD Email-id: helpline@antiragging.in

College Email-id: proctor@bcas.du.ac.in

Additional information can also be obtained from

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

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.

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

UGC regulation on Sexual Harassment :

http://www.du.ac.in/uploads/12022018_IIC_UGC-regulations_sexual-harassment.pdf

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
- ☞ पुन्टी-रैबिंग / हिम्मत ऐप का प्रयोग करें।
- ☞ ई-मेल करें : proctor@du.ac.in
helpline@antiragging.in
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. पुन्टी-रैबिंग सहायता दूरभाष
(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
helpline@antiragging.in
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

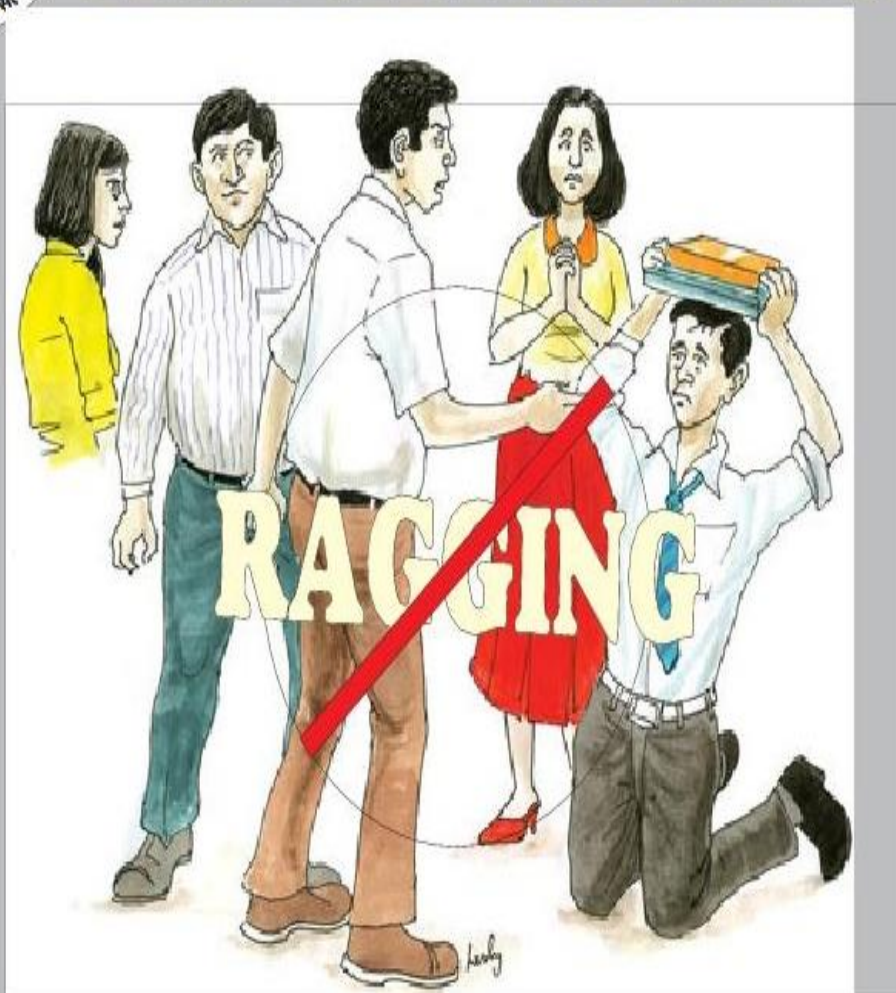
Ragging in any form is strictly prohibited within premises of Colleges / Departments / Hostels / Institutes / any part of Delhi University System



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/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, 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**

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
- एन्टी-रैबिंग / हिम्मत ऐप का प्रयोग करें।
- ई-मेल करें: proctor@du.ac.in
helpline@antiragging.in
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. एन्टी-रैबिंग शहवाता ब्रूआप
(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,

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 पेटी में डालें
- नजदीकी पी.सी.आर. वैन को सूचित करें
- एन्टी-रैगिंग / हिम्मत ऐप का प्रयोग करें।
- ई-मेल करें proctor@du.ac.in
helpline@antiragging.in
infocentre@du.ac.in

सम्पर्क करें

27667221

2411 9832

1800-180-5522

112

संसुक्त नियंत्रण कक्षा
(उत्तरी परिसर)

संसुक्त नियंत्रण कक्षा
(दक्षिण परिसर)

सू.नो.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)

Training, Placement and Entrepreneurship Cell

Standard Operating Procedure

1. Cell contact various Industries/Companies and Institutions for taking the college students for Internships/Training and Placements.
2. Interested Industries/Companies and Institutions shares the proposal with college placement officer.
3. The proposal and Industry/Company details are shared with students (via respective departments) along with the registration form to collect the contact details of students interested for appearing in that particular Industry/Company or Institution. Sufficient time is also given to students to fill the form.
4. Resultant list of interested students is shared with concerned Industry/Company or Institution to proceed for the selection process.
5. Concerned Industry/Company or Institution send an email to college and also inform all the registered students about the 1st level of selection.
6. Short listed students are then intimated about the 2nd level of selection (if applicable) and further.

Level of selection (1 or 2 or 3, etc.), Criteria of selection, Mode of selection (written test only, only interview, written followed by interview) vary from one Industry/Company to another and it is solely decided by concerned one not by the college.

Important:

Due to good reputation of college and performance of students in past years various Industries/Company also approaches the college for hiring students. The same process (3-6) is followed for them also.

Also, there is Central Placement Cell (CPC) of Delhi University which conducts the placements for all the eligible students of Delhi University. Information about the placement and the process of application for the same is also shared with all the students of college time to time by this cell. Once applied by students in CPC, all further communications are between the company and students, college is not further involved in communication.

Submitted to Secretary, Staff Council, BCAS

Vidya Vistar Scheme Committee

Objective of the Committee: As per Brochure sent by University of Delhi

Making available to the partner College or Department of fellow University the following:

- Expertise, knowledge and experience of the faculty members of our College to the partner Colleges.
- Resources in our College and DU library should be available to the partner Colleges.
- Other academic facilities like instruments and equipment available in BCAS College can be easily accessible to the partner Colleges for research purposes or for Lab Experiments (on the online platform) for their students.

Standard Operating Procedure (SOP) of V2 Scheme

Step 1 : Committee formation by the Staff Council, BCAS.

Step 2 : Committee prepares the Activity Calendar of the year. The same will be recorded in the minutes register.

Step 3: Committee members will search for Resource Persons/Speakers/ Companies/ Organizations etc. for the activities to be conducted under the umbrella of the Patron, IQAC. Committee members will try to generate funds for the activity if possible.

Step 4 : Committee Convener/ Coordinator of the Committee will seek the written permission from the Principal and this will be recorded in the minutes register.

Step 5 : Committee Convener/ Coordinator will share the event information with partner colleges.

Step 6 : Committee Convener/ Coordinator will register the event on BEAMS.

Step 7 : Activity will be conducted on the prescribed date and time. Geotagged photographs will be clicked.

Step 8 : Committee Convener/ Coordinator will submit the report, list of registrations and feedback to the NAAC Committee and Principal.

Step 9 : Committee Convener/ Coordinator will seek the permission from the Patron/Principal for e-certificates and his signatures to be used on E-Certificates for the participants.

V 2 Committee Coordinators: Dr. Vandana Batra, Dr.Partha S Pal, Dr Amit Kumar, Ms.Ritu

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

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.

WEBSITE SOP

Introduction:

The college website strives to provide extensive, updated information about the college reflecting its vision and mission. This is done with the support of TICs/Conveners/Coordinators and Section / Division Heads of the college who are responsible for the information provided in their respective heads. Blogs and Web-links provided in the website are not under supervision or regulation of BCAS. Therefore college holds no responsibility for contents of such web-sites / links. The website committee does not hold any responsibility for the contents uploaded on the website. It does not decide or take any decision with respect to contents being uploaded on the website.

SOP to update information on college website:

1. Any information to be updated on college website is to be routed through TIC/Convener/Coordinator or Section Head responsible for the respective tab/section.
2. TIC/respective incharge should provide the specific content to be updated on website along with clear instructions containing the destination on the college website.
3. The above information is to be mailed at bhaskaracharya.college@bcas.du.ac.in .
4. Clarification, if any, will be sought from the sender.
5. Any desired change in the structure/design of the website should be communicated to the Website and Internet Committee for further consideration.
6. Ms. Ritu Sareen, Administrator of the college website may be contacted for any query related to content on the website.

