

S. No.	Committee / Cell / Club 2022-23	Page
1.	Academic Committee	1
2.	Admission Committee	3
3.	Alumni Committee	6
4.	Annual Maintenance Committee	8
5.	Annual Report Committee	9
6.	Anti-Discriminatory Cell	14
7.	Bhaskaracharya Cell	16
8.	Biological and Chemical Waste Management Committee	17
9.	Buidling Maintenance Committee	23
10.	Canteen Committee	24
11.	Career Counselling Cell Committee	27
12.	Central Purchase Committee	28
13.	Committee for Students Counselling & Mentoring system	47
14.	Digitization & Automation Committee	51
15.	ECO Club	60
16.	Equal Opportunity Cell	63
17.	Extra Curricular Activity Committee	64
18.	Faculty representation in Internal Complaint Committee	66
19.	Gandhain Study Center	71
20.	Garden Committee	72
21.	Gender Sensitization Committee	74
22.	Library Committee	76
23.	Capability Enhancement and Literary Club	81
24.	Magazine and e-Newsletter Committee	83
25.	National Service Scheme and Electoral Literacy Committee	85
26.	National Institutional Ranking Framework (NIRF) Committee	87
27.	North East and Regional Inclusiveness Cell	92
28.	National Education Policy (NEP) Committee	94
29.	Proctorial and Anti Ragging	96
30.	Prospectus Committee	98
31.	Public Grievances Redressal Committee	99
32.	Research & Project Assessment Committee	100
33.	SC/ST Cell	104
34.	Sports Committee	106
35.	Students Advisory and PR Committee	107
36.	Swacchta and e-Waste management Committee	109

37.	Time Table Committee	<b>110</b>
38.	Training, Placement and Entrepreunership Committee	<b>111</b>
39.	Vivekananda Vichar Manch	<b>113</b>
40.	Vidya Vistar Scheme Committee	<b>114</b>
41.	Website and Internet Committee	<b>115</b>
42.	Women Development Cell	<b>116</b>
43.	Anti Tobacco Cell	<b>120</b>
44.	Astronomy Club	<b>121</b>
45.	Dance Club	<b>122</b>
46.	Debate Club	<b>127</b>
47.	Dramatics Club	<b>129</b>
48.	Film Club	<b>131</b>
49.	Modern & Fine Arts Club	<b>133</b>
50.	Music Club	<b>135</b>
51.	National Cadet Corp (NCC)	<b>137</b>
52.	Photography Club	<b>139</b>
53.	Yoga Club	<b>140</b>

## **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.

## **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 marksheets 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	
French	Maithili	Sanskrit	

h			
Ge rm an	Mal ayal am	Sant hali	

## 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/Geolog y	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

The core team of the committee includes a Convenor/Co Convenor and Departmental representatives from each core Department.

The Departmental representatives in consultation with the convenor to conduct Panel discussions/Expert lecture/Career counselling/Interactions /Programmes involving alumni and students.

Alumni meet to be organized by each Department separately or jointly by online or offline mode

While organizing any event/activity, following are mandatory :

- a) Permission Notesheet
- b) Budget Allocation (if any)
- c) Brochure/Poster
- d) Attendance of the Participants in activity
- e) Geotagged Pictures of the activity
- f) Feedback from participants
- g) Funds utilization report/notesheet
- h) Certificates issued to the participants
- i) Press Release if any
- j) Conclusion Report of the Activity (in format)

To prepare proforma and select Distinguished Alumni for Distinguished Alumni Award every year.

The contribution of an institute to the society and nation can be judged by the achievements of its alumni. The BCAS Distinguished Alumni Award recognizes its outstanding alumni for their significant contribution to the society. The award is presented annually to honor its alumni for bringing glory to the institute through innovation, excellence, exceptional leadership and inspiring others through their distinguished achievements.

The award for the distinguished alumni award may be under the following categories.

1. Excellence in Academic / Research
2. Excellence in Corporate / Industry
3. Excellence in Government and Defence services
4. Excellence in Public Administration
5. Excellence in Entrepreneurial venture
6. Excellence in Art/Culture/Sports
7. Excellence in service to the society at large

Nominations are invited as per prescribed format through email to [alumni@bcas.du.ac.in](mailto:alumni@bcas.du.ac.in).

The proforma may be revised as per decision of the Alumni committee members.

The Alumni committee may also collaborate with the Registered Bhaskaracharya college of Applied Sciences Alumni Society for Programmes to improve the academic standards and mentoring of students, placements and internships.

## **AMC (Computers and Peripherals)**

The maintenance of Computer Hardware and peripherals of entire college is managed by the AMC Committee.

### **STEP 1: Selection of AMC Service Providers/Vendors/Parties**

1. AMC Committee Convener seeks approval from principal for carrying out AMC of Computers and peripherals
2. AMC Convener notifies all the departments of the college to provide the list of items/equipment for AMC.
3. An AMC document is prepared by the committee members, which consists of the details of items/equipment like list of items, their specifications, quantity, name of the department etc.
4. A Tender document is prepared to invite AMC service providers/vendors/parties to submit the Quotations. Tender document has the instructions for the vendors and three annexures: Technical Bid, Financial bid, Terms and conditions for the vendors. Opening date and Last date for receiving the quotation is mentioned in the Tender.
5. Principal's office verifies the Tender and grants approval to release the tender on college website and CPP Portal.
6. Permission is requested from the office of the principal to open technical bids and invite the vendors whose quotations are received before last date of receipt of quotations. A Comparative is prepared that has the details of all vendors to assess whether they qualify as per the terms and conditions.
7. The vendors who qualify as per the terms and conditions are scrutinized for financial bid. The vendor having lowest quote(L1) is selected and with the approval of Principal, AMC is given to the selected vendor for a limited period of time as mentioned in the tender.

