



# भास्कराचार्य कॉलेज ऑफ अप्लाइड साइंसेस

(दिल्ली विश्वविद्यालय)

शासी निकाय की 108वीं बैठक का कार्यवृत्त

तिथि : 27/02/2026  
समय : 12:15 दोपहर  
स्थान : हाइब्रिड मोड (ऑनलाइन एवं ऑफलाइन)

## **BHASKARACHARYA COLLEGE OF APPLIED SCIENCES (UNIVERSITY OF DELHI)**

### **MINUTES FOR THE 108th MEETING OF THE GOVERNING BODY**

**DATE** : 27/02/2026  
**TIME** : 12:15 p.m.  
**VENUE** : Hybrid mode (Online & Offline)

सैक्टर-2, फेस -I, द्वारका, नई दिल्ली -110075 (भारत)  
Sector-2 , Phase-I, Dwarka, New Delhi-110075 (INDIA)



## **CONFIRMED MINUTES OF 108th MEETING OF THE GOVERNING BODY, BCAS**

An emergent 108th meeting of the Governing Body (GB) of Bhaskaracharya College of Applied Sciences (BCAS) was held on Friday, the 27th February 2026 at 12:15 p.m. in hybrid mode. The following members attended the meeting:

1. Prof. Radhey Shyam Sharma - University Representative  
Professor & Head  
Department of Environmental Science, DU
2. Prof. Rajesh - University Representative  
Sr. Professor  
Department of Continuing Education and Extension, DU
3. Prof. Uma Chaudhry - Teacher Representative  
Professor  
Department of Biomedical Science, BCAS
4. Dr. Shivani G Varmani - Teacher Representative  
Associate Professor  
Department of Biomedical Science, BCAS
5. Sh Bahadur Singh - Non-Teaching Representative  
Laboratory Assistant  
Department of Electronic Science, BCAS
6. Prof. Avneesh Mittal - Member Secretary  
Principal (Offg.)  
BCAS

Ms. Ira Sharma, Section Officer (Administration), BCAS, attended the meeting as a Special Invitee.

At the onset of the meeting, the Member Secretary formally welcomed the newly appointed members of the Governing Body and placed on record sincere appreciation for the valuable contribution made by the outgoing University Representative (UR) Prof. Subhash Anand, who served as Chairman, Governing Body of BCAS from 25th February 2025 to 24th February 2026. The Member-Secretary acknowledged his guidance, advice and continued co-operation in the development and progress of the College during his tenure.



The Member-Secretary further informed the Governing Body that, with the completion of the term of the earlier Chairman, the election of a new Chairman and Treasurer was required. He accordingly requested Prof. Rajesh to act as Pro-tem Chairman of the Governing Body for the purpose of conducting the election of the Chairman, Governing Body.

**ITEM NO. 108/1 : Report of the Principal**

- (i) The member secretary briefed the House regarding the infrastructural projects currently being executed by the PwD viz; the sewer pipeline work, Annual Repair and Maintenance Operations (ARMO) - Civil and ARMO Electrical and the construction of College main gate etc.
- (ii) The Member Secretary further informed that certain proposals are pending with the DHE, including the proposal for six porta cabins to be used as classrooms and the proposal for revision of the electrical panels.
- (iii) The college has recently organized and celebrated its Cultural Fest “Srijan 2026”, the Annual Alumni Meet, the Annual Sports meet “Spardha-2026”, National Science Day, various Departmental Technical Fests and the two days National conference “IMPACT-2026” sponsored by the Ministry of Ayush. The home examinations for the Even Semester are scheduled to be held in the third week of March 2026.
- (iv) With the approval of the University of Delhi vide their letter dated 08/08/2025 & 17/01/2026, the College has transferred an amount of ₹ 99,67,521/- & Pro-rata Gratuity of ₹ 25,00,000/- in r/o Prof. Manoj Kumar Khanna for the service rendered by him at BCAS from 24/09/1997 to 18/10/2023 before his joining as Professor, Department of Electronic Science, University of Delhi South Campus,



**ITEM NO. 108/2 : Confirmation of Minutes of the 107th meeting of GB**

The draft minutes of the 107th meeting of the Governing Body (GB), held on 3rd November 2025, were circulated to all the Hon'ble members of GB on 03-11-2025 for their approval.