SOP for Students Counselling and Mentoring System

1. The UGC circular no D.O.No.F.1-11/2014(CPP-II) Dated 27 January 2016 was shared by all the members about the guidelines on “safety of students” on and off campuses of HEI. It was decided to follow the circular while framing the modalities for the counselling and mentoring system. The contents of the circular are extracted to quote exactly here that *“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 should be 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 should bridge formal as well as communicative gaps between the students and the institution at large. Teacher counsellors, trained to 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, cater to their emotional and intellectual needs and guide them to move up in their career at regular interval of time. Teacher counsellors can coordinate with wardens of hostels and exchange personal details of students, academic record and behaviour patterns for prompt pre-emptive or corrective action.”*
2. Faculty/ Teachers will be referred as Mentors and the students will be referred as Mentee in this system.

Mentor

3. Any faculty member having an experience of more than a year at BCAS may be given the role of a Mentor. The year here refers is in terms of both the semesters in an academic year. The TICs of the each department will select and define the Mentors in their respective department. In case a Mentor proceed for any kind of leave/ break/ resign etc. during the session the Mentor will inform the corresponding TIC about the same and TIC will take care of the respective Mentees to be distributed as per norms. The Mentor in such cases should handover all the Mentor-Mentee records to the concerned TIC and submit his/ her online report on the portal before leaving. The department or the office may include the same as a part of the No Dues norms. The TIC should inform the committee about any change in the Mentor-Mentee data during the session or after the notification of the Mentor-Mentee list for a session.

Mentee

4. With an aim to have heterogeneous group, the students from each of the three years are divided more or less equally among all the Mentors of the department, with a maximum of 25 Mentees to one Mentor. For the distribution of the Mentees, a roll no. wise list of the enrolled students is taken. Then the Mentors are allotted in a sequential manner like an example below.

III Year		II Year		I Year	
Mentee	Mentor	Mentee	Mentor	Mentee	Mentor
Roll No 3.8	Teacher 1	Roll No 2.4	Teacher 3	Roll No 1.1	Teacher 5
Roll No 3.9	Teacher 2	Roll No 2.5	Teacher 4	Roll No 1.2	Teacher 6
Roll No 3.10	Teacher 3	Roll No 2.6	Teacher 5	Roll No 1.3	Teacher 1
Roll No 3.11	Teacher 4	Roll No 2.10	Teacher 6	Roll No 1.7	Teacher 2
Roll No 3.12	Teacher 5	Roll No 2.11	Teacher 1	Roll No 1.9	Teacher 3
Roll No 3.13	Teacher 6	Roll No 2.14	Teacher 2	Roll No 1.10	Teacher 4
Roll No 3.14	Teacher 1	Roll No 2.16	Teacher 3	Roll No 1.11	Teacher 5
Roll No 3.15	Teacher 2	Roll No 2.17	Teacher 4	Roll No 1.12	Teacher 6
Roll No 3.16	Teacher 3	Roll No 2.18	Teacher 5	Roll No 1.13	Teacher 1
Roll No 3.17	Teacher 4	Roll No 2.19	Teacher 6	Roll No 1.14	Teacher 2
Roll No 3.20	Teacher 5	Roll No 2.20	Teacher 1	Roll No 1.15	Teacher 3
Roll No 3.21	Teacher 6	Roll No 2.25	Teacher 2	Roll No 1.17	Teacher 4
Roll No 3.25	Teacher 1	Roll No 2.28	Teacher 3	Roll No 1.19	Teacher 5
Roll No 3.28	Teacher 2	Roll No 2.31	Teacher 4	Roll No 1.25	Teacher 6
		Roll No 2.34	Teacher 5	Roll No 1.34	Teacher 1
		Roll No 2.35	Teacher 6	Roll No 1.35	Teacher 2
		Roll No 2.37	Teacher 1	Roll No 1.39	Teacher 3
		Roll No 2.42	Teacher 2		
		Roll No 2.45	Teacher 3		
		Roll No 2.53	Teacher 4		

5. There should be no constraint to allocate Mentees only based on the semester catered by a Mentor. The same should also be applicable to Mentors taking GE papers only. The Mentee list of a particular Mentor should comprise of students from all three years as per the example above.
6. The teachers catering to the GE/AECC students, in particular, may be associated with the Departments as follows :
 - BMS- Biochemistry
 - CS- Maths 1
 - Elec- English
 - FT- Human Comm.
 - Instrumentation- EVS
 - Physics- Maths 2
 - PS- Physical Education
7. The TICs will provide a list of Mentor- Mentee at the start of every session to the committee.

Mentor – Mentee Relation

8. A Mentor will be allotted to a particular Mentee for his/ her entire stay at the college. The pair will be subsequently transferred for next year without change, unless otherwise. This will help maintaining a stronger bonding between the two in a longer

duration for the growth of the Mentee. This may also help compiling their first destinations (higher education/ placement etc.) required for many purposes. This means the Mentors will be allotted for the newly admitted I year students in every year. Then we can start from Roll No 1.1- Teacher 4 in the example above for the fresh I yr in the new academic year. It will also be expected to cater various issues faced because of different academic calendar for different years.

9. The Mentors should also collect their personal contact details, family details. If the need be, Mentors can also coordinate with parents/ guardians and exchange their concerns or feedback about any observation in the behaviour patterns of the Mentee for prompt pre-emptive or timely corrective action.

Mentor- Mentee Meetings

10. The task is round the clock, still all Mentors are required to conduct a formal meeting with the assigned Mentee minimum once every month for record purposes. It may be online or offline. Means, Mentors should call a meeting by proper electronic notification and keep a record of the same. The Mentor has to provide the details to the committee as and when asked for any official purpose.
11. A record of the attendance needs to be maintained for the same. Each department may maintain a common register for the same, if so desires. Otherwise the attendance record should be always kept in the respective department only. In the present scenario, each Mentor will submit a duly signed comprehensive attendance record after each academic year in the respective Department.
12. The issues addressed in the meeting are only confined as per the spirit of the notification quoted in the point 1 above (*common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of other academic worries; emotional and intellectual needs*).
13. The minutes of the meeting should be recorded and be made available to the Principal, if desired so at any moment of time.
14. The personal issue raised by a Mentee, if any, should be shared in the minutes without disclosing the identity of the respective Mentee. A general point may be recorded in the minutes.
15. It is desired that the Mentees be given confidence to raise an issue to respective Mentor. All Mentors are required to listen to the query and put some personal efforts to try and solve it as far as possible. The efforts should also be informed to the concerned Mentee. One should try and pacify the concerned Mentee to control their emotion then and there itself or as the time required. In case, addressing the issue raised is beyond the scope of a Mentor/ concerned Incharge etc. then the Mentees should be counselled to understand the administrative limitations. Mere forwarding the concern to other colleague is to be discouraged always. Mentors may contact the incharge personally to know their opinion about the concern raised to deal the issue efficiently.

16. In case of no issue raised by any Mentee during the interaction, the Mentor should brief them about prevailing issues related to the college at the time concern.
17. They may also plan some informal interactions with the Mentees.

Action Taken Report

18. Mentors are required to submit the report on the online utility for the said purpose.
19. A standard template followed for report submissions included Attendance, Minutes of the Meeting and Action Taken Report. Kindly note that mere forwarding the Mentee's concern to the concerned Department/ Section/ Committee convener is not at all an Action desired by the Mentor. All such reports will be treated as "Not Submitted".
20. Action Taken Report should only include your personal efforts to resolve the issue in a brief and summarised manner.
21. Once an issue is resolved, it should be reported as closed in the Action Taken Report.
22. The Mentors should submit the online report in every quarter as defined below:-

Quarter I – Meetings held in the month of August, September, October

Quarter II – Meetings held in the month of November, December, January

Quarter III- Meetings held in the month of February, March, April

Quarter IV- Meetings held in the month of May, June, July

Code of Conduct for the library Users

The Library wants users to get the maximum benefit from using its services and seeks to provide an enjoyable and pleasant environment in which to do so: **friendly, safe, secure and relaxed**. This code of conduct is a general statement covering the expected behaviour of users of the library. All the users should make themselves familiar with and abide by the following rules and regulations:

LIBRARY RULES AND REGULATIONS

- The Library is open to the college students and staff members from 09:00 A.M. to 05:00 P.M. on all working days. However, Circulation Timing is 09:30 A.M. to 04:30 P.M.
- Students are required carry their College Identity Card with them and mark their attendance on biometric machine / register before entering the library.
- They can be refused admission to the library if they fail to produce their identity card on demand.
- Entire library premises are a SILENCE ZONE. Discussions/Gossips are not permitted.
- Personal books, umbrella, stick, bags 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 and damage of the library property (RFID gate, books, furniture, computers, biometric machine etc.) will be considered as a serious breach of discipline and the college can take appropriate action whenever required.
- Students are required to read notices issued by the Librarian and college from time to time. Ignorance will be no excuse.
- Students are entitled to borrow maximum of four books (including one magazine) at a time. The books will be issued for fifteen days only.
- Borrowers must ensure that book(s) which are not properly issued in their name are not to be taken out of the library in any circumstances.