### **STEP 2: Maintenance under AMC**

1. Faulty part/item is notified by the concerned department to the AMC engineer.
2. Complaint ID is issued and attended by the AMC engineer within 24 hours of registering the complaint and necessary action (repair/replacement) is taken.
3. If there is fault in the system and it needs to be taken outside college premises for repair, gate pass is issued to the AMC engineer to carry out the necessary repair work.

## **SOP FOR ANNUAL REPORT**

### **Scope of Committee:**

This committee collects, compiles and submits information about all the activities organized by Department/club/committee/cells. It also collects the individual faculty and student achievements for various activities. The report thus prepared is used for further submission to DHE and University.

The committee consists of representatives from each department as its members.

#### **A. Following procedure is adopted for data collection:**

1. Data Collection: All the data of the period from **April 1 (Previous year) to March 31 (current year) is considered. For example: April 1 , 2022 till March 31, 2023.**
2. Various Departments/club/committees/cells are distributed to all members of the committee and the same is informed to the faculty members of the college through mail. Department coordinators share google sheets with their respective departments/club/committees/cells for regular updation of their data with proof.
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. These sheets are regularly updated by members.
4. All Department/club/committee activities should be submitted with relevant proof. Proofs must have:  
Permission note sheet  
Poster/brochure  
2-3 photographs of the event  
Feedback  
Settlement note sheet (in case of financial expenses)
5. **Data file:** The Report data file of the Department/club/committee has to be the word format ONLY.
6. In the data file students' data of only position holders is considered for the annual report.
7. The activity performed by faculty as convenor/coordinator will be included only once in department/club/committee activity. This will not be entered in the individual achievement of the faculty.
8. All the **proofs** have to be in a folder. A separate proof file has to be provided for each individual point(Click on [Table](#)).
9. While writing the report (**data file**), the following points to be considered
  - a. All the points in the report should be numbered.
  - b. All the points to be arranged in chronological order starting from the latest first, i.e an event on February 2022 should be

mentioned first and then January 2022 and so on.

- c. Dates to be mentioned as February 20, 2022, i.e. Month Date, YYYY
- d. Font: Times New Roman, Font Size: 12, and Line Spacing = 1.15.
- e. For research papers and books, the APA format sample is shared as Annexure III.
- f. Seminars/Conferences/Webinars etc. should include the following information – theme, title of talk (to be written in inverted commas ‘ ..... ’), organized by, and date

10. Self-attested proofs need to be submitted as both a **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 the Teacher-in-Charges/ Committee/ Cell /Club Conveners etc.
  - iii. Poster of the event and youtube link.
  - iv. Attendance list and/or feedback of participants for seminars/webinars /conferences/workshops etc.
- c. For Research Papers: First page of the paper
- d. For Books/Book Chapters: First page of Book Cover displaying book title, ISBN, and publishers, First page of the book chapter.

**Please note that publications must include affiliation with the college.**

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

11. Along with the listed Department/Committee/Clubs/Cells, the following data is also considered for Annual Report:

- i. Activities under DBT Star College Scheme
- ii. List of Governing Body members with the designation
- iii. List of student Prize winners of the respective academic year
- iv. List of faculty awards if any
- v. Data of student: Student strength and student Intake, Diversity of students of the academic year from Administration
- vi. Various MOUs and short-term courses done by college

- vii. Seminar/conference/workshop organized by the college
- viii. Details of the PhD scholars registered with the faculty and research projects

12. After compilation and formatting of all the above data the softcopy will be shared with all faculty members and administration for verification of data entered.

13. Once verification of the document is done. The pdf of the same will be created and a few hardcopies will be printed through the college purchase process. The report will be released officially on the Annual day and will be uploaded on the college website after the annual day celebration.

**B. The abbreviations to be used for file name:**

<b>S. No</b>	<b>Department/Committee/Clubs/Cells</b>	<b>Abbreviations</b>
1.	Biochemistry	BCHEM
2.	Biomedical Science	BMS
3.	Botany	BOT
4.	Chemistry	CHEM
5.	Computer Science	CS
6.	Electronic Science	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.	Digitization and Automation Committee	D&AC
22.	Bhaskaracharya Cell	BC
23.	Career Counseling Cell	CCC
24.	Central Purchase Committee	CPC
25.	Equal Opportunity Cell	EOC
26.	Extracurricular Activity	ECA

<b>S. No</b>	<b>Department/Committee/Clubs/Cells</b>	<b>Abbreviations</b>
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
54.	National Education Policy committee	NEP
55.	National Accreditation and Assessment Committee	NAAC