The Hon'ble members have conveyed their approval of the aforesaid minutes of the Governing Body. Accordingly, the minutes of the 107th meeting of the Governing Body are taken on record as confirmed minutes.

**ITEM NO. 108/3 : REPORTING ITEMS**

**(A) Re-appointment of University Representative(s) in the Governing Body of the College.**

The Members of the Governing Body noted that the Hon'ble Vice-Chancellor, University of Delhi, has been pleased to re-appoint Sr. Prof. Rajesh, Department of Continuing Education and Extension, University of Delhi, as the University Representative on the Governing Body of the College under Statute 30(1)(c)(i) of the University of Delhi.

The re-appointment is effective from 25.02.2026 and shall remain valid upto the date of his superannuation i.e. 31/05/2026 as conveyed vide letter No. CS-I/(108)/UR/BCAS/2025/247-2 dated 20/02/2026..

**(B) Appointment of University Representative(s) in the Governing Body of the College.**

The Members of the Governing Body noted that the Hon'ble Vice-Chancellor, University of Delhi, has been pleased to appoint Prof. Radhey Shyam Sharma, Department of Environmental Studies, University of Delhi, as the University Representative on the Governing Body of the College under Statute 30(1)(c)(i) of the University of Delhi.

The appointment is effective from 25/02/2026 for a period of one year, as conveyed vide letter No. CS-I/(108)/UR/BCAS/2026/247-1 dated 20/02/2026.



**(C) Appointment of Teacher's Representative(s) in the Governing Body of the College.**

The Hon'ble Vice Chancellor, University of Delhi, has been pleased to approve the name of Dr. Shivani G Varmani, Associate Professor, Department of Biomedical Science, BCAS, as Teacher's Representative on the Governing Body of the College with effect from 01/02/2026 for a period of one year. The approval has been conveyed vide approval No. CS-I/(108)/ TR/BCAS/2025/2305 dated 14/01/2026.

**(D) Report of the Committee regarding the Framing of Comprehensive Guidelines for the Appointment and Rotation of Teacher in Charge across various Departments of the College** [Annexure "A"](#)

The members of the Governing Body noted that the then Chairman, Governing Body, had constituted a Committee to recommend comprehensive guidelines for the appointment and rotation of Teacher-in-Charge across various Departments of the College, vide Office Order No. BCAS/17(13)/TIC/2025/1183 dated 30th October 2025. The Committee comprised the following members:

- |                              |   |          |
|------------------------------|---|----------|
| 1. Prof. N.S. Abbas          | - | Convener |
| Senior Faculty Member, BCAS  |   |          |
| 2. Prof. Eram S Rao          | - | Member   |
| Coordinator, IQAC, BCAS      |   |          |
| 3. Dr Neeru Sharma           | - | Member   |
| Teacher's Representative, GB |   |          |

The Member Secretary informed the house that the Committee had submitted its report to the then Chairman, Governing Body who has approved the report and as directed it is placed before the Governing Body.

After due consideration and discussion, the Governing Body accepted the recommendations of the Committee and resolved to implement the same from the forthcoming cycle of the college.

(E) The house takes a note of the various resolutions approved via circulation as per details below:-

- (i) PWD Proposals for onward submission to DHE for E/S



Proposal/Work (1)	GB Approval (2)	A/A by DHE for mentioned in column 1 (3)	Submitted to DHE for E/S for PWD proposal mentioned in column 1 (4)
Providing internal electrical works in the construction of six (06) porta cabins at BCAS	GB resolution 108/2 -	₹. 7,63,252/-	₹. 7,63,252/-
Providing and replacement of fire-fighting system at BCAS	GB resolution 108/3	₹28,85,740/-	₹19,26,617/-
ARMO EI & Fans, pumps, F/F & F/A, compound lights, DG sets, Intercom, P.A. system etc., for F.Y. 2025-26 at BCAS with three parts as mentioned below	GB resolution 108/4	₹. 31,56,766/-	₹21,13,068.64/-
(a) ARMO EL & fans, pump set, intercom, PA system & operation of DG set)		(a) ₹. 25,86,534/-	(a) ₹.16,72,712/-
(b) Comprehensive maintenance of 180 KVA DG set)-( also as independent resolution GB108/1)		(b) ₹. 2,36,160/-	(b) ₹. 2,33,232/-
(c) Comprehensive maintenance of AC's		(c) ₹. 3,34,072/-	(c) ₹.2,07,124.64/-