- Students are required to show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- Membership is NOT TRANSFERABLE. The borrower is responsible for the books borrowed on his/her card. Students may borrow books against the membership ID issued to them. Loss of library documents should be immediately reported to the Librarian in writing.
- Book(s) once taken from the shelves should be left on the reading-table only.
- The rate of overdue charges will be Rs. 5/- per day per book. Holidays will be excluded for calculation of overdue charges.
- Borrowers must ensure that the books borrowed by them are not spoiled, dog-eared, marked or otherwise mutilated.
- Books lost or damaged shall have to be replaced for a same/latest edition or its double price (if same/latest edition is not available) shall be charged from the borrower. In case of failure, the amount shall be recovered from the security deposit of the student.
- Reference books, costly books and “Not to be issued” books will only be issued after 04.00 P.M. for keeping overnight. Overdue charge for such books is Rs. 50/- per day. Also disciplinary action may be taken against the defaulter.
- Students on leave must arrange for the return of books in time.
- The librarian may recall any issued book/s from member at any time and the member shall return the same immediately.

RFID (Radio Frequency Identification)

The library is using the RFID technology. This has paved the way for fast circulation, fast stock verification and more security of the library.

Procedure for Issue a Book

1. The facility for the student's/staff members shall remain available during 09:30 am to 4:30 pm on each working day.

2. Students are required carry their College Identity Card with them and mark their attendance on biometric machine / register before entering the library.
3. They can be refused admission to the library if they fail to produce their identity card on demand.
4. The competent Authority on the Circulation counter should then verify the identity of the Student/Borrower by asking for his/her identity card and check the Account Status of the Student/Borrower using the same. Students are entitled to borrow four books (including magazine); these books are issued for fifteen days only.
5. The competent Authority on the circulation counter should scan the book to be issued in the RFID System.
6. After the book is issued in the RFID System, the authority on the Circulation Counter should put a stamp on the book issued regarding the DUE DATE of the book and then put his/her Initials on the book issued.
7. 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.
8. The staff member on the check desk should then enter the details of the book issued in the register which is maintained at the Check desk counter.
9. The staff member on the Check post should verify the initials and the due date as written on the book by the authority on the Circulation Counter and put a verification stamp.
10. The student/borrower is then allowed to take the book outside of the library.

Procedure of Return a Book

1. 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.
2. The authority at the Circulation counter must check the book for any damages before the student/borrower returns it.

3. If no damages have been found, the authority at the Circulation Counter should scan the book using RFID System.
4. If the book has been returned before/on the due date, the book gets automatically returned once the RFID System scans it.
5. However, if the book has been returned post the due date, then the RFID System detects the same and reflects the number of days over and above the due date and calculates the fine accordingly. The rate of overdue charges will be Rs. 5/- per day per book. Off-days will be excluded for calculation of overdue charges. Overdue charges will be deposited through online mode only.
6. The authority at the Circulation counter should then collect the fine from the Student/Borrower as shown in the system and enter the same in the system so as to return the book.

How to Use KOHA Software

- KOHA Software is a free open source integrated library system (ILS), used globally. Library uses KOHA software.
- Koha interfaces are designed are extremely user friendly. The users having basic computer skills may learn to use the systems facilities efficiently.
- The Koha software has several options for users/staff to generate different types of reports as and when needed.
- Koha has all the modules of library software i.e. circulation, acquisition, cataloguing, patrons, serials, advanced Search, lists, reports, authorities, and tools.
- Users can access their Library account using their Roll No. as User ID and Password with Following URL:
<https://bcas.bestbookbuddies.com>
- Users are advised to upload and update their personal information using “Personal Details” tab.

Internet Facility

Library has 20 systems for fully air- conditioned Internet facility, freely available for the students and the Faculty. Students and faculty can use these facilities as per their requirement.

How to use OPAC

- Users have access to Online Public Access Catalogue (OPAC) module used by library users for searching books, journals etc.
- Users can even reserve books; journals for themselves. Students can search for their books on this software using their LOGID ID and password.
- For students, College ROLL Number is LOGIN ID and password also. The same is to be changed by accessing the software first time.

How to Use N-List

- The library has subscription to N-List (National Library and Information Services Infrastructure for Scholarly Content) Programme of INFLIBNET.
- Users can access to 6,000+ journals, 1,99,500+ eBooks under N-LIST and 6,00,000 eBooks.
- N-List passwords are sent through email by the college library. Users have to check their email and get their password and User ID.
- It is mandatory for students to access above resources.
- Users can access N-List using their N-List login and password by the following URL:

<https://nlist.inflibnet.ac.in>

Library BLOG

- The Library has its own Blog and is being updated time to time. Ever since the start of the blog, 42397 pageviews (till date) have been recorded from various parts of the globe.
- Students can search library Newspaper clippings, Policy/procedures, Books/ CD ROMs, Questions Papers, Online tools, e-resources etc.

- Students are advised to using the following URL:

<https://librarybcas.blogspot.com>

Orientation

The **Library** organizes orientation/workshops programme for the students, especially about its resources and facilities, to educate the students regarding working of the library and encourage them to use the facilities

Book Exhibition

Library has also organizes book exhibitions time to time in the college premises. The exhibitions provide an opportunity to students and teachers to improve their reading habits.

Stock Verification

Library has done Annual Stock Verification (Recurring/Non- Recurring) on yearly basis.

The stock register entries of consumable and non- consumable items are been checked a Report is prepared. The report submitted to the College Authority and Library Committee.

Behaviour

- Treat the Library staff and other users with respect, empathy and courtesy.
- Refrain from shouting, using abusive, discriminatory, indecent or offensive language, comments and/or behaviour, verbal or physical harassment
- Eatables are prohibited in the library premises.

Thank you for your co-operation

Standard Operating Procedure to be adopted for CUET based UG Admissions

The Standard Operating Procedure adopted for CUET based Admission to UG Courses as per the direction of University of Delhi will be followed as before,

a) **Step 1 Registration to Undergraduate Programs of University of Delhi:-** For admission to Undergraduate programs of the University of Delhi, all candidates (Including those applying for supernumerary seats) must register for CUET-2022 at <https://cuet.samarth.ac.in>

b) **Step 2: Eligibility Requirements for Undergraduate Admissions-**

Common Minimum Eligibility*- The candidate must have passed the Class XII or its equivalent examination from a single recognized board.

*In case a candidate has passed subjects/s from more than one board, she) can appear for CUET 2022 in the subjects in which she) has passed Class XI: however, for the purpose of ascertaining the Minimum Eligibility, the marksheet/ degree of only one board will be considered (For example. If a candidate has appeared in CBSE Board Examination with five subjects except for Mathematics and later appears and passes Mathematics from another board such as the National Institute of Open Schooling (NIOS), the minimum eligibility shall be ascertained from his/her marksheet issued by CBSE only)

c) **Step 3: Program Specific Eligibilities- List of Subjects/Papers to be chosen Programs of the University of Delhi**

List A:

Candidates must appear in at least one language from the following			
Arabic	Gujarati	Manipuri	Sindhi
Assamese	Hindi	Marathi	Spanish
Bengali	Italian	Nepali	Tamil
Bodo	Japanese	Odiya	Telugu
Chinese	Kannada	Persian	Tibetan
Dogri	Kashmiri	Punjabi	Urdu
English	Konkani	Russian	
Fr enc	Mai thili	Sans krit	

h			
German	Malayalam	Santali	

All Languages of Section IA and Section IB of CUET 2022

List B:

Subjects/ Test papers mentioned in Section II of CUET 2022 have been categorised under List B1 and List B2. Candidate must refer to Program-Specific Eligibility to choose the subjects in which s(he) should appear in CUET 2022 to be considered for admission to the selected program.

Subjects in List B1		Subjects List B2	
1	Accountancy/ Bookkeeping	1	Agriculture
2	Anthropology	2	Engineering Graphics
3	Biology/Biological Studies/ Biotechnology/Bio chemistry	3	Entrepreneurship
4	Business Studies	4	Knowledge Tradition and Practices India
5	Chemistry	5	Fine Arts/ Visual Arts (Sculpture/ Painting)/ Commercial Arts
6	Computer Science/ Informatics Practices	6	Mass Media/ Mass Communication
7	Economics/ Business Economics	7	Physical Education/NCC/Yoga
8	Environmental Studies	8	Performing Arts – i) Dance (Kathak/Bharatnatyam/Kathakali/ Odissi/ Kuchipuri/ Manipuri (ii) Drama- Theatre (iii) Music General (Carnatic /Rabindra Sangeet/ Hindustani /Percussion/ Non- percussion)
9	Geography/Geology	9	Teaching Aptitude
10	History		
11	Home Science		

12	Legal Studies		
13	Mathematics		
14	Physics		
15	Political Science		
16	Psychology		
17	Sanskrit		
18	Sociology		

Only the papers mentioned in List B1 and List B2 will be considered as “subjects” for Program-Specific Eligibility

The marks obtained by the candidate in CUET 2022 will be considered for computing the total marks according to the Program-Specific combinations of subjects for deciding merit and granting admissions in the undergraduate programs. Merit will be based only on the ‘combination of subjects in which a candidate has appeared in CUET 2022’ as mentioned in the respective Program-Specific Eligibility.