Type of file	Departmental activities folder	Faculty achievements folder	Students achievements folder	Committee/Clubs/Cells
<b>DATA (Word file)</b>  See <a href="#">point 5</a>	<b>File Name</b> Department abbreviation_ Activity_Data23  <b>Department Abbreviation:</b> See <a href="#">point B</a>  <b>Example</b> ELE_Activity_Data23	<b>File Name</b> Department abbreviation_Initials teacher_Data23  <b>Department Abbreviation:</b> See <a href="#">point B</a>  <b>Example</b> ELE_GM_Data23	<b>File Name</b> Department abbreviation_Students_Data23  <b>Department Abbreviation:</b> See <a href="#">point B</a>  <b>Example</b> ELE_Students_Data23	<b>File Name</b> Committee/Clubs/Cells Abbreviation_Data23  <b>Abbreviation:</b> As mentioned in <a href="#">point B</a>  <b>Example</b> Debate_Data23
<b>PROOFS</b>  See <a href="#">point 8</a>	<b>File Name</b> Number_Deptt Abbreviation _Activity_Proofs21  <b>Number</b> - 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 <b>Department Abbreviation:</b> See <a href="#">point B</a>  <b>Example</b> 1a_ELE_Activity_Proofs23 1b_ELE_Activity_Proofs23 2_ELE_Activity_Proofs23	<b>File Name</b> Number_Department abbreviation_Initials teacher_Proofs21  <b>Number</b> - 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 <b>Department Abbreviation:</b> See <a href="#">point B</a>  <b>Faculty Initials:</b> Use the combination of First, Middle and Last name initials  <b>Example</b> 1a_ELE_GM_Proofs23 1b_ELE_GM_Proofs23 2_MB_PA_Proofs23	<b>File Name</b> Number_Department abbreviation_ Students_Proofs21  <b>Department Abbreviation:</b> See <a href="#">point B</a>  <b>Example</b> 1a_MB_Students_Proofs23 1a_MB_Students_Proofs23 2_MB_Students_Proofs23	<b>File Name</b> Number_Committee/Clubs/Ce lls Abbreviation_Proofs21  <b>Number</b> - 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  <b>Abbreviation:</b> As mentioned in <a href="#">point B</a>  <b>Example:</b> 1a_Debate_Proofs23 1b_Debate_Proofs23 2_Debate_Proofs23

Submitted By : Convenor: Prof. Geeta Mongia

Co-Convenor : Dr. Meetu Luthra



**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES  
(UNIVERSITY OF DELHI)  
SECTOR-2, PHASE-I, DWARKA, NEW DELHI-110075**

**SOP for handling issues/Complaint received to Anti Discriminatory Cell**

Anti-discrimination law refers to legislation designed to prevent discrimination against particular groups of people commonly referred as protected classes. Antidiscrimination law may include protections for groups based on sex, age, race, ethnicity, nationality, disability, mental illness or ability, sexual, gender/ transgender, expression, sex characteristics, religious, creed, or individual political opinions. Anti-discrimination laws are rooted in principles of equality, specifically, that individuals should not be treated differently due to the characteristics outlined above. Anti-discrimination laws are designed to protect against both individual discrimination (committed by individuals) and from structural discrimination (arising from policies or procedures that disadvantage certain groups).

1. Anti-discrimination cell will look after the related matters (if any) of depriving a student/ staff or group of students on the basis of caste, creed, language, ethnicity, gender, different ability etc. as mentioned above.
2. This cell protects the rights of individuals without any prejudice to their appearance or lifestyle in the process of learning inside the college
3. The Cell shall eliminate discrimination against or harassment of any individual in all forms by prohibiting it and by providing preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment.
4. To equip students, faculty and staff with the knowledge of their legal rights and redressal of their grievances
5. On receipt of communication (by written/email)) of issue/complaint / grievance related to Anti Discriminatory Cell, the same will be discussed with the concerned committee members / Authority .
6. The concerned committee shall investigate the cases directed accordingly.
7. Suitable hearing would be given to the concerned and steps to resolve issues will be undertaken.
8. The concerned shall be informed about the action taken by the committee.
9. If any complaint / grievance is found invalid, the complainant and the person against whom the complaint is made will be informed accordingly.
10. Attempts will be made to resolve issues within one month of receipt of communication.

**Activities under the Cell**

- Organizing empowerment programmes
- Creating awareness about rights and Govt policies about indiscrimination against sex, age, race, ethnicity, nationality, disability, mental illness or ability, sexual, gender/ transgender, expression, sex characteristics, religious, creed etc.

While organizing any event/activity under the cell , following are mandatory :

- (a) Permission Notesheet
- (b) Budget Allocation (if any)
- (c) Brochure/Poster
- (d) Attendance of the Participants in activity
- (e) Geotagged Pictures of the activity
- (f) Feedback from participants
- (g) Funds utilization report/notesheet
- (h) Conclusion Report of the Activity (in format)

## **SOP for Bhaskaracharya Cell**

### **Aim of the Bhaskaracharya Cell**

Bhaskaracharya Cell of Bhaskaracharya College of Applied Sciences aims to aware the students to different mathematacion and other legend of indians. On the occasion of indian Mathematician day, Bhaskaracharya birth anniversary, National Youth Day (Swami Vivekananda Jayanti) etc. various webinars/seminars, lectures, pledge,s and other activities are organized with a goal to spread awareness of Indian Mathematician.

The standard operating procedure for the Bhaskaracharya Cell is as follows:

- All the events/activities are organized under the umbrella of Bhaskaracharya College of Applied Sciences.
- The organizing team of the Bhaskaracharya Cell comprises one faculty convener, 3-4 faculty members, and student volunteers who are part of the cell. Apart from this, the students' members of the cell are approx. 20-30 in number who are selected by core team members through physical interaction based on their interest in every academic year.
- All the events/ activities are organized and coordinated by core team members of the cell.
- The duty of core team members is to coordinate student members for seminars, any outreach activity, lectures, making posters, registration forms, feedback forms or any other related activity of the cell.
- The cell members promote intra-disciplinary and coordinated activities amongst the different cultural clubs like (Eco-Clube + Bhaskaracharya Cell), (Mathematics Department + Bhaskaracharya Cell ) etc.
- While organizing any event/activity, following are mandatory :
  - Permission Notesheet
  - Budget Allocation (if any)
  - Poster/Brochure
  - Attendance of the Participants in activity
  - Geotagged Pictures of the activity
  - Feedback from participants
  - Funds utilization report/notesheet
  - Certificates issued to the participants
  - Conclusion Report of the Activity (in format)