(ii) Proposal to procure the Wrist watches

The Members of the Governing Body noted that, vide Letter No. CB-III/Circular/2025/Vol.II/226 dated 28.04.2025 issued by the Deputy Registrar (Colleges), University of Delhi, the University authorities had decided, as part of the Centenary Year celebrations, to gift wrist watches to each of the employees working or retired from University services during the Centenary Year, i.e., from 01.05.2022 to 30.06.2023, in order to make the occasion memorable.



The proposal was deliberated upon in detail by the Governing Body and was initially deferred under GB Resolution No. 105/5(C) to seek further clarification. Upon receipt of the requisite clarifications, it was resolved to procure the recommended models, as specified below, through the GeM portal only, for the eligible staff strength:

- (a) Model - HMT Plus JGSS 08 Roman white - (for Gents)
- (b) Model - HMT Utsav BLN 02 IPRG - (for Ladies)

The aforesaid proposal was subsequently approved via by the Governing Body through circulation and the procurement process has been initiated accordingly.

(iii) The house took on record the approval of the Governing Body resolution regarding the sanction of the Students' Fund, to cater to the requirements of the UGCF curriculum as an additional grant for the Financial Year 2025-26.

- (a) ₹ 15.0 Lakhs for lab equipment
- (b) ₹ 2.0 Lakhs for library books.

**ITEM NO. 108/4 : Election of the Chairman, Governing Body**

Under Ordinance XVIII 3(3) of the University of Delhi, the election of the Chairman of the Governing Body was taken up. Prof Rajesh proposed the name of Prof. Radhey Shyam Sharma for the position of Chairman, Governing Body, and the proposal was seconded by Prof. Avneesh Mittal.

Prof. Radhey Shyam Sharma was unanimously elected as Chairman, Governing Body of BCAS.

**ITEM NO. 108/5 : Appointment of Treasurer**

Under Ordinance XVIII 4(1) of the University of Delhi, Prof. Radhey Shyam Sharma nominated Sr. Prof. Rajesh for appointment as Treasurer of the Governing Body.

Sr. Prof. Rajesh was appointed as Treasurer of the Governing Body.



**ITEM NO. 108/6 : Item under consideration**

**(A) Revision of Fees from the academic year 2026-27**

The members of the GB noted that, vide Notification No. Acad.I/Fee/2026-27/02 dated 02/01/2026, University of Delhi has revised the University component of the program fee under the specified heads for the students seeking admission in the University/Colleges for the academic year 2026-27.

S. No	Particulars	Fees Structure for the academic session 2026-27 (₹)	Previous Structure (₹)	Difference (₹)
1	University Development Fund*	1750/-	1500/-	250/- (+)
2	University Facilities and Services Charges*	1750/-	1500/-	250/- (+)
3	Economically Weaker Section Support University Fund*	300/-	250/-	50/- (+)
4	University Student Welfare Fund*	300/-	250/-	50/- (+)

**\*To be remitted to the University by the college**

The members of the Governing Body, after due deliberation, accorded their approval for the revision of the fees to be charged from students with effect from the academic year 2026-27, as per the aforementioned DU Notification. Accordingly, the revised fee structure for all eleven Undergraduate Programmes for students taking admission to BCAS from the academic year 2026-27 shall be ₹ 29,025/- only.

**The minutes were confirmed in the meeting itself.**

**The meeting ends with a thanks to all present during the meeting.**

**Member-Secretary**

Annexure "A"

January 2, 2026

**The Principal**  
Bhaskaracharya College of Applied Sciences  
University of Delhi  
Delhi-110 075

**Subject:** Submission of the report of the committee regarding the framing of comprehensive guidelines for the appointment and rotation of Teacher in Charges across various Departments of the college as notified via office order dated October 30, 2025.