For admission to the University of Delhi, the candidates must appear in CUET in the subjects/Test papers mentioned in the Program-Specific Eligibilities for which s(he) is desirous to take admission. Grievance related to non-appearance in CUET 2022 or the required subjects/test papers will not be entertained.

SOP Of Alumni committee

To conduct Panel discussions/Expert lecture/Career counselling/Interactions /Programmes involving alumni and students.

To participate in Alumni meets.

To select Distinguished Alumni for Distinguished Alumni Award every year.

SOP of North East Cell

1. The North East Cell of the college aims to spread awareness about the rich cultural and traditional diversity of North East India. The cell provides a platform for all the students to share and express their thoughts.
2. The cell organized a meeting periodically with all the committee members along with the students to discuss the role of North East cell.
3. North East Cell is to organize various inter and intra college event where the students would get opportunity to showcase their talents and also the radiant cultures.
4. North East Cell also aims to conduct seminars, webinars that will highlight the rich diversity and opportunities of the North East India.
5. In order to organize any events, permission has to be taken from the principal of the college.
6. The members prepare poster which have all the information of the events and final poster is shared to other colleges.
7. Maintenance of attendance, feedback of all the participants is very much necessary.
8. The distribution of the certificate is done based on the submission of feedback.

Standard Operating Procedure

Dept. of Physical Education, B.A.C.S

“Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic and creative intellectual activity” – John F Kennedy

Physical Education Dept. serves as a source of recreation for the students by attempting to break the routine of classroom lectures and encouraging physical activity. It imparts and disciplines the students to maintain **good** health and fitness, enhance team-building skills and improve cognitive function of the brain. At B.C.A.S, we **encourage** our students to participate in various indoor and outdoor sports.

We provide the students an opportunity to excel in sports by providing them **facilities**. The college team takes part in various **competitions at inter-college and University level**. We also conduct intra-department events to encourage students from various Departments to participate and showcase their skills, talents and fitness. The related notices and the schedules are displayed on the notice board.

There is a open gym facility in the college where students can keep in check with their physical health by utilizing the various equipment provided. Some indoor equipment are also available for students to use. These activities are however not at the cost of classroom teaching.

- Students who want to volunteer their services are welcome. The information is displayed on the notice board from time to time.
- Any information related to students received from University or other Colleges related to sports activities, competition is shared with the students.
- All the information pertaining to formation of teams is provided on notice board itself. Generally, the team members take initiative in the team formation under the supervision of teachers.
- In any case discipline has to be maintained on and off the field. The students are strongly advised not to deface or damage the college property. They should not disturb the teaching process.
- Code of conduct and discipline rules are always in force
- The concern person in the dept. presently is Mr Rakesh Bharwdaj will be issuing the items and collecting it back. The timings of issuing and collection of equipment's are notified. In no case students are supposed to take the equipment's out of college premises or keep overnight.
- A student has to submit college identity card for getting any sports item issued and the same is returned after the item is received by the college.
- In case, the item gets damaged, the students to whom the item was issued has to bear the cost. Any other means of recovery from the college is decided by the college.

- Timing of issuing sports equipment and return notified on noticeboard and are subject to change. Generally, the equipment's are not issued during the examination days.
- To conduct or organize any activity by the students on any day a prior written approval is sought from the college administration. The same has to be routed through the department consent of college authorities. The same procedure is to be followed in case a student wishes to participate in any activity outside the college. In such cases, a student who wish to participate in the events have to give his/ her name to the director of physical education.
- On Saturdays and Sundays, and on holidays no sports equipment's are issued.
- If any sports equipment will be damaged while playing the penalty has to be collected by the student as decided by the college.
-
- All the events are conducted under the supervision of the Director of Physical Education.
- The distribution of the seats for sports quota admission is decided by the college by keeping in mind various parameters involved. This is subject to change after every year.
- COVID protocols needs to be followed.

S.O.P - Academic Committee

Bhaskaracharya College of Applied Sciences.

The Academic committee of the college is responsible for smooth and uniform conduction of academics throughout the college. The committee consists of teacher in-charges of all departments as members and convener Timetable committee, member ex-officio.

The following steps are followed to ensure smooth conduct of teaching-learning process in the college-

1. The Convener of the committee holds a meeting with all the members before the beginning of the academic session.
2. All the members submit the workload of their departments and (both odd and even semesters) based on the sanctioned strength of faculty members for the department. The details of the GE paper to be floated by the department for both semesters is also submitted to the committee.
3. The requirement of any additional adhoc teacher or guest is also communicated to the committee.
4. The committee makes an assessment of the workload and compiles the workload of all the departments and presents it to the Principal.
5. The workload is then approved by the principal and by the governing body of the college.
6. This workload is then shared with the convener Timetable committee.

7. The academic committee also sets the norms for allocation of GE papers to students of odd and even semester.
8. The list of GE options of all departments is shared with the Digitization and Automation Committee of the college.
9. Before the beginning of each semester, the academic committee notifies the students to fill their GE options on the link provided by the Digitization and Automation committee.

SOP for Building Maintenance Committee

The building maintenance of BCAS is responsible for carrying out the activities related to maintenance of the building of the college. The following standard procedures would be followed for any activity of the committee:

1. All the stake holders i.e. departments/administration/committees/clubs/cells will submit their maintenance requirements to the caretaker of the college.
2. The caretaker will submit requirements to the Building Maintenance Committee.
3. After receiving the request from the caretaker, the committee will conduct the meeting and would prepare its recommendations regarding the requirements.
4. The committee will submit its recommendations to the Principal of the college.
5. Depending on the nature of the work, the Principal may seek approval from the Governing body of the college.
6. After approval from the Principal/Governing body, the recommendations will be submitted to PWD for the further action. Also,
7. The committee can also look after the urgent requirements of the college building after the due approval from the higher authorities.

Standard Operating Protocol

Career Counselling Cell

Convener: Dr. Uma Dhawan

1. An event like seminar/ webinar/ workshop etc. is planned with the committee members considering the interest of the students from different courses and encompassing wider interests.
2. A few tentative dates and timings are suggested to the speaker and a mutually convenient day and time is decided.
3. Required permission is taken from the Principal.
4. The event is created in the in-house app for event management "BEAMS".
5. Poster and registration link are then circulated through different social media for wider participants depending on the type of the event.
6. In case of the online event, a meeting link is shared with the participants through BEAMS.
7. For an offline event, required arrangements in the AV room are done with the help of the caretaker and the technical person.
8. The event usually begins with the welcome address and introduction of the speaker by the convener or any of the committee members or student coordinator, introductory remarks by the Principal and vote of thanks in the end by the convener or any of the committee members.
9. The feedback from the participants is taken through BEAMS.
10. The attendance is marked in BEAMS for the registered participants. The participation certificates are released to the participants who have also provided the feedback.
11. Later, a consolidated report about the event along with photographs are compiled for official purposes.

Time Table

1. Get the approved workload from the academic committee.
2. In-charges to fill the GE/ DSE/ SEC paper details in the online module as approved by the academic committee.
3. Fix the number of batches as approved by the academic committee on the online module.
4. Fix the slots for GE/EVS/ENG as decided in the time Table committee.
5. Fix the slots for inter-department sharing of workload, wherever required.
6. All in-charges to make the respective time table based on the guidelines decided in the time table committee with a mention of Lab for Practical Classes.
7. Resolve any ambiguity, as identified by the online module.
8. Fix the room number for theory classes.
9. The online module ensures the availability of Time Table on the college website.
10. All concerned will strictly adhere to the time table.

SOP of Prospectus Committee

- To provide information regarding admission guidelines for the various courses offered by the College
- To collect and collate write up from all Departments , Committees and clubs so that students seeking admission have an idea about the college infrastructure and career options.
- To provide online links regarding additional information about university and college.

Vivekanand Vichar Manch SOP

VVM is a forum created for organising events and activities aimed at motivating students to imbibe exemplary attributes of Swami Vivekanand Ji and be guided by his philosophy. The objective of events is character building, inculcating values, sense of pride for the nation and commitment of selfless service towards the society.

