

भास्कराचार्य कॉलेज ऑफ अप्लाइड साईंसेस

(दिल्ली विश्वविद्यालय)

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(UNIVERSITY OF DELHI)

Accredited by NAAC with Grade 'A++' : 2025 NIRF 45 (College Category)



Confirmed Minutes of the Staff Council 2026(1)/11.03.2026

A meeting of the Staff Council was held on March 11, 2026 at 1400hrs in the AV Room. The meeting was attended by the members listed below along with Prof. Avneesh Mittal, the Chairman Staff Council and Prof. Vandana Batra, the Secretary Staff Council.

Prof./Dr./Mr./Ms

1. Alivia Roy	17. Madhulika Bajpai	33. Salam Sonia Devi
2. Amandeep Kaur	18. Manisha Thakur	34. Sampat Singh Chauhan
3. Amit Kumar	19. Manoj Kumar	35. Sandeep Kumar
4. Amit Kumar Singh	20. Manoj Tiwari	36. Satyawati
5. Anand Bharadvaja	21. Meetu Luthra	37. Shailja Singh
6. Anil Barak	22. Mohit Kumar	38. Shalini Sehgal
7. Anjali Saxena	23. N. S. Abbas	39. Shikha Srivastava
8. Anoop Kr. Saini	24. Neeru Bhagat	40. Shivani G. Varmani
9. Arti Dua	25. Neeru Sharma	41. Shweta Dua
10. Asha	26. Neha Singh	42. Sidhharth Sirohi
11. Geeta Mongia	27. Partha S Pal	43. Sujata Bhardwaj
12. Herendra Kumar	28. Parveen Kumar	44. Susmita Dey Sadhu
13. Inderbir Kaur	29. Purnima Anand	45. Swati Gupta
14. Jitender Kumar	30. Ramesh Kumar	46. Uma Chaudhry
15. Kapil Roy	31. Ratyakshi	47. Umesh Kumar
16. Lalit Kapur	32. Rizwana	48. Vijay Kr. Nalla

Dr. Bhavya Deep, Prof. Eram Rao, Dr. Pawas Goswami, Dr. Ragini Jindal, and Dr. Jayant Sharma expressed their inability to attend the meeting. Dr. Anita Sondhi, Ms. Manu Kataria, Dr. Vandita Gupta and Dr. Krishna Dutt were absent. while the remaining members were on leave (who have not signed on the attendance sheet).

The secretary welcomed all the members in the Staff Council and informed the house that the confirmed minutes of the last Staff Council have been circulated electronically via email dated September 28, 2025. All the concerned members gave their consent to have received the same and same has been published on the college website.

Prof. Vandana Batra
Secretary, Staff Council



Prof. Avneesh Mittal
Chairman, Staff Council

ITEM NO. 2026(1)/1 : REMARKS OF THE PRINCIPAL

At the outset, Principal (Offg.), the ex-officio Chairman, Staff Council, welcomed all the members present. Further, he briefed the following to the house:

I. FEEDBACK ANALYSIS REPORT

The Chairman presented the analysis of the students' feedback for the Odd Semester 2025–26, tabulated below as per IQAC norms, and emphasized the need to work on areas requiring improvement **Annexure A**.

Scale	Approach to Teaching	Communication	Syllabus Covered	IA Evaluation	Examples & Application	Prog Outcome	Average
1.00-2.50	0.03	0.03	0.03	0.03	0.03	0.03	0.03
2.50-3.00	0.02	0.01	0.01	0.01	0.02	0.01	0.01
3.00-3.50	0.00	0.01	0.04	0.02	0.00	0.02	0.01
3.50-4.00	0.16	0.19	0.15	0.20	0.19	0.20	0.13
4.00-4.50	0.19	0.19	0.18	0.19	0.18	0.21	0.22
4.50-5.00	0.60	0.56	0.59	0.54	0.57	0.52	0.60

The Chairman was authorized to take an action, deemed fit, in consultation with IQAC coordinator

II. ACADEMIC WORKLOAD ODD SEM 2025-26

The workload for the odd Semester of the academic year 2025-26 was as below, as reported by the convener Academic Committee.