Sir,

This is in reference to the aforesaid committee constituted by the Hon'ble Chairman Governing Body

After due deliberations and discussions in the committee, recommendations have been drafted and submitted herewith as SOP. All possible cases have been thought to the best of our beliefs and included in the proposed SOP to strengthen institutional governance, ensure accountability and promote academic excellence within the college in addition to ensure consistency and equity within and across the departments.

The above recommendations are submitted via the attached SOP for onward submission to the Chairman, Governing Body of BCAS for his consideration and approval and further necessary action, if any.

Thanking you and With regards,

  
Prof. N. S. Abbas  
Convener

fed to the Chairman GB for consideration  
and approval.  
Approved ✓ To be put in next GB  
meeting.  
Chairman GB



f. No.....

Date: .....

## Report on Guidelines and Standard Operating Procedure (SOP) for Appointment of Teacher-in-Charge (TIC)

The objective of the committee is to establish uniform, fair and transparent guidelines for the appointment of Teacher-in-Charge (TIC) across all departments of Bhaskaracharya College of Applied Sciences (BCAS). The implementation of these guidelines aims to strengthen institutional governance, ensure accountability and promote academic excellence within the College.

Bhaskaracharya College of Applied Sciences (BCAS), established in 1995, is a constituent College of the University of Delhi (or University). Since its inception, the College has consistently upheld the principles of fairness, transparency and strict adherence to University rules and regulations in both academic and administrative functioning.

In coherence with these principles, BCAS recognizes the need for a well-defined standardized procedure governing the appointment of Teacher-in-Charge (TIC) to ensure consistency and equity across the departments.

### Role of the Teacher-in-Charge and the Need for Uniform Appointment Guidelines

The role of Teacher-in-Charge (TIC) is pivotal to the effective functioning of departments in Colleges of the University of Delhi. The TIC is entrusted with a combination of various administrative responsibilities and academic leadership, including the coordination of teaching - learning activities, student mentoring along with other colleagues, facilitation of departmental operations, and coordination with the College administration etc. Considering the significance of this role and its multiple responsibilities, it is important that the appointment of TICs be guided by a structured, transparent, and rule-based mechanism.

Establishing uniform guidelines ensures that the appointment process for TICs is predictable, equitable, and aligned with institutional and University norms, thereby fostering trust and institutional harmony.

The formulation of the SOP for appointment of TICs at BCAS is grounded in the following University regulations and resolutions:

#### 1. University of Delhi Ordinance XXIII:

This ordinance governs the appointment of Heads of Departments and emphasizes the **principle of rotation**. BCAS adopts this principle in spirit for the appointment of its TICs, ensuring equitable opportunities and a fair distribution of administrative responsibilities among faculty members.

*Neeraj*

*Kiran*

*[Signature]*

Page 1 of 9

2. **Executive Council Resolution EC(1), dated July, 01-02 2019, Appendix XIII, Resolution No. 8 - 8:**

This above resolution mandates that teachers and authorities discharge their professional responsibilities strictly in accordance with existing rules and procedures of the University. Any modification(s) must be undertaken through appropriate institutional mechanisms, thereby safeguarding professional integrity and institutional harmony.

In accord with the University regulations and established academic practices, BCAS has consistently followed the principle of **seniority by rotation** for the appointment of TICs, with a normal tenure of two years since its inception. This approach ensures the following:

1. **Fairness:** Every eligible faculty member is provided an equal opportunity to serve as TIC.
2. **Transparency:** The appointment process is clearly defined, predictable and rule-based.
3. **Continuity:** Rotational appointments facilitate smooth departmental functioning without undue concentration of administrative responsibility.
4. **Accountability:** Shared administrative roles encourage collective responsibility and strengthen participatory governance within the institution.