SOP for organising events :

1. Discussion regarding event is held with the committee members and the resource person.
2. The permission for the event is taken from the Principal.
3. Poster /Brochure for the event along with registration link (for online registration) is shared with staff and students. On the spot registration is also done for offline events.
4. Adequate arrangements for the event are made.
5. After the event, feedback from the participants is taken and certificates are issued.
6. Activity Report along with other proofs is submitted.

Digitization & Automation Committee

BCAS Resource Automation, Handling and Management Application (BRAHMA)

In 2016 the college constituted a committee for Digitization and Automation with the aim to migrate manual database, recordkeeping and various teaching and administrative processes to digital platform. The committee developed an Integrated College Management System which used a network of Google forms and spreadsheets for data entry and a central database to store, manage and analyze data. Although the system was quite efficient in collecting and managing data, it was riddled with many inherent issues such as multiple links for different databases, ineffective error detection at entry point, slow user interface and limited mobile platform capabilities. To mitigate these problems, the committee developed BCAS Resource Automation, Handling and Management Application (BRAHMA) and BCAS Event Automation and Management System (BEAMS). These are cloud based Enterprise Resource Program (ERP) to handle and process most of academic and administrative data generated on daily basis. These applications are fast, extremely user friendly and fully operational on both desktop and mobile platforms. These systems are user login and password based which makes them secured. They not only provide the user all the resources and information at one place, but also have a tighter control on error at the entry point. Being cloud based, all the data is stored online which makes it easier for users/administration to access it from anywhere and anytime. These applications are fully modular which makes it easier to add new modules as per requirement. These applications were launched by the former Vice Chancellor of University of Delhi Prof. P. C. Joshi on 15 August 2021.

BRAHMA and BEAMS have the following benefits:

Efficiency – The system eliminates repetitive processes, and greatly reduces the need to manually enter information. The system also streamlines the flow of information and makes it easier and more efficient for college to collect data.

Integrated Information – Instead of having data distributed throughout a number of separate databases, all information is now stored in a single location. Data is also kept consistent and up to date.

Reporting – The software helps make reporting easier and more customizable. With improved reporting capabilities, users can respond to data/information requests more easily.

Security – The system improves the accuracy, consistency, and security of data. Restrictions to data can also be enhanced.

Accuracy: The software have mechanisms to automatically check and report for errors in the data at the entry point, which significantly reduces the need of manual checking for errors.

BRAHMA has the following modules

I. Paper and Teacher Database

This module creates a centralized database that shows the status of all the paper and its teacher(s) in real time. Limited access of this database through BRAHMA has been given to all the faculty members who are required to fill their names against the papers they opt to take for a particular semester.

II. Attendance Sheet Generator

This module generates students list for taking manual attendance. The user needs to select their paper from drop down list and the application auto generates a neatly formatted page with students list, teacher's name, semester, course, month and academic year information.

III. Workload Management System

This module provides a neat interface to prepare the college workload. On submitting the workload through the application, it provides the following information in real time:

- Year wise papers
- Year wise teachers
- Teacher(s) taking a particular paper
- Papers for a particular teacher
- Workload given to other department
- Workload received from other department
- Total classes for a teacher
- Total department workload
- Total teachers required in a department

IV. Time Table Management and Automation

This module enables user to prepare and manage department and college time table. The time table module has the following features:

- For the ease of preparing time table the application sorts the papers and teachers year wise and the user can input the data on a simple interface through drop down menus.
- On submission of the department time table, the individual time table of the teachers as well as laboratory time table is generated automatically.
- It also automatically generates the room wise time table
- The system also shows the availability and occupancy of different rooms of the college in real time which significantly reduces the efforts in assigning room for classes.
- The time table application is linked with the workload management system and checks for mismatch in the two for every teacher. If mismatch is found, an automatic notification is sent to the teacher incharge and the time table convener.
- The module programmatically prepares the time table in a one page printable and downloadable pdf format.
- The module also automatically uploads the time table on college website for students information.

V. Attendance Management System

Daily Attendance Module

This module enables user to mark daily class attendance through a mobile/desktop application. The attendance data is automatically stored in the attendance management system which automatically filters out month wise attendance and make it available to the students through the students attendance portal. The application eliminates the need of manual compilation of month wise attendance and significantly reduces the errors and saves time and effort in attendance compilation.

Monthly Attendance Module

This module enables user to enter students' Monthly attendance manually through a mobile/desktop application. It automatically combines attendance from more than one teacher for a particular paper and also calculates the attendance percentage. The attendance data is saved in a central cloud database that can be accessed by students through an Attendance query portal on the college website.

VI. Internal Assessment Management System

This module enables user to enter Internal Assessment record. It automatically fetches the attendance of the students from the attendance module and calculates the attendance marks from attendance percentage. It automatically generates the final formatted Internal Assessment that can be downloaded in pdf format or sent to email. The system also make the internal assessment available for students through an Internal Assessment query portal on the college website.

VII. Generic Elective Data Management System

This system collects Generic Elective options from students through an online portal and saves it in a central database. The system automatically sorts the students by their merit and GE preferences and allotts them GE subjects based on their merit and preferences. and displays the real time status of the students for various GE subjects that are offered by the college.

VIII. Budget Proposal Module

This module enables user to provide department wise budget proposal. It provides a central platform to submit department budget. The system automatically calculates the total amount under every head and total amount under all the heads of the departments. It automatically compiles and presents the total college budget on a single palatform which greatly reduces the time and effort required in budget preparation.

IX. Mentorship Data Management System

This module consists of a report submission interface and a database for Mentorship Programme under IQAC. The system collects the quarterly report, submitted by the mentors and saves it in a central database. The system automatically sorts and displays sessions held, consolidated students attendance for sessions, mentors – students as well as students – mentor list. Through this module the convener can check status of the report submission anytime.

X. Student Feedback Query System

Through this module user can view and email their feedback given by the students

BRAHMA Dashboard

The dashboard features a header with the BRAHMA logo and navigation icons. Below the header, user information is displayed: User: Dr. Partha S. Pal, Email: parths.pal@bcas.du.ac.in, and Paper: Select. A 'View Time Table' dropdown and a 'Submit' button are also present. A sidebar on the right contains navigation options: Budget, Digitization & Automation, Time Table, Mentorship, and Purchase, each with a plus icon.

Instructions

1. This application can be accessed only by those whose details are present in the Paper - Teacher Database. To give (remove) access to newly appointed (terminated) faculty members, add (remove) their details in the Paper - Teacher Database under [Select Option v](#)
2. Select your paper by putting your INITIALS against your paper in T1, T2, T3 or T4 column in the Paper-Teacher Database under [Select Option v](#). Your papers will be added to the app within an hour.
3. App ID is confidential. Please do not share.
4. Please do not change email ID during semester. If changed, all data associated with previous ID will become inaccessible.

Drop down Paper List

The dashboard is shown with the 'Paper' dropdown menu open. The menu lists the following options: Select, Waves and Optics, Waves and Optics Lab, Mathematical Physics 3, and SEC 2: Applied Optics. The 'View Time Table' dropdown and 'Submit' button are also visible.

Drop down Module List

The dashboard is shown with the 'View Time Table' dropdown menu open. The menu lists the following options: Select Option, Take Attendance, View Attendance, Edit Attendance, Monthly Attendance, Internal Assessment, View Time Table, Mentor Report, Student List, Generic Elective, Student Feedback, Paper-Teacher Database, Last Semester, and Alumni Database. The 'Submit' button and other dashboard elements are also visible.