Convener: Dr. Krishna Dutt

Members: 1. Dr. Gunjan Sirohi

2. Dr. G. M. Suraj

# **SOP of Biological (biomedical &microbiological )Waste Management**

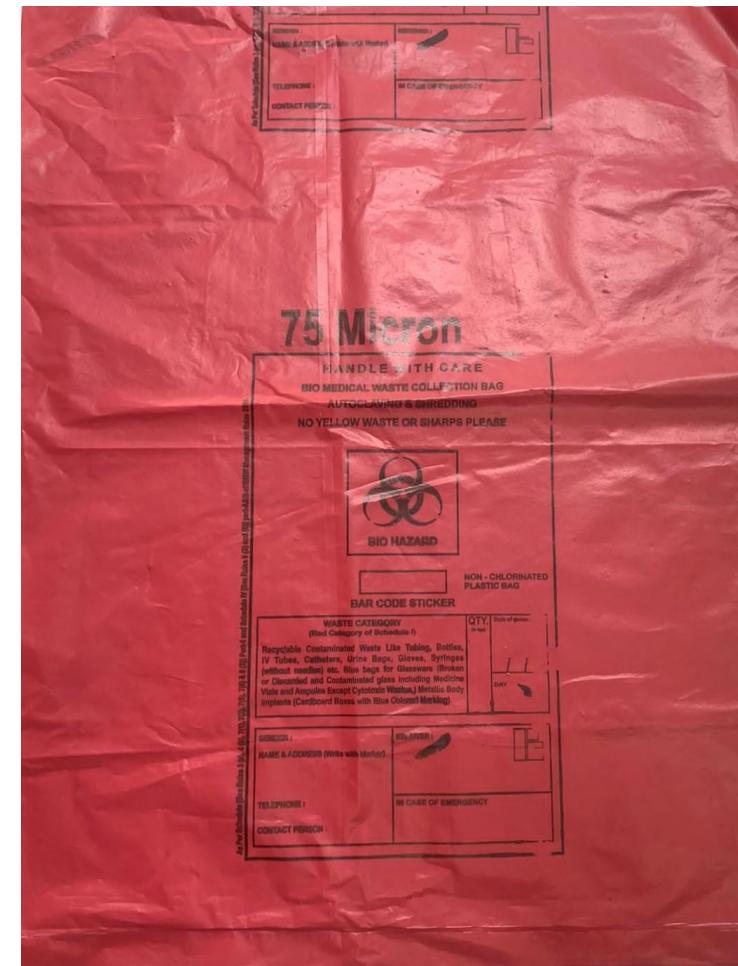
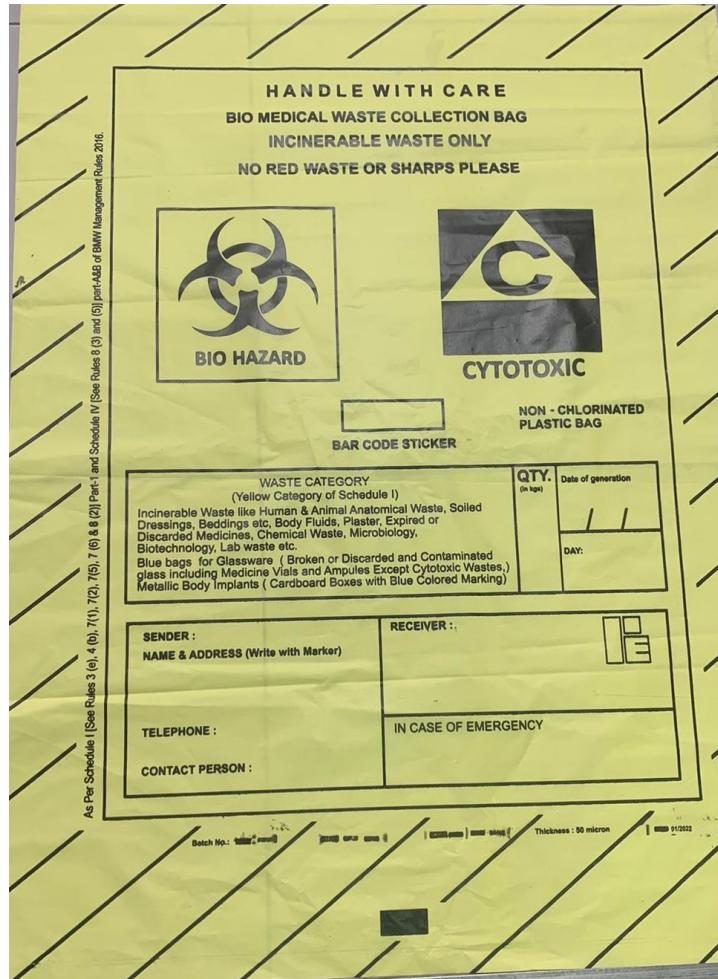
**at BCAS, Dwarka**

**along with the certified agency  
M/s SMS WATER GRACE BMW Pvt.  
Ltd.**



- ◆ The biological wastes are collected after experiment then segregated into different categories and filled into different colour coded bags. The wastes with live culture especially pathogenic organisms are autoclaved prior to disposal in the autoclave meant for discarding purpose.

# COMMON TYPES OF BAGS USED AT BCAS



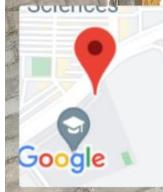


- ◆ The company person is informed to collect the waste. The schedule is based on the amount of waste generated as per the practical conducted in each department.
- ◆ The company personnel fills the inventory (details of the waste collected) and signs it in the presence of the lab staff for record and administrative functioning.



- ◆ The bags are kept in the bins especially designated for this purpose outside the lab and the bags are collected from there by the company personnel.