**Standard Operating Procedure (SOP) to be followed for Appointment of TIC**

- ❖ These guidelines shall apply to the appointment of Teacher-in-Charge (TIC) in all teaching departments of Bhaskaracharya College of Applied Sciences (BCAS), University of Delhi, unless otherwise issued by University regulations or statutory directions.
- ❖ 'Regular faculty member' shall mean a permanent teacher appointed in accordance with University of Delhi norms and serving in the concerned department.
- ❖ 'Seniority' shall mean the order of regular faculty appointment of a particular department.
- ❖ 'Leave(s) or Admissible leave(s)' shall mean any leave(s) as per DU norms only.
- ❖ 'Long-leave' shall mean admissible leave of more than three (03) months; 'short leave' shall mean admissible leave of up to three (03) months.
- ❖ 'Cycle' shall mean full rotation from the senior most to junior most in the department seniority.
- ❖ In any emergent situation, the Principal, acting on the advice of the Chairman, Governing Body, shall be authorised to take decisions regarding the appointment of the Teacher-in-Charge (TIC) as may be deemed necessary in the interest of the College, and such decisions shall have effect notwithstanding anything contained in this SOP.

*Neem*

*Kran*

*Shruti*

1. Appointment shall follow the principle of **rotation** among regular faculty members as per University Ordinance XXIII.
2. Departments shall maintain a **TIC roster in order of seniority**, recording tenure details and adjustments, wherever applicable.
3. Before commencing a new cycle, departments shall **reassess tenure records** to ensure parity.
4. The roster shall be verified by **Administration once every two (02) years**, preferably by **15, March**.
5. The Principal shall appoint the TIC according to **Seniority** on a **rotational basis**.
6. Date of commencement of role of a TIC shall be April 1 only.
7. **Mutual exchange of TIC** tenure with valid reasons may be **permitted with prior written consent submitted for Principal's approval**, provided each faculty member completes a full defined tenure as defined in this SOP.
8. All **mutual arrangements must be documented** in writing and formally approved by the Principal.
9. Where the number of regular faculty members in a department is **three (3) or fewer**, the normal tenure or term of TIC shall be **two (2) years**. In departments with **more than three (3)** regular faculty members, the normal tenure shall be **one (1) year**.
10. Where the senior-most faculty member is already serving as TIC in the year 2025-26 means where the fresh cycle started from April 1, 2025, the tenure shall be one (01) year or two (02) years henceforth, as applicable under Point 9 above. (Case II)
11. For the ongoing cycle within the department up to 31 March 2025, the existing tenure of two (2) years shall continue till the current cycle is complete. Whenever the fresh

*Neeraj*

*Kran*

*Sharma*

cycle commences in the department concerned, the term shall be as point 9 above henceforth.

12. For all fresh cycles w.e.f. April 1, 2026, the term/ tenure of the TIC shall be in accordance with 9 above.
13. In departments with no regular faculty, or in exceptional or emergency situations requiring immediate administrative continuity, the Principal shall be authorised to appoint a TIC from among senior faculty members of the College, pending regular appointment in accordance with this SOP.
14. Where a faculty proceeds on a admissible leave(s) prior to the date of commencement of his/ her TIC term (April 1) and date of resuming duties is before April 25, the next eligible faculty member in order of seniority shall be appointed as acting TIC till the date of resuming the duties by the concerned faculty. The faculty concern shall take the duties as TIC immediately on resuming duties and shall compensate for the unserved portion of the tenure after the TIC's tenure is completed, at the next available opportunity for the same period as that of leave, as recorded in the roster. (Case II)
15. Where a faculty proceeds on a admissible leave(s) prior to the date of commencement of his/ her TIC term and the date of resuming duties is April 25 or later, the next eligible faculty member in order of seniority shall be appointed as TIC for the full tenure up to upcoming 31 March. The faculty concerned on resuming duties shall compensate for the unserved tenure of the TIC as per the requirement of the faculty after the current TIC's tenure is completed, at the next available opportunity, as recorded in the roster, means such faculty member shall assume the TIC role only after the current TIC's tenure is completed and on the preference of all those coming next in the cycle in subsequent years. Faculty availing the leave shall compensate by Two Consecutive terms or tenure in the next cycle, in case all prefer the preponed term. (Case II)