Department Time Table

Time Table (2021 - 22) Even Semester w.e.f: 07-04-2022											YE AR	Physics 2021-22			
Period	1	2	3	4	5	6	7	8	9						
Day	08:30	09:30	10:30	11:30	12:30	13:30	14:30	15:30	16:30						
MON					WO PSP PHYLAB	WO PSP PHYLAB	ENG SW 24	ENG SW 14			I	Dr. Anand Bharadvaja, AB			
		EMPLAB VB, RMK		ASALAB VB, AJK		GE4LAB AJK					II	Dr. Vandana Batra, VB			
	SM ML 208	SM ML 208	EMTLAB AB, ML		EMT AB 210			D55 HRK 210	D55 HRK 210		III	Dr. Meetu Luthra, ML			
	EMLAB SDK, PSP		WO PSP PHYLAB	WO PSP PHYLAB	GE2TH AB LAB1	GE2TH AB LAB1					I	Dr. Partha S. Pal, PSP			
			GE4TH SDK 109	GE4TH SDK 109	ASALAB VB, HRK		MP3 AJK 209	MP3LAB AJK, HRK			II	Dr. Ramesh Kumar, RMK			
	SM ML 210	SM ML 210	SMLAB AB, ML				D55 HRK 210			III	Dr. Sandeep Kumar, SDK				
TUE	EM SDK 207	EM SDK 207	ENG SW 207*	ENG SW 207*		GE2LAB AJK					I	Dr. Herendra Kumar, HRK			
		ASA VB 210	ASA VB 210	EMPLAB VB, RMK		SECLAB PSP, RMK		MP3LAB HRK, AJK			II	Dr. Ajay Kumar, AJK			
			EMTLAB AB, ML		EMT AB 210	D56 HRK 210	D55 HRK 210			III	Dr. Satyawati, SW				
WED					EMLAB SDK, RMK						I	EM	4	EMT	4
	GE4TH AJK 209	GE4TH AJK 209	GE4LAB SDK		ASA VB LAB 1	ASA VB LAB 1	SECTH RMK LAB1	SECLAB RMK, PSP			II	WO	4	SM	4
		D57 AB LAB1	SMLAB AB, ML		EMT AB 210	EMT AB 210	D56 HRK 210	D56 HRK 210		III	ENG	4	D55	6	
THU	GE2TH ML 114	GE2TH ML 114	GE2LAB ML		WOLAB PSP, SDK							WOLAB	4	DS7	2
		SECTH RMK 210	MP3 PSP 210	MP3 PSP 210	MP3 AJK 210	EMP RMK 210	EMP RMK 210			II	GE2TH	4			
	D56 HRK 210	D57 AB LAB1	DS6LAB VB, HRK					D55 AJK 209	D55 AJK 209	III	GE2LAB	4	EMTLAB	4	
FRI	EM SDK 209	EM SDK 209									I	MP3	4	D55LAB	0
	EMP RMK 210	EMP RMK 210								II	EMP	4	DS6LAB	4	
										III	ASA	4	DS7LAB	0	
SAT											I	SECTH	2		
										II	MP3LAB	4			
										III	EMPLAB	4			
										II	ASALAB	4			
										III	SECLAB	4			
											IV	GE4TH	4		
												GE4LAB	4		

Individual Time Table

BRAMA													
Time Table													
Period	1	2	3	4	5	6	7	8	9	DE	2021 - 22		
Day	08:30	09:30	10:30	11:30	12:30	13:30	14:30	15:30	16:30	PT	Teacher		
MON					WO PHYLAB	WO PHYLAB					Dr. Partha S. Pal		
TUE	EMLAB	EMLAB	WO PHYLAB	WO PHYLAB							Paper	Classes	
WED						SECLAB	SECLAB				WO	4	
THU								SECLAB	SECLAB		EMLAB	2	
FRI			MP3 210	MP3 210	WOLAB	WOLAB	WOLAB	WOLAB			WOLAB	4	
SAT		O D	F A	F Y		D O	A F	Y F			MP3	2	
											SECLAB	4	
											TOTAL	16	

Real Time Room Status

PERIOD	1	2	3	4	5	6	7	8	9										
DAY	ROOM	08:30	09:30	10:30	11:30	12:30	13:30	14:30	15:30	16:30									
MONDAY	19	0	1	CS	1	FT	1	BMS	1	BMS	1	HC	1	HC	1	HC			
	22	0	1	CS	1	CS	0		0		1	CS	1	CS	0	0			
	24	0	1	FT	1	FT	1	CHEM	1	ZOO	0		1	PHY	1	PHY	0		
	25	0	1	BOT	1	BOT	1	MB	0		1	MB	1	MB	0	0			
	109	1	ZOO	1	ZOO	1	ZOO	1	ZOO	0			0		0	0			
	112	1	BMS	1	BMS	1	CS	0		0		1	PHY-ED	1	PHY-ED	0	0		
	113	1	PS	1	PS	1	PS	1	BOT	0			0		0	0			
	114	1	ELEC	1	ELEC	1	PS	1	PS	0		1	PS	1	PS	0	0		
	115	1	CS	1	CS	1	BMS	1	BMS	1	BMS	1	MATHS	1	MATHS	0	0		
	116	0		1	MB	1	INS	1	INS	1	CHEM	1	ZOO	1	ZOO	1	ZOO	1	ZOO
	207	1	BOT	1	BOT	1	INS	1	INS	0		1	MATHS	1	MATHS	1	MATHS	0	
	208	1	PHY	1	PHY	0		1	MB	1	MB	0		0		0		0	
	209	1	ELEC	1	ELEC	1	INS	1	INS	1	ELEC	1	ELEC	0		0		0	
	210	0		1	ZOO	1	ZOO	0		1	PHY	0		1	PHY	1	PHY	0	
PP	0		0		0		0		0		0		1	FT	1	FT	0		

Daily Attendance Module

Mathematical Physics 3

B.Sc. (Hons) Physics
Semester: 4, Year: 2021-22

Teacher(s)	Initial	Classes
• Dr. Partha S. Pal	PSP	19
• Dr. Ajay Kumar	AJK	14

Information

1. Attendance submitted here will be automatically uploaded on college website at the end of the month.

Error(s)

1. Duplicate entries

Attendance Exit Application

Date*

Classes Held*	2	1	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	2	1	0
2007001 Abhishek Kumar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2007002 Abhishek Prashant	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2007003 Adil Ansari	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2007004 Adreeja Goswami	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

BRAHMA

Edit Attendance

• Click on the date, which you want to edit.
• To remove a full day attendance, change "Classes Held" to "0".

Mathematical Physics 3

S.No.	Date	Classes	Teacher	Status
1	FRI, 07-01-2022	1	PSP	✓
2	FRI, 14-01-2022	1	PSP	✓
3	FRI, 21-01-2022	2	PSP	✓
4	FRI, 28-01-2022	2	PSP	✓
5	FRI, 04-02-2022	2	PSP	✓
6	FRI, 11-02-2022	2	PSP	✓
7	FRI, 18-02-2022	2	PSP	✓
8	FRI, 25-02-2022	2	PSP	✓
9	FRI, 04-03-2022	1	PSP	✓
10	FRI, 11-03-2022	2	PSP	✓
11	FRI, 25-03-2022	2	PSP	✓

Paper: Mathematical Physics 3

Duplicate Entries*:

Date	Held	Submitted by
25/2/22	1	Dr. Ajay Kumar
25/2/22	2	Dr. Partha S. Pal
4/3/22	1	Dr. Ajay Kumar
4/3/22	1	Dr. Partha S. Pal
11/3/22	1	Dr. Ajay Kumar
11/3/22	2	Dr. Partha S. Pal
25/3/22	1	Dr. Ajay Kumar
25/3/22	2	Dr. Partha S. Pal

Internal Assessment and Generic Elective Module

Mathematical Physics 1

Name: Dr. Partha S. Pal
Course: B.Sc.(Hons) Physics
Semester: 1

Information Days left - 52

1. Please click on **Marks** to reveal space for entering third Assignment/Test Marks. •
2. Third assignment marks (if entered) will be averaged with the second. •
3. Internal Assessment submitted here will be automatically uploaded on college website. ••
• for theory and SEC papers •• for theory papers

Export Exit Application

	Marks	Attendance	Total
	25	25	%
1 2107001 Anand	22	22	22
2 2107002 Aniket Mukherjee	22	22	22
3 2107003 Anupama M	25	14	20
4 2107004 Atul Singh Negi	24	15	20
5 2107005 Ayush Pal	—	—	0
6 2107006 Ayush Singh	24	20	22
7 2107007 Divyank Khajuria	—	—	0
2107008	—	—	—

BRAHMA

Generic Elective

GE1 GE3 Select

Generic Elective 1

Physics		Electricity and Magnetism		8 7/1/0/0/0	
S.No.	Roll No.	Name	Result (f)	Course/Pref	
1	2102020	Eshita Yadav	0.976864	CS / 1	
2	2102030	Kanwaljeet	0.976864	CS / 1	
3	2103046	Amit	0.976000	ELEC / 2	
4	2102005	Aman Yadav	0.971722	CS / 1	
5	2102031	Kapil Dev	0.958869	CS / 1	
6	2103049	Ashish Kumar	0.866667	ELEC / 1	
7	2103052	Gitanish Kanwaria	0.762667	ELEC / 1	
8	2103061	Niti Kumari	0.640000	ELEC / 1	