**The company personnel then collects the bag, adds the details on bags and takes them away from the college for further processing at the waste treatment plant.**



Delhi, Delhi, India

CLASSROOM, BHASKARACHARYA COLLEGE, Pocket 2, Sector 2

Dwarka, Dwarka, Delhi, 110075, India

Lat 28.601594°

Long 77.068281°

04/11/22 02:55 PM GMT +05:30



## **SOP for Building Maintenance Committee**

### **Aim of the Committee:**

The building maintenance of BCAS is responsible for carrying out the activities related to maintenance of the building of the college. The committee keeps a regular watch on the maintenance and upkeep of all infrastructural facilities 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 of the college physically verifies and compiles the requirements before submitting them to the Building Maintenance Committee.
3. After receiving the compiled requests from the caretaker, the committee will conduct the meeting of all the members.
4. After the detailed discussion and deliberations on each point, the committee would prepare its recommendations regarding the requirements.
5. The committee will submit its recommendations to Principal of the college.
6. Depending on the nature of the work, Principal of the college may seek approval from the Governing body of the college.
7. As the building maintenance of the college is the responsibility of the public works department (PWD) of government of NCT of Delhi, Principal of the college would send the recommendations to PWD for further action. Also, the meeting of the building maintenance committee with PWD officials can be organized for the smooth conduct of the maintenance work.
8. The committee can also look after the urgent requirements of the college building after the due approval from the higher authorities as per the GFR 2017.

**Convener:** Dr. Sandeep Kumar

**Members:** 1. Dr. Inderbir Kaur

2. Prof. Sidhharth Sirohi

3. Dr. Anoop Saini

### **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:**

<b>(A)</b>	<b>Personal Hygiene</b>
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>(B)</b>	<b>Utensil/Equipment's</b>
8	All cooking equipment are clean and sanitized
9	Serving trays and plates are clean
10	Standard Cleaning agent (Soap/ Powder/ Liquid) to be used
11	Water used for washing of utensil is clean
<b>(C)</b>	<b>Canteen Area</b>

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

**Proposed Initiatives:**

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

## **Standard Operating Procedure for Canteen**

1. Delicious and healthy food at affordable prices for both students and staff should be provided.
2. Maintain the overall standards of hygiene, safety and quality in canteen.
3. Float the tender for canteen as per GFR and GeM protocols.
4. Overall functioning of canteen should be checked and resolve any issues, if reported by students and staff.
5. Use of compost pit for left over food should be encouraged.
6. Regular Canteen timings are from 8:15 am to 5:45 pm on all working days including Saturdays. The canteen shall remain open on Sundays / vacations/ Holidays as per the requirement of the college
7. Smoking, consuming alcohol, tobacco or any product based on them is strictly prohibited in canteen. Also, their sale is strictly prohibited.
8. All the food items should be kept covered before and after processing and during sale.
9. Only the certified food commodities from FSSAI/ BIS/ AGMARK should be used in cooking. No loose items like oil, spices etc. should be used. Unpermitted additives (colors, flavors, preservatives, etc.) in the food items are not to be used in the canteen.
10. Use of food grade disposable crockery and cutlery is only permitted.
11. Any indiscipline in the canteen will not be tolerated. The staff in canteen must ensure proper discipline.
12. Canteen should be strictly vegetarian using green, fresh and seasonal vegetables & at least one product out of the fermented and steamed snacks category must be available on rotation basis at all times during the working hours of the canteen.
13. “Complaint and Suggestion Book” and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Principal’s Office/ Convener, canteen committee for inspection every month
14. The contractor would display FSSAI registration No. and menu list with their approved rates in the canteen area, other prominent places and wherever directed at all times

Convener: Dr. Shubhra Barwa

Members: Dr. Pawas Goswami, Dr. Harendra Kumar, Dr. Anoop Saini, 2 Non teaching & Student representatives

## **Standard Operating Protocol**

### **Career Counselling Cell**

**Convener: Dr. Uma Dhawan**

#### **Objective:**

The objective of the career counselling cell of the college is to provide guidance to the students about different career opportunities. In pursuit of its endeavour to help students find the right career path, the cell organizes various seminars and workshops.

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.



## Bhaskaracharya College of Applied Sciences

General Guidelines for the Procurement of Budgetary Item (2019-20)

1. GFR-2017 will be referred for the process of Procurement of each Budgetary Items/Goods hereinafter called the ***items/goods*** for the respective financial year. Some of its extracted portions are mentioned in Annexure ‘A’ for convenience only. GFR 2017 shall prevail over this annexure in all matters of procurement by the college. Amendments in the Annexure ‘A’, if any, will be incorporated as per the notification received from time to time.
2. The below mentioned guidelines should be followed for procurement of items of value upto ₹25,00,000/- (Rupees Twenty Five Lakhs) only.
3. The hitherto special dispensation allowed to Kendriya Bhandar and National Consumer Co-operative Federation (NCCF) and Co-operative stores for procurement of goods standard withdrawn after coming into effect of revised financial rules, 2005. They now stand on the same footing as the other suppliers are.
4. Teacher in charge/ Librarian/ Section officer/ Department in charge/ Convener hereinafter called the ***procuring officer*** concerned for respective Department/ Section/Committee etc. will initiate the procurement. Procuring officer should only purchase items mentioned in the budget for the respective financial year.
5. The college has designated all mandatory officers for e-procurement and GeM.

Principal	-	Nodal Officer/ Head of Institute
Convener CPC	-	Bid Opener/ Buyer
Bursar	-	Bid Evaluator/PAO
Ms. Ritu Sareen	-	Tender creator/ Consignee
Mr. Rajiv Dawar	-	Tender Publisher/ DDO

Different Departments/ Sections/ Committees have been registered as Buyer and one of the representative as respective Consignee on the GeM.