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16. Where a serving TIC proceeds on admissible short leave, an acting TIC may be nominated from among the department faculty on the basis of mutual consent, to be recorded in writing and approved by the Principal. The period served as acting TIC shall be adjusted against the future tenure of such faculty member, as recorded in the TIC roster. (Case III)
17. If a serving TIC (say X) takes admissible long leave during his/ her tenure, the next faculty member (say Y) in department seniority shall assume the TIC role and complete the full tenure till March 31. The former TIC (X) may resume the role only after the serving TIC's (Y) tenure is over and during the same period. Further, even if former TIC (X) resumes duty before April 1, still X has to complete the pending TIC term for the same period he/ she was on leave during the tenure.(Case IV)
18. If superannuation of a faculty member is due within one year at the time they become due for appointment as TIC, they will be appointed as TIC for the available period. Otherwise, if the department unanimously proposes in writing, the Principal may appoint the succeeding faculty member to serve as the next TIC, if deemed appropriate.
19. If a faculty member superannuates or resigns during his / her term of TIC, the succeeding faculty member shall serve as the next TIC. If the upcoming period up to upcoming March 31 is less than six months, the succeeding faculty shall serve as TIC, irrespective of preceding tenure. If this period is more than six months, the serving period of the succeeding faculty will be taken equivalent to his/ her full term. (Case V)
20. If a faculty is on leave(s) on multiple occasions during his/ her term as TIC, he/she has to compensate as an accumulative period on preference to the succeeding faculty and will not be given long leave(s) in this compensatory period, unless unavoidable as decided by the Principal.
21. Chairman Governing body will be authorised to explore the mechanism to modify this SOP or directly give the directions to change wherever required as per requirement.

*Neeraj*

*Kan*

*Sharma*

Illustrative Example(s) with the Sample roaster given below.

S. No	TIC Tenure Scheduled		Faculty Name	Tenure/ Term Served	Tenure Status	Tenure Remaining (if any) (Months)	Remarks
	From	To					
1	01.04.2025	31.03.2026	A	12M	Complete	0	
2	01.04.2026	31.03.2027	B	12M	Complete	0	
3	01.04.2027	31.01.2028	C	10M	Incomplete (leave for 40 days 01.02.2028 to 12.3.2028)	2M	Adjustment with mutual consent. (1. Faculty name with which duty exchanged say E. 2. Duration of Exchange. 3. Reason for Exchange )
	01.02.2028	12.03.2028	E	1M 12D	Mutual	+1M 12D	
	13.03.2028	31.03.2028	C	19D	Incomplete	-1M 12D	
4	01.04.2028	31.03.2029	D	12M	Complete	0	-
5	01.04.2029	31.01.2030	E	10M	Complete	0	'C' will be the TIC during 01.02.2030 to 12.03.2030 making the resp tenure as Complete.
	01.02.2030	12.03.2030	C	1M 12D			
	13.03.2030	31.03.2030	E	19D			
6	01.04.2030	31.03.2031	F	12M	Complete	0	-
7	01.04.2031	15.07.2031	G	3M 15D	Incomplete	8M 15D	G- leaves for 16.07.2031
	16.07.2031	31.03.2032	H	8M 15D	Incomplete	3M 15D	
8	01.04.2032	15.07.2032	I	3M 15D	Incomplete	8M 15D	
	16.07.2032	31.03.2033	G	8M 15D	Complete	0	G- resumes on 14.03.2032
9	01.04.2033	15.07.2033	H	3M 15D	Complete	0	
	16.07.2033	31.03.2034	I	8M 15D	Complete	0	

*Alamy* *Kumar* *Sharma*

➤ **CASE I**

The appointment of Teacher-in-Charge (TIC) shall be made on a rotational basis, strictly in order of seniority, with details of tenure and any adjustments duly recorded in the TIC Roster.

**Explanation:**

If a department comprises nine (09) faculty members A-I in order of seniority, each faculty member shall serve as Teacher-in-Charge (TIC) for a tenure of one (01) year in sequential order. Upon completion of the tenure by I, the cycle shall recommence from A.