Sem	Paper	Teacher(s)	T1	T2	T3	T4	Physics	2021 - 22	
2	Electricity and Magnetism	Dr. Sandeep Kumar	SDK				To access IA and Attendance Modules, please enter your initials from the list below in T1, T2, T3, T4 column. Add initials, name and gmail if not present below.		
	Waves and Optics	Dr. Partha S. Pal	PSP						
	English								
	Electricity and Magnetism Lab	Dr. Ramesh Kumar, Dr. Sandeep Kumar	RMK	SDK					
	Waves and Optics Lab	Dr. Partha S. Pal, Dr. Sandeep Kumar, Dr. Ramesh Kumar	PSP	SDK	RMK				
4	Mathematical Physics 3	Dr. Partha S. Pal, Dr. Ajay Kumar	PSP	AJK			Initial	Name	BCAS / Gmail ID
	Elements of Modern Physics	Dr. Ramesh Kumar	RMK				AB	Dr. Anand Bharadvaja	anand.bharadvaja@bcas.du.ac.in
	Analog Systems and Applications	Dr. Vandana Batra	VB				PSP	Dr. Partha S. Pal	parths.pal@bcas.du.ac.in
	SEC2: Applied Optics	Dr. Ramesh Kumar	RMK				VB	Dr. Vandana Batra	vandana.batra@bcas.du.ac.in
	Mathematical Physics 3 Lab	Dr. Herendra Kumar, Dr. Ajay Kumar	HRK	AJK			ML	Dr. Meetu Luthra	meetu.luthra@bcas.du.ac.in
	Elements of Modern Physics Lab	Dr. Vandana Batra, Dr. Ramesh Kumar	VB	RMK			RMK	Dr. Ramesh Kumar	ramesh.kumar@bcas.du.ac.in
	Analog Systems and Applications Lab	Dr. Vandana Batra, Dr. Herendra Kumar	VB	HRK			SDK	Dr. Sandeep Kumar	sandeep.kumar@bcas.du.ac.in
	SEC2 Lab: Applied Optics	Dr. Ramesh Kumar, Dr. Partha S. Pal	RMK	PSP			HRK	Dr. Herendra Kumar	harendra.kumar@bcas.du.ac.in
6	Electromagnetic Theory	Dr. Anand Bharadvaja	AB				AJK	Dr. Ajay Kumar	ajay.kumar.phys@gmail.com
	Statistical Mechanics	Dr. Meetu Luthra	ML						
	DSE3: Classical Dynamics	Dr. Herendra Kumar, Dr. Ajay Kumar	HRK	AJK					
	DSE3: Nano Materials and Applications	Dr. Herendra Kumar	HRK						
	DSE4: Dissertation	Dr. Anand Bharadvaja	AB						
	Electromagnetic Theory Lab	Dr. Anand Bharadvaja, Dr. Meetu Luthra	AB	ML					
	Statistical Mechanics Lab	Dr. Anand Bharadvaja, Dr. Meetu Luthra	AB	ML					
	DSE3 Lab: Classical Dynamics								
	DSE3 Lab: Nano Materials and Applications	Dr. Herendra Kumar, Dr. Vandana Batra	HRK	VB					
	DSE4 Lab: Dissertation								
GE2 TH	Elements of Modern Physics								
GE2 LAB	Elements of Modern Physics								
GE4 TH	Thermal Physics and Statistical Mechanics	Dr. Sandeep Kumar, Dr. Ajay Kumar	SDK	AJK					
GE4 LAB	Thermal Physics and Statistical Mechanics	Dr. Sandeep Kumar, Dr. Ajay Kumar	SDK	AJK					

Attendance Database

Mentorship report submission status

ERR		FEB											
Name:	Dr. Partha S. Pal, Dr. Ajay Kumar	Semester:	4	Year:	2021-22								
Paper:	Mathematical Physics 3	Course:	B.Sc. (Hons) Physics										
S.No.	Roll No.	February										Total	
		TUE	FRI	TUE	FRI	FRI	TUE	FRI	FRI	TUE	FRI	FRI	
Teacher ⇒		AJK	PSP	AJK	PSP	PSP	AJK	PSP	AJK	PSP	AJK		
Held ⇒		2	2	2	2	2	1	2	1	2	1	14	
1	2007001	Abhishek Kumar				2			1	2	1	6	
2	2007002	Abhishek Prashant	2	2			2	1				8	
3	2007003	Adil Ansari											
4	2007004	Adreeja Goswami		2	2	2			1			7	
5	2007005	Akshay		2			1		1			4	
6	2007006	Alik Mondal								2	1	3	
7	2007007	Aman Negi	2	2	2	2			1	2	1	12	
8	2007008	Ankit Kaushik		2		2	2	1	2	1	2	10	
9	2007009	Ankit Kumar	2	2	2	2	2	1	2	1	2	14	
10	2007010	Ankush Kumar				2			1	2	1	6	
11	2007012	Deepak Jakhar	2	2	2	2	2	1	2	1	2	14	

Click DD/MM to view individual report

Mentorship Report Submission Status

Academic Year: 2021-22

TOTAL	SUBMITTED (✓)	84	82	9	1	Q-III (x)
87	NOT SUBMITTED (x)	3	5	78	86	Q-III/IV (✓)

S.No.	Mentors	Quarter I	Quarter II	Quarter III	Quarter IV	Total
1	BCHEM: Dr. Anita Sondhi	✓ 01/11	✓ 26/01	x	x	2
2	BMS: Dr. Kapil Roy	✓ 12/10	✓ 27/01	x	x	2
3	BMS: Dr. Neha Singh	✓ 05/11	✓ 30/01	x	x	2
4	BMS: Dr. Shivani G Varmani	✓ 05/11	✓ 30/01	x	x	2
5	BMS: Dr. Shubhra Barwa	✓ 05/11	✓ 30/01	x	x	2
6	BMS: Dr. Shvetambri Arora	✓ 31/10	✓ 30/01	x	x	2
7	BMS: Dr. Uma Chaudhry	✓ 12/10	✓ 30/01	x	x	2
8	BMS: Dr. Uma Dhawan	✓ 25/10	✓ 29/01	x	x	2
9	BOT: Dr. Gurumayum Suraj Sharma	✓ 05/11	✓ 30/01	x	x	2
10	BOT: Dr. J. Dinakaran	✓ 01/11	✓ 30/01	x	x	2
11	BOT: Dr. Julie Thakur	✓ 05/11	✓ 30/01	x	x	2
12	BOT: Dr. N. S. Abbas	✓ 05/11	✓ 30/01	x	x	2
13	BOT: Dr. Salam Sonia Devi	✓ 02/11	✓ 30/01	x	x	2
14	BOT: Dr. Shikha Srivastava	✓ 28/10	✓ 29/01	x	x	2
15	BOT: Dr. Sujata Bhardwaj	✓ 05/11	✓ 30/01	x	x	2
16	CHEM: Dr. Bholey Singh	✓ 13/10	✓ 26/01	x	x	2
17	CHEM: Dr. Lalit Kapur	✓ 14/01	✓ 27/01	x	x	2
18	CHEM: Dr. Manjeet Singh	✓ 17/12	✓ 30/01	x	x	2
19	CHEM: Dr. Sampat Singh Chauhan	✓ 30/09	✓ 14/01	x	x	2
20	CHEM: Dr. Shailja Singh	✓ 01/12	✓ 16/01	x	x	2
21	CHEM: Dr. Swati Gupta	✓ 31/10	✓ 31/01	x	x	2
22	CHEM: Dr. Vijay Kumar	✓ 28/10	✓ 15/01	x	x	2
23	CS: Bhavya Deep	✓ 31/10	✓ 30/01	x	x	2
24	CS: Dr. Asha	✓ 30/01	✓ 30/01	x	x	2
25	CS: Dr. Sangeeta Srivastava	✓ 25/10	✓ 28/01	x	x	2
26	CS: Jayant Sharma	✓ 13/11	✓ 28/01	x	x	2
27	CS: Manu Kataria	✓ 14/11	x	x	x	1
28	CS: Parveen Kumar	✓ 31/10	✓ 30/01	x	x	2
29	CS: Seema	✓ 31/10	✓ 30/01	x	x	2
30	ELEC: Aarti Malyan	✓ 26/10	✓ 24/01	x	x	2
31	ELEC: Dr. Amit Kumar	✓ 31/10	✓ 24/01	x	x	2

Student feedback for teacher

FB 67% ↑ FB 67% ↓

PHY: Dr. Partha S. Pal

*Feedback of students with attendance 67% or above for odd semester 2021-22

FEEDBACK	Sincerity/Commitment	Interest Generated	Accessibility	Preparation	Communication	Encouragement
Average	4.77	4.15	4.62	4.15	4.31	4.38
Serial No.	Selected Feedback - 13			Total Feedback - 19		
1	5	2	3	2	2	4
2	5	3	5	3	5	3
3	5	5	5	5	5	5
4	5	5	5	5	5	5
5	5	4	5	4	5	5
6	5	4	5	5	4	4
7	5	5	5	5	5	5
8	3	3	3	3	2	3
9	4	4	4	3	4	4
10	5	5	5	5	5	5
11	5	4	5	4	4	4
12	5	5	5	5	5	5
13	5	5	5	5	5	5

*Attendance as per submission by the department through attendance module.