6. A file is required to be made for the purchase of each items. Correspondingly, a unique file no. will be used by the Department for the procurement of the items. The general format of the file no will be <**Purchase/BCAS/Dept/ Financial year/ Recurring or Non-Recurring/ Budget items no**> for eg. Purchase/BCAS/Elec./ 2019-20/ NR/A.7/ for the items mentioned at serial 7 in the NR budget of the Department of Electronics for the Financial year 2019-20 under budget category A i.e. Critically Essential Equipment.

7. Prior permission from the Principal is required to initiate the purchase of any of the item(s) through GeM only. The note should justify and mention quantity of the required items along with quantity of the items in hand and approximate price (as mentioned in the budget). A copy of the budget is required to be enclosed while taking the necessary aforesaid approval.
8. The Principal will constitute a ***Local Technical & Purchase Committee (T&PC)***, consisting of minimum three faculty members (excluding the Bursar, Convener CPC or Sanctioning Authority) in the Department, if applicable, including the procuring officer, to finalize the specifications and procurement of the desired item.
9. Once T&PC finalize the specifications, approval to purchase from GeM should be taken from the Principal. Thereafter the item may be added to the cart.
10. If the item is not available on the GeM, a certificate in this regard is required from the T&PC and permission to send ***Request for Quotations (RFQ)*** and ***Notice for Inviting Tender (NIT)*** as the case may be under GFR 2017, for procurement of the items may be taken from the Principal in continuation of the above note.
11. The approval should contain the complete contents/ text of the quotation (on the new quotation proforma adopted) including the specifications of the items as decided by the T&PC, quantity of the required items (along with quantity of the items in hand), approximate price (as mentioned in the budget) and, if available, the details of vendors aimed to send NIT, BOQ etc.
12. The vendors mentioned in the above list should be sent only the NIT. Permission may be sought to float the NIT on the Principal's behalf. Once the approval is obtained the procuring officer concerned can send the NIT on behalf of the Principal after dispatch/through mail.
13. The web based publicity of the NIT/RFQ on the college and/or Delhi University website is mandatory along with Central Public Procurement Portal through Principal's Office. The NIT/RFQ/ CPP form should be duly signed by the Principal with stamp to get it uploaded on the web. The NIT may be circulated to all possible places for wider publicity say to different colleges, nearby institute etc.

14. The procuring officer should submit the file containing duly signed original documents containing permission, RFQ with all required annexure(s) and details, Tender Creation Form for CPP Portal (CPP Form), BOQ format desired. The soft copy of these documents should be also provided to Tender Creator. Also to be mentioned is the list of documents (max. seven) desired for Technical Evaluation.
15. The procuring officer should submit the file (soft copy also), with scanned copy of the signed and stamped papers for RFQ, to the Tender Creator in the unprotected .pdf format.
16. Tender Publisher would publish the tender on the CPP Portal.
17. The display of dispatch numbers of the vendors who were sent the RFQ/NIT directly by the procuring officer should be avoided in all web based publicity.
18. A documentary proof for its availability on CPP portal, and request to display on college / DU website should be also preserved. A summary sheet from the CPP portal is thus to be printed and put in the file within the prescribed time.
19. Different types of budgetary items, (whose probable supplying vendors are different) should **NOT** be included in the same RFQ and Proposal. Also different budget categories, of one department, should not be clubbed in the same proposal.
20. Quotations will be called, by the Department concerned, by stating only the items specifications without any ambiguity including the desired warranty, if desired on the approved RFQ format.
21. Suitable arrangements should be made to display the request for online quotations on the college website rather than a reply on the mail etc. in the response of RFQ.
22. In all cases quotations should be addressed in the name of the Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 110075.
23. Minimum 21 days to be given to vendor to submit their bids avoiding Saturday/ Sundays/ Holidays as the last day of submission.
24. *Corrigendum*, if required to be sent/ publish, should be only through the permission of the competent authority and a soft copy of the duly signed and stamped corrigendum be made available to the tender creator in the pdf

format, along with the approval. It should clearly mention the date of publication and previous and modified details for which it has been issued.

25. In order to attract sufficient number of bidders, the specifications should be broad based to the feasible extent.
26. Bids received after the specified date and time for receipt of bids (late bids) should not be considered.
27. Quotations will be two fold (a) one technical bid consisting of all technical details along with terms and conditions (b) another financial bid containing items wise price for the items mentioned in the technical bid.
28. If offline quotations were desired, the technical bid and the financial bid should be sealed by the bidder in separate covers (A and B respectively) duly super scribed and both these sealed covers are to be put in a bigger cover (C) which should also be sealed and super scribed. (within 50 Thousand). It is also to be made clear that the quotations received in response to web based publicity should bear a label as "*Reply to quotation on website*".
29. The technical bids are to be opened first by the Bid Opener and forwarded to the procuring officer. **Technical Comparison Chart**, as per the attached proforma, needs to be prepared by the local T&PC at this stage. Any discrepancy in any of the technical bids received should be rectified and clearly mentioned in the notesheet, giving proper reference of the page number in the file, before the approval is taken from the Principal to open the financial bid for successful vendors.
30. Copy of this approval should be submitted to bid evaluator for necessary action. Reason of a bid rejection, if any, should be clearly reflected in the notesheet.
31. Financial bids can be opened only on the next working day from the date of approval to open them.
32. At the second stage the financial bids of only those bidders who have been found technically qualified (for further analysis or evaluation, ranking and selecting the successful bidder for placement of the contract) be opened after the due approval of the competent authority. The bid opener would open the financial bids and forwarded to the procuring officer.