➤ **CASE II**

Faculty A is the TIC w.e.f. April 1, 2025. He/ She would be the TIC till March 31, 2026 superseding any office order before. Meanwhile, faculty B avails admissible leave w.e.f. January 5, 2026 and further he/ she resumes with the following options.

- (i) Resumes duty on March 20, 2026. B will be the TIC w.e.f. April 1, 2026.
- (ii) Resumes duty on April 15, 2026, C will be the TIC during April 1, 2026 up to April 14, 2026. B will assume duties of the TIC w.e.f. April 15, 2026 till April 14, 2027. Faculty C will be the TIC w.e.f. April 15, 2027 till March 31, 2028.
- (iii) Resumes duty on April 30, 2026. C will be the TIC during April 1, 2026 till March 31, 2027. B will be the TIC in lieu of the missing term as per the requirement or preference of the faculty D for the duration April 1, 2027 till March 31, 2028. If D prefers to serve the duties of TIC in this duration, then D shall be the TIC or if D prefers it otherwise, B will be the TIC during April 1, 2027 till March 31, 2028 and D will be the TIC during April 1, 2028 till March 31, 2029 and so on as per the SOP.
- (iv) In iii above, if D prefers for the duration April 1, 2027 till March 31, 2028 and subsequently on the preference of the all faculties E/ F/ G/ H/ I/ A in their respective term prefers for the preponed term, B shall be TIC for two consecutive terms in the next cycle April 1, 2034 up to March 31, 2036.

**Explanation:**

Preference would be given to the requirements of the faculty executing the duties of TIC in advance to his/ her term in case the faculty was not on leave as above.

➤ **CASE III**

If a faculty member holding the TIC position proceeds on admissible leave say 40 days during the academic session, any faculty member shall assume the role of TIC for the period of such leave, with mutual consent submitted to the Principal for approval.

**Explanation:**

If the faculty member C proceeds on leave for 40 days (e.g.; from 01, February to 12, March), the

*N. Sanyal*

*K. Sanyal*

*Dr. Sanyal*

faculty member E, with mutual consent, to act as TIC during this period. Faculty C will reciprocate during the same period in the tenure of the E.

➤ **CASE IV**

If a Teacher-in-Charge (TIC) proceeds on admissible long leave for more than three (03) months, the next senior faculty member shall be appointed as TIC and shall complete the prescribed tenure. The former TIC may resume the role, during the same period whenever feasible in the same year or subsequent year, only after the serving TIC's tenure upto March, 31.

**Explanation:**

If, G assumes TIC duty (on 01.04.2031) but is required to take a long leave for more than three months (w.e.f. 16.07.2031), the next faculty member in sequence (H) will be appointed as TIC in his/ her place (for 16.07.2031 upto 31.03.2032).

The faculty H stepping in will be permitted to serve and complete the tenure as TIC upto March 31. Afterward, G will be responsible for compensating the remaining period of their tenure as TIC. Even if, G resumes the duty while H is the serving TIC, still G will serve as the TIC only for the same period as he/ she was on leave. Subsequently, faculty I will complete the term after H only.

➤ **CASE V**

In case D resigns on 10.08.2028, E will be the TIC and would have a term up to 31.03.2029 only. This tenure of 8M 15D will be considered as complete term to maintain the college calendar for the appointment of the TIC. Otherwise, if D superannuates on 31.12.2028, E has to serve as TIC up to 31.03.2030.

**Conclusion**

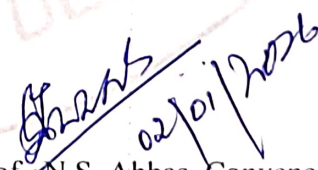
The Committee strongly recommends the adoption and strict adherence to this Standard Operating Procedure by all departments of BCAS. This initiative is intended to promote uniformity, fairness, and transparency regarding the Teacher-in-Charge (TIC) tenure and responsibilities, thereby reinforcing effective governance, accountability and the pursuit of academic excellence across the College. The recommended guidelines shall come into force with effect from 01.04.2026.