Department	Workload ODD Sem 2026-26	Sanctioned strength	Permanent Faculty	Adhoc/ Guest	Shifted to (-) from (+) temporarily for this semester.
Biochemistry	14	1	1	-	
Biomedical Sciences	106	7	3	2A+2G	
Botany	168	8	2	2A+5G	
Chemistry	123	8	1+1Deputation	3A+4G	

Computer Science	139	8	4	3A+3G	
Electronic Science	111	8	7	1G	
Environmental Sciences	14	-		2G	
English	16	-		1A	
Food Technology	125	8	5	1A+2G	
Human Communication	16	1	1	-	
Instrumentation	120	8	1 Deputation	3A+4G	0
Mathematics	27	2	2		
Microbiology	128	6	3+1Leave	2A+3G	
Hindi	16	---	0	2G	
Physics	101	8	6	1A	
Polymer Science	110	8	3	4A	
Zoology	134	8	-	3A+7G	

Some of the GE/SEC/VAC classes were catered by DPE. AEC courses were as per the SOP.

III. ACADEMIC WORKLOAD EVEN SEM 2025-26

The tentative workload for the Even Semester of the academic year 2025-26 has been PROPOSED as below and as reported by the convener Academic Committee.

Department	Proposed Workload EVEN Sem 2025-26	Sanctioned strength	Permanent Faculty	Adhoc/ Guest (as per norms)	Shifted to (-) from (+) temporarily for this semester.
Biochemistry	19	1	1	-	
Biomedical Sciences	115	7	2+1Leave	2A+4G	
Botany	164	8	2	2A+5G	
Chemistry	125	8	1+1Deputation	3A+5G	
Computer Science	141	8	3-1Leave	3A+3G	

Electronic Science	104	8	7	1G	
Environmental Sciences	14	-		2G	
English	23	-		1A	
Food Technology	130	8	4+1Leave	1A+3G	
Human Communication	16	1	1	-	
Instrumentation	112	8	1Deputation	3A+4G	
Mathematics	32	2	2		
Microbiology	123	6	3+1Leave	2A+3G	
Hindi	16	---	0	2G	
Physics	99	8	6	1A	
Polymer Science	115	8	3	4A	
Zoology	138	8	-	3A+7G	

Some of the GE/SEC/VAC classes will be catered by DPE. AEC courses will be as per the SOP.

IV. Guidelines and Standard Operating Procedure (SOP) for Appointment of Teacher-in-Charge (TIC) in various Departments of the College as approved by the Governing Body.

The Chairman informed the House about the committee constituted by the Hon'ble Chairman, Governing Body, regarding the aforesaid matter. The Governing Body discussed & deliberated in details and consequently approved the report as submitted by the committee, and the same will be implemented in the College as per the provisions of the report. The report was presented to the House by its Convener, Prof. N. S. Abbas, and queries raised by members were addressed and resolved. [Annexure B](#)

ITEM NO. 2026(1)/2: FORMATION OF ANNUAL DAY COMMITTEES 2025-26

- A) It was resolved that the college would celebrate the Foundation Day on October 5, 2026 along with the Annual Day and Prize Distribution Function.
- B) The secretary staff council was authorized to constitute the committees for the annual day 2025-26. Various committees were formed for the Annual Day and Prize

Distribution function, in addition to those already formed, which will coordinate with its core committee, which is reproduced here for ready reference.

I. Annual Day & Prize Distribution Function Committee (Core Committee)

Convener- Bursar (Ex-officio)	
Member- Convener, Digitization & Automation Committee (Ex-Officio)	Member-Convener, Sports Committee (Ex-officio)
Member-Convener, ECA Committee (Ex-officio)	Member-Convener, Website Committee (Ex-officio)
Member-Convener, Prize Distribution Committee (Ex-officio)	Member-Secretary, Staff Council (Ex-officio)
Member-Convener, Proctorial Committee (Ex-officio)	Member- Convener of all the sub/committees formed.

a. Decoration Committee

Convener- Dr. Shikha Shrivastava	
Member- Dr. Amandeep Kaur	Member- Dr. Ratyakshi
Member- Dr. Anil Barak	Member- Dr. Sampat Singh Chauhan
Member- Dr. Jayant Sharma	

b. Invitation and Reception Committee

Convener- Prof. N.S. Abbas	
Member- Dr. Manu Kataria	Member- Dr. Uma Chaudhry
Member- Dr. Pawas Goswami	Spl Invitee- Ms. Ira Sharma

c. Pandal Committee

Convener- Dr. Krishna Dutt	
Member- Dr. Herendra Kumar	Member- Dr. Mohit Kumar
Member- Dr. Kapil Roy	Spl Invitee- Caretaker (Ex-Officio)

d. Refreshment Committee

Convener- Dr. Umesh Kumar	
Member- Dr. Asha	Member- Dr. Satyawati
Member- Dr. Herender Kumar	

e. Stage Management Committee

Convener- Dr. Neeru Sharma	
Member- Dr. Anjali Saxena	Member- Dr. Shailja Singh
Member- Dr. Eram Rao	Member- Dr. Susmita Sadhu