33. Purchase file should be properly page numbered and papers should be arranged in chronological order (date wise). Different classification/categories/ series should be used for the page number. Page no P.1, P.2, ..., P.n for all the communications/ permission from the Principal, Q.1, Q.2, ..., Q.n for the signed papers of quotations received, R.1, R.2, ..., R.n for any rectification/clarification required, C.1, C.2, ..., C.n for any comparative chart and similarly for other classification of papers, if any. Papers related to a sequence should be grouped and placed together.
34. If the items are proposed from GeM, the file should be submitted as per 33 above (all relevant enclosures with page no.), to the CPC through office within 4-5 days after the item was added to the cart. The order should be placed on the GeM after the due approval of the competent authority as per their policy.
35. The authority for administrative and financial approval to be entered in the GeM portal is only “Principal BCAS”. One of the option between SO Ac and Bursar, one should take “SO Accounts”. Also non-essential field of IFD concurrence may not be filled.
36. In cases where manufacturer who was initially called for the quotation is not supplying the product directly but through a distributor, an authorization certificate from the manufacturer in original or notarized is mandatory. The certificate should be sent directly to the college. This point should also be clearly reflected in the notesheet with reference to the respective page number.
37. If the above certification from the manufacturer is sent through the distributor concerned, the procuring officer should demand the manufacturer for the original certificate to be sent directly to the college again.
38. The envelopes of the distributor should be properly sealed, if offline, and duly super scribed containing the same reference number as that of the manufacturer.
39. Normally, negotiations with bidders after bid opening should not be held. However, negotiation with only lowest evaluated responsive bidder (L-1) may be held in specific circumstances provided the same is found logical and justified in the financial interest of the College.

40. The file will be moved only through the internal **Transit register (TR)** maintained by the different departments. While moving the file, proper submission and receiving date and time has to be noted in the TR.
41. Department should submit the file to Mr. Manish Verma with the proper notesheet and all relevant enclosures, including three different duly filled proforme attached herewith (i) Check list (ii) Technical Comparison Chart (iii) Price comparative statement. All these proforme should be duly signed by T&PC with date.
42. The unit price of the items should not be more than the 25% of the approximate price mentioned in the budget.
43. If different department aims to procure the same items (only if mentioned in their respective budget irrespective of budget category) then the quotation should be sent mentioning the total sum of the quantity required by each department. In no circumstances the NR order of one of the department will be repeated for another department.
44. Different specifications, as may be desired by different departments, of a common item may be added in the same RFQ. The total quantity in the RFQ shall be the sum of all individual requirements.
45. The successful vendors should be asked to submit their complete bank details/ copy of cancelled cheque in the prescribed bank proforma in case the college desires to make the payment through ECS/RTGS/NEFT.
46. Once the item is received the procuring officer will collect installation and working certificate along with the invoice/ bill from the vendor in the name of the ***“Principal, Bhaskaracharya College of Applied Sciences”***
47. After due entry in the relevant stock register and college asset register maintained by the care taker of the college approval for disbursement from the Principal should be taken.
48. For GeM procurement, the consignee will receive the item and need to generate the CRAC certificate on the GeM portal within 7 days of receiving. The buyer will then need to generate and process the bill and submit the file to the account section with CRAC, bill and approval for disbursement from the Principal.

49. Procuring officer concerned shall submit copy of the order, CRAC certificate, along with the invoice/ bill from the vendor in the name of the "***Principal, Bhaskaracharya College of Applied Sciences***" and approval for disbursement from the Principal to enable the release of amount of the order along with a copy of the cancelled cheque/ bank details to the accounts section.

50. If the department aims to procure a Chemical/ Glassware/ Plastic ware items of particular make/brand, a departmental technical committee of minimum three members including the procuring officer, if applicable, should submit a **Proprietary Usage Certificate (PUC)** in the following format before the procurement:

*(Signature with date)*

### *Members Technical Committee*

*Procuring Officer*

## Annexure 'A'

### Extracts from GFR-2017

- I. Rule 157 provides that a demand for goods should not be divided into small quantities to make piece meal purchases and to avoid the necessity of obtaining the sanction of higher authority.
- II. *Rule 154- Purchase of goods without Quotations:* As per rule 154, Goods up to the value of ₹25,000/- (Rupees Twenty Five Thousand, including all taxes) only on each occasion may be purchased without inviting quotations/ bids on the basis of a certificate to be recorded by the competent authority in the following format

*"I, \_\_\_\_\_, am personally satisfied  
that these goods purchased are of the requisite quality and  
specification and have been purchased from a reliable  
supplier at a reasonable price."*

- Card/direct payment purchase for recurring item only, if desired, only upto to ₹5,000/- with the permission of the Principal.
- Purchase through order for all procurement between ₹5001/-to ₹24999/-.
- Order is must for all NR procurement irrespective of the amount of the item procured.
- Certificate before placing an order.

- III. *Rule 155- Purchase of goods by open Quotations:* As per rule 155, Purchase of Goods costing above ₹25,000/- (Rupees Twenty five thousand) and up to ₹50,000/- (Rupees Fifty Thousand) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of minimum three members of an appropriate level as decided by the Principal. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

*"Certified that we \_\_\_\_\_, members of the purchase committee  
are jointly and individually satisfied that the goods recommended  
for purchase are of the requisite specification and quality, priced*

*at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”*

- Decide the specification before the market survey.
- Approval to conduct the Market survey on a specified date is required.
- Four Quotations to be submitted, completed in all respect without requiring any clarification.
- Local area does not includes NCR and should be in the vicinity of 18-20 kms maximum for two consecutive days.
- The open quotations should have similar specifications to be compared in their respective financial offers.
- All Quotations should also bear a diary number in continuation.
- Quotation should bear name and signatures with dates of all the three committee members
- Quotation should have TAX component (rate) even in the quotation having rates with Inclusive ALL.
- Before recommending placement of the purchase order, all the three duly filled enclosed proforme to be attached.
- Order must be finalized within 12-15 working days from the date of initial permission.
- Only once in a year for an NR item. Repetition of an order already executed is not permitted.
- Certificate under 155 with names before placing an order.