Dr. Neeru Sharma



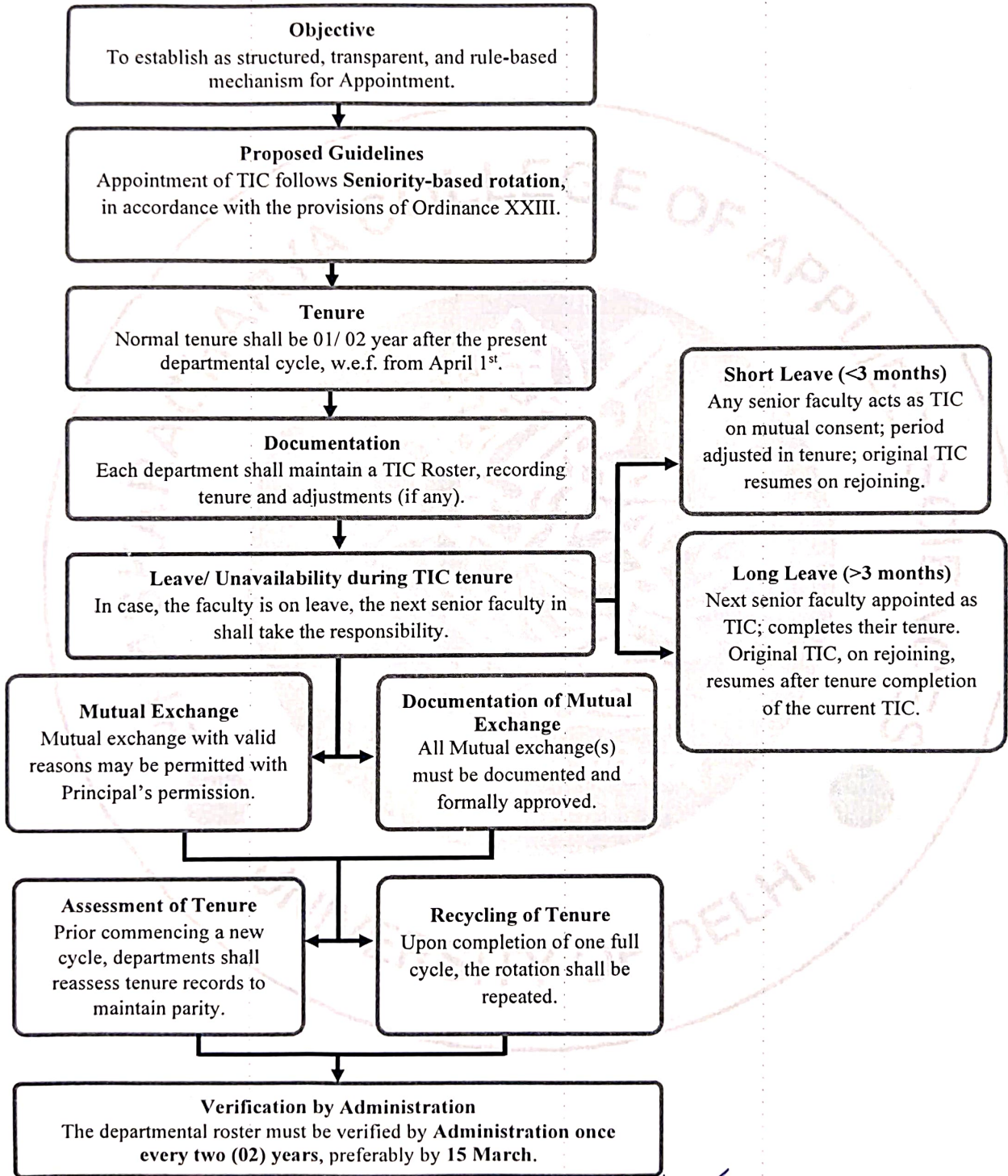
Prof. Eram S. Rao

 02/01/2026

Prof. N.S. Abbas, Convener

02 January 2026

## Standard Operating Procedure (SOP) to be followed for Appointment of TIC



*Neeraj*

*Kan*

*Sharma*