II. The following Annual Day committees were also constituted

A) Prize Distribution Committee :

Convener- Dr. Sandeep Kumar	
Member- Dr. Amit K Singh	Member- Dr. Amit Kumar

Member- Dr. Anoop Saini
 Member- Dr. Jayant Sharma
 Member- Dr. Kapil Roy
 Member- Dr. Manisha Thakur

Member- Dr. Manoj Kumar
 Member- Dr. Neeru Bhagat
 Member- Dr. Salam Sonia
 Member- Dr. Swati Gupta

B) Best Student Award-

Convener- Prof. Geeta Mongia
 Member- Prog TIC (2025-26), Ex officio
 Member- Convener ECA, Ex Officio
 Member- Convener NSS, Ex Officio
 Member- Convener Sports, Ex Officio

Member- Dr. Anita Sondhi
 Member- Dr. Alivia Roy
 Member- Dr. Shweta Dua
 Member- Dr. Neha Singh

C) Distinguished Alumni Award – Alumni Committee Ex-officio

Dr. Asha will also be a member in the Alumni Committee.

III. Dr. Neeru Bhagat, Dr Salam Sonia and Dr Neha Singh (till Dr. Uma Dhawan resumes her duty) will be a member in the website committee.

IV. **All the existing staff council committees to continue for year 2026-27 till further notice. The updated list of staff council committees 2026-27 are available in the link here.**

[SC Committees](#)



The meeting ended with a vote of thanks to all present.

Secretary, Staff Council

The salutation mentioned for few members in the list above are notional and used for sorting names alphabetically only and should not be used otherwise elsewhere. An authorized member at any instance is only one who is on roll and in the active service at the time concerned.

Annexure 'A'

**Feedback Analysis
 Odd Semester 2025-26**

Annexure 'B'

Guidelines and SOP for Appointment of TICs

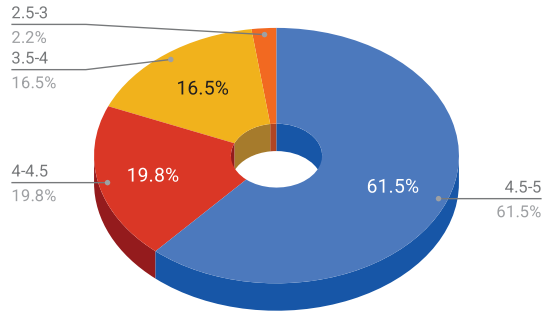
Prof. Vandana Batra
 Secretary, Staff Council