BCAS Event Automation and Management System BEAMS

This is a cloud based application for participant registration and feedback for various workshop/seminars organized by the college. The system automatically sorts the data event wise and makes it available to IQAC for analysis.

BEAMS have the following modules

1. Registration

Through this module participant can register for an event. Upon registration the module automatically emails the participant all the details of the event such as event brochure, schedule, webinar link, feedback link etc.

2. Feedback

Through this module participant can provide feedback for the event they attended. It also provides them the option to generate their participation e-certificate if the organizer have enabled it.

3. Attendance

This module enables the user to mark attendance of the participants

4. Certification

This module enables the organizer to create a e-certificate template. If the certification is enabled, a participant can generate their e-certificate automatically

5. Communication

This module enables the organizer to quickly email information or e-certificate to all/selected participants with one single click without the need to manually entering email ids.

6. Analytics

This module provides event summary such as number of registrations, number of attendees, number of feedback provided, average feedback in different categories, summary of feedback etc.

BEAMS Event Organizer's Interface

The screenshot displays the BEAMS Event Organizer's Interface. At the top, the logo 'BEAMS' is centered, with 'powered by Google' underneath. Below this, there are several icons: a Google logo, a QR code icon, and a settings gear icon. The main content area features a 'User' field with the name 'Dr. Partha S. Pal' and an 'Email' field with the address 'parths.pal@bcas.du.ac.in'. At the bottom, there is a dropdown menu labeled 'Existing Event' with a 'Submit' button to its right. The dropdown menu is open, showing three options: 'Select Option', 'New Event', and 'Existing Event'.

BEAMS Event Participant's Interface

The screenshot displays the BEAMS Event Participant's Interface. At the top, the logo 'BEAMS' is centered, with 'powered by Google' underneath. Below this, there are several icons: a document icon, a speech bubble icon, and a refresh icon. The main content area features an 'Event' field with the text 'Select Upcoming Event' and a dropdown arrow. Below this is an 'Email' field with the placeholder text 'Enter email'. At the bottom, there is a dropdown menu labeled 'Select Option' and a 'Submit' button to its right.

BEAMS Attendance Module

S.No.	Email	Name	Reg. ID	Valid Ids	Present	Feedback	Certificate
1	vishwamangal611@gmail.com	Vishwamangal	QSEQQ51				
2	shubhra.barwa@bcas.du.ac.in	Dr. Shubhra Barwa	QSEQQ52				
3	saqubahmed657@gmail.com	Ms Saqub Ahmed	QSEQQ53				
4	twinklepopli154@gmail.com	Twinkle	QSEQQ54				
5	vaibhavsejwal4@gmail.com	Vaibhav Sejwal	QSEQQ55				
6	chatterjeeapoorva989@gmail.com	Apoorva Chatterjee	QSEQQ56				
7	mansisaxena70@gmail.com	Mansi saxena	QSEQQ57				
8	kumarashish836824@gmail.com	Ashish Kumar	QSEQQ58				
9	shkshjoshi@gmail.com	Sakshi	QSEQQ59				
10	yadvshivanand1717@gmail.com	Shivanand Yadav	QSEQQ510				
11	abhayofficial350@gmail.com	Abhay Roy Barman	QSEQQ511				
12	naitikchaohan017@gmail.com	Naitik Chauhan	QSEQQ512				
13	preeti.yadav17july@gmail.com	Preeti Yadav	QSEQQ513				
14	manurao241202@gmail.com	Manpreet	QSEQQ514				
15	vishalkeshri2001@gmail.com	Vishal Keshri	QSEQQ515				
16	anubhavdwivedi024@gmail.com	Anubhav Dwivedi	QSEQQ516				
17	nitikumari490@gmail.com	Niti Kumari	QSEQQ517				
18	apoorva0311999@gmail.com	Apoorva	QSEQQ518				
19	suresh77@bcas.du.ac.in	Suresh Kumar	QSEQQ519			4 4	✓
20	talktokvsharma22@gmail.com	Keshav Sharma	QSEQQ520				
21	neha25sangwan@gmail.com	Neha	QSEQQ521			5 5	✓
22	dikshant1555@gmail.com	Dikshant Thakur	QSEQQ522				

BEAMS Communication module

S.No.	Email	Name	Reg. ID	Quick Select
1	vishwamangal611@gmail.com	Vishwamangal	QSEQQ51	
2	shubhra.barwa@bcas.du.ac.in	Dr. Shubhra Barwa	QSEQQ52	
3	saqubahmed657@gmail.com	Ms Saqub Ahmed	QSEQQ53	
4	twinklepopli154@gmail.com	Twinkle	QSEQQ54	
5	vaibhavsejwal4@gmail.com	Vaibhav Sejwal	QSEQQ55	
6	chatterjeeapoorva989@gmail.com	Apoorva Chatterjee	QSEQQ56	
7	mansisaxena70@gmail.com	Mansi saxena	QSEQQ57	
8	kumarashish836824@gmail.com	Ashish Kumar	QSEQQ58	
9	shkshjoshi@gmail.com	Sakshi	QSEQQ59	
10	yadvshivanand1717@gmail.com	Shivanand Yadav	QSEQQ510	
11	abhayofficial350@gmail.com	Abhay Roy Barman	QSEQQ511	
12	naitikchaohan017@gmail.com	Naitik Chauhan	QSEQQ512	
13	preeti.yadav17july@gmail.com	Preeti Yadav	QSEQQ513	
14	manurao241202@gmail.com	Manpreet	QSEQQ514	
15	vishalkeshri2001@gmail.com	Vishal Keshri	QSEQQ515	
16	anubhavdwivedi024@gmail.com	Anubhav Dwivedi	QSEQQ516	
17	nitikumari490@gmail.com	Niti Kumari	QSEQQ517	
18	apoorva0311999@gmail.com	Apoorva	QSEQQ518	
19	suresh77@bcas.du.ac.in	Suresh Kumar	QSEQQ519	
20	talktokvsharma22@gmail.com	Keshav Sharma	QSEQQ520	
21	neha25sangwan@gmail.com	Neha	QSEQQ521	
22	dikshant1555@gmail.com	Dikshant Thakur	QSEQQ522	
23	jatrupendra@gmail.com	Rupendra Singh Jat	QSEQQ523	

Select participants to email Quick Select = Pending Present Absent

Please specify subject*

Add email(s) separated by comma

Please type your message here

select text paste link

Event Analytics

Event Building Emotional Agility Analytics View

Organizer's ID: QSEQQS

Organizer(s):	NAAC Committee				
Event Name:	Building Emotional Agility				
Date & Time	08/03/2022 11:00 — 10/03/2022 13:00				
Total Registrations:	158	Attendance:	78	Certificate:	10
Gender:	Male: 55/109	Female:	23/49		
Category:	GEN: 43/84	OBC: 18/47	SC: 15/21	ST: 1/3	
Place:	Delhi/NCR: 60/108	Other:	18/50		
College/Department:	BCAS: 77/139	Other:	1/19		
University/Institute:	DU: 78/143	Other:	0/15		

Feedback

	Speaker	Interest Generated	Lecture Content	Interacting Skills	Subject Knowledge	Overall Rating
10	Average	4.53	4.40	4.53	4.60	4.60
	Organizer	Event Relevance	Schedule & Hospitality	Content Satisfaction	Encouragement	Overall Rating
	Average	4.60	4.47	4.47	4.47	4.60

Standard Operating Procedure for Swachhta and e-Waste Management Committee

Swachhta and e-Waste Management Committee is a duly constituted committee whose members are decided in staff council of the college every year.

Objective

The purpose of the committee is to maintain and improve current cleanliness levels at Bhaskaracharya College of Applied Sciences, University of Delhi. The primary way to achieve the same is through inculcating good sanitation and hygiene practices in employees and students.

Responsibilities

- Ensure a clean environment for students and its staff through proper selection of agencies required for the job. This is done with the active involvement of BCAS Administration (Office).
- Regular surprise inspection of the premises to ensure compliance with the SOP.
- Attain and maintain high standards of cleanliness and general upkeep.
- Monitor official records on staffing, cleaning materials and equipment (through BCAS Administration).
- Cleaning standards, frequency and accountability for cleaning are defined i.e., who cleans, what and how do they clean and when do they clean it (through BCAS Administration).
- Cleaning schedules ensure that no area is missed from routine cleaning.
- To establish/renew MoU for management of e-Waste of the college.
- Statutory requirements are met as per different circulars received from Ministry of Education and other statutory bodies.
- Spread Cleanliness awareness among students and staff of the college by organizing various seminars/webinars, competitions, poster designing and similar activities. Every year, swachhta pledge is also organized by all departments and sections of the college on a common date.