Prof. Avneesh Mittal
 Chairman, Staff Council

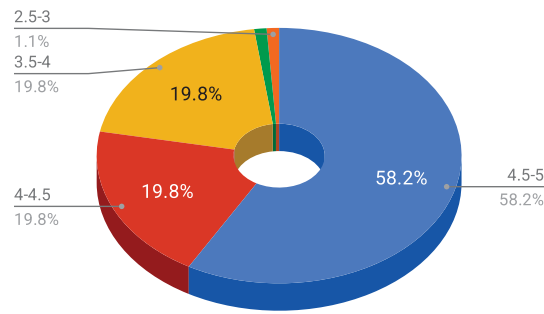
Feedback Analysis Odd Semester 2025-26

Approach to Teaching



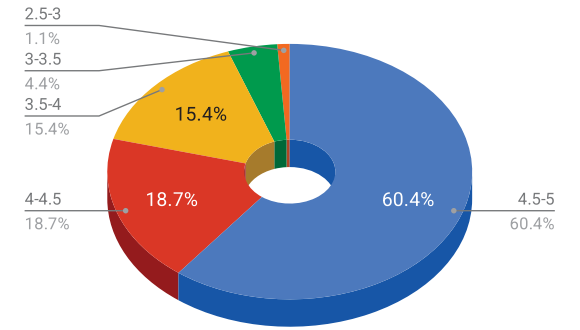
Feedback Analysis Odd Semester 2025-26

Communication



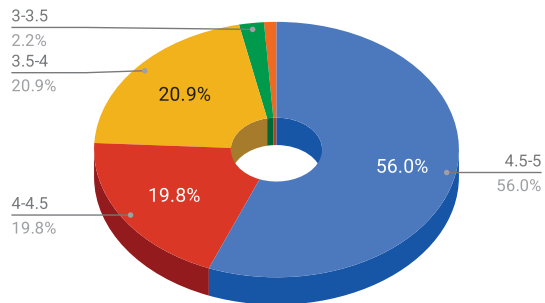
Feedback Analysis Odd Semester 2025-26

Syllabus Covered



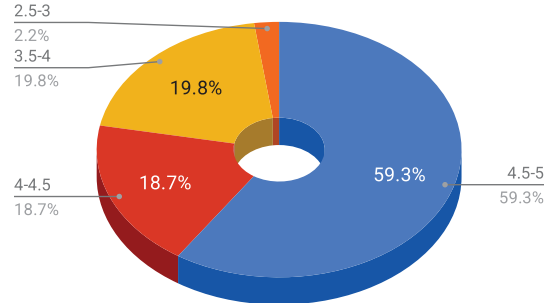
Feedback Analysis Odd Semester 2025-26

IA Evaluation



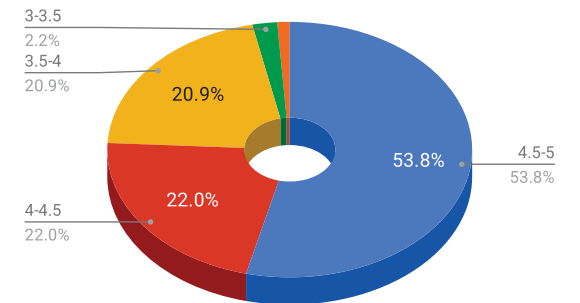
Feedback Analysis Odd Semester 2025-26

Examples and Applications



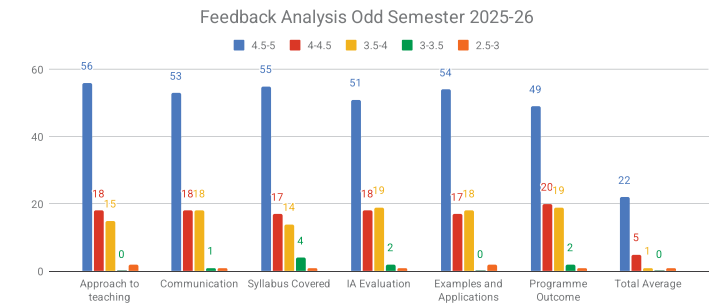
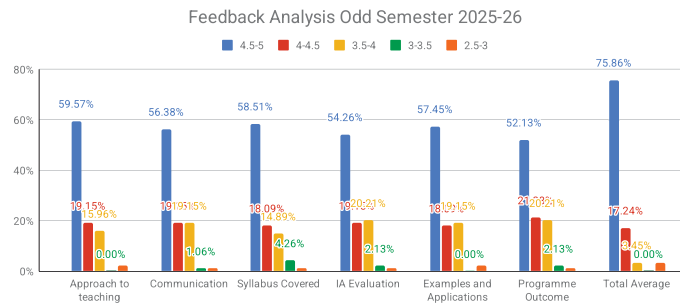
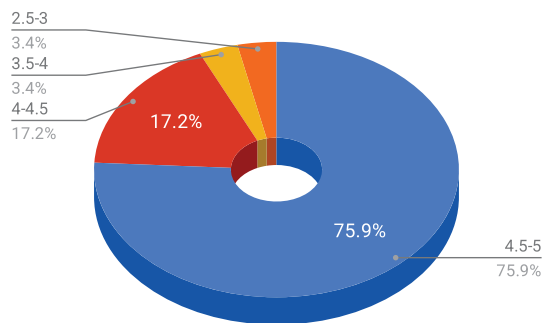
Feedback Analysis Odd Semester 2025-26

Programme Outcome



Feedback Analysis Odd Semester 2025-26

Total Average





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.

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[Signature]

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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.

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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

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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.

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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 *Kranz* *St. Marks*

➤ **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

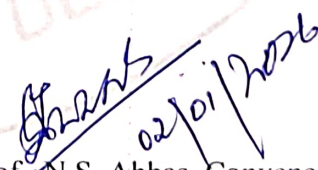
The Committee strongly recommends the adoption and strict adherence to this Standard Operating Procedure by all departments of BCAS. This initiative is intended to promote uniformity, fairness, and transparency regarding the Teacher-in-Charge (TIC) tenure and responsibilities, thereby reinforcing effective 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



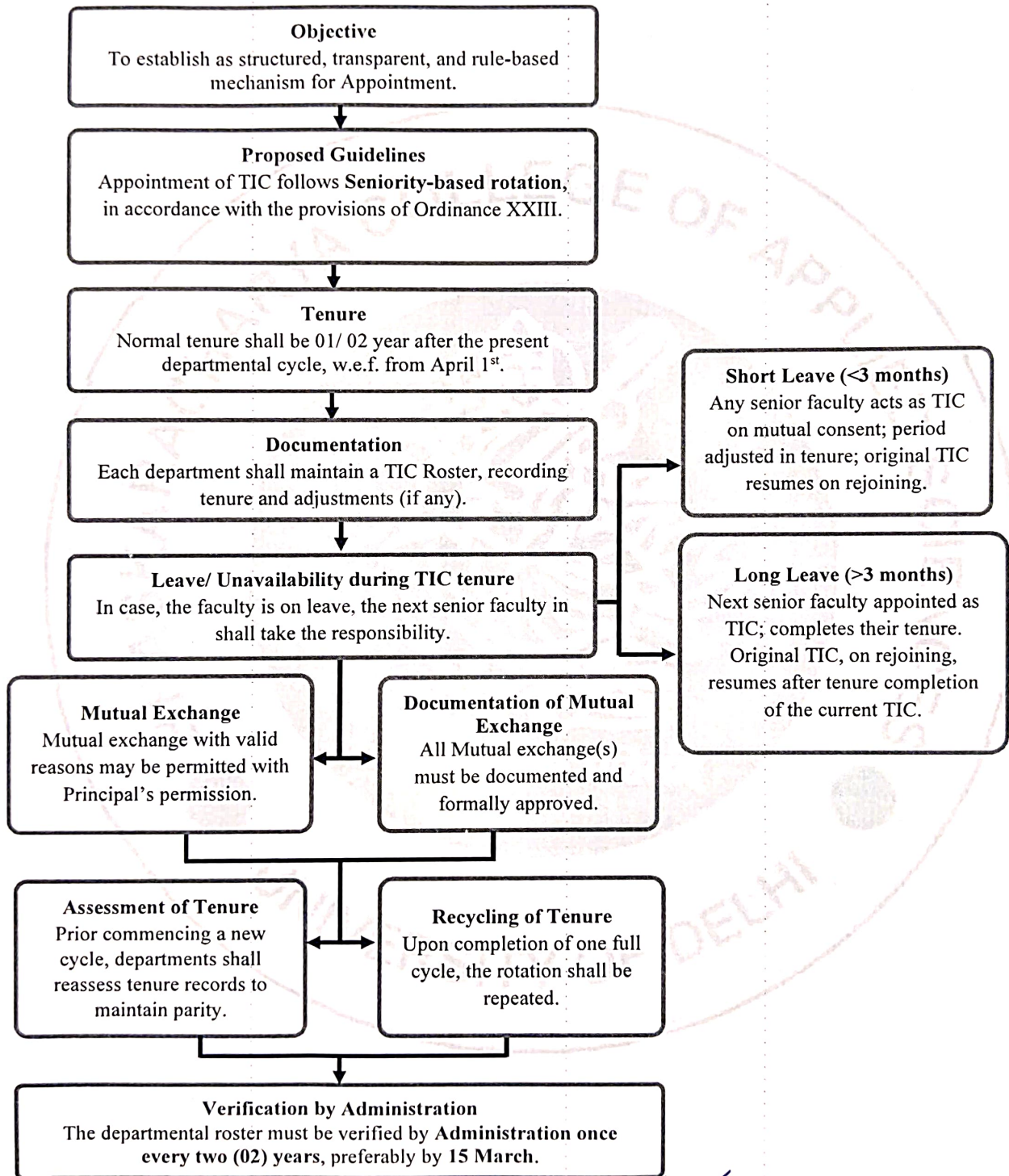
Prof. Eram S. Rao

 02/01/2026

Prof. N.S. Abbas, Convener

02 January 2026

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



Neeraj

Kan

Shankar