IV. *Rule 156- Purchase of goods directly under rate contract:* In case college procures Central Purchase Organisation (e.g. DGS&D/ GeM) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The department shall make its own arrangement for inspection and testing of such goods where required. Items available under DGS&D Rate contract can be procured if the supply order is placed at the address specified in the Contract only.

V. *Rule 162- Open/ Limited Tender Enquiry* may be adopted when estimated value of the goods to be procured is up to ₹25,00,000/- (Rupees twenty five lakhs only).

- Copies of the bidding documents should be sent directly by speed post/registered post etc. to firms which are borne on the list of registered suppliers for the goods in question.
- Kendriya Bhandar and NCCF shall also be included in the list of suppliers.
- Web based publicity to be given for limited tender enquiry on College, Delhi University and Central Public Procurement Portal.
- Sufficient time, normally 30-35 days, should be allowed for submission of bids.
- Two bid system may be followed.
- The number of supplier firms should be more than three (Minimum 4 in case of offline mode)
- Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- Refundable Earnest Money Deposit (bid security) @ 2%-5% of the basic cost of total quoted items/Fixed through in the form submitted through RTGS/NEFT/ Single demand draft in favour of Principal, Bhaskaracharya College of Applied Sciences, should be deposited along with the bid.
- A proof should be sought, if the payment is made online.
- Suppliers registered with Director General of Supplies & Disposals(DGS&D), National Small Industries Corporation ( NSIC), Govt approved sources are exempted. Tender without EMD should be considered unresponsive and rejected.
- The selected vendors will have to pay a performance bank guarantee for an amount equal to Bid Security/10% of the total amount of the equipment/items for the duration of warranty period.
- Date & Time and place of opening of tender should be mentioned clearly.
- A clear terms and conditions to be sent in detail with the tender, as an annexure.

VI. *Tender by Advertisement:* As per Rule 161 of GFR, Invitation to tenders by advertisement should be used for procurement of goods of estimated value of ₹25 lakhs and above.

- Advertisement should be given in the Indian Trade Journal (ITJ) published by Director General of Commercial Intelligence & Statistics, Kolkata and at least in one national daily having wide circulation in which website address should also be given
- Should also be published on College, Delhi University and Central Public Procurement Portal and GeM
- The minimum time to be allowed for submission of bids should be 4-6 weeks from the date of publication of the tender notice/availability of the bidding document for sale whichever is later.
- Downloading bidding document should be free of cost.
- Two bid system may be followed.
- The number of supplier firms should be more than three. (Minimum 4, if offline).
- Refundable Earnest Money Deposit (Bid security) @ 2%-5% of the basic cost of total quoted items similar as above.
- Suppliers registered with Director General of Supplies & Disposals (DGS&D), National Small Industries Corporation ( NSIC), Govt approved sources like MSME are exempted. Other Tender without EMD should be considered unresponsive and rejected.
- The selected vendors will have to pay a performance bank guarantee for an amount equal to Bid Security/10% of the total amount of the equipment/items for the duration of warranty period.
- Date and place of opening of tender should be mentioned clearly.
- A clear terms and conditions to be sent in detail with the tender, as an annexure.

VII. As per Rule 162 the method (V supra) may also be adopted in cases where the estimated value of the goods to be procured is Rupees twenty five lakhs or above.

- if the Principal certifies the demand to be of urgent nature and

- justifies any additional expenditure involved by not procuring through advertised tender enquiry, and
- if it is specified in writing by the competent authority that it will not be in public interest to procure the goods through advertisement or tender enquiry.

VIII. Rule 166- In case of procurement of an items from single source or items of proprietary nature under the circumstances only when

- A reasonable justification should be accompanied with the proposal
- It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of Principal has to be obtained.
- For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the Principal), the required items is to be purchased only from a selected firm.
- Certificate from the Vendor
- Certificate from the T&PC members

IX. The documents to be attached in case of single source or proprietary item are

- Latest proprietary article certificate from the manufacturer in original or notarized in the following format

*“This is to certify that (Name of product) is/are our proprietary product and manufactured only by us”.*

(Signature and Seal of the Manufacturer)

- Sole authorized distributor certificate from the manufacturer in original or notarized in cases where manufacturer is not supplying the product directly but through a distributor.
- A certificate from the supplier that the items has not been sold at price lower than that quoted to PEC during that financial year. Reasonability of price may be ensured in single tender purchase

- Proprietary article certificate format to be provided by the procuring officer before procuring the goods as per Rule 166 of GFR
  - (i) *The indented goods are manufactured by M/s.....*
  - (ii) *No other make or model is acceptable for the following reasons:-----*
  - (iii) *Concurrence of finance wing/ purchase committee to the proposal vide : .....*
  - (iv) *Approval of the Principal vide : .....*

(Signature with date and designation of the Procuring Officer)

X. The handloom textiles are to be procured only from the outlets approved by the Khadi Village Industries Commission (KVIC) and/or the notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms).

XI. **Government e-Market place (GeM)**- The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under :-

- (i) Up to Rs. 25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Above Rs. 25,000/- and up to Rs.5,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.
- (iii) Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

## Format of the label to be used on quotations

Envelope C: Quotation for the <items description>			
Department of <>		Your Reference No:<> /Reply to Quotation on your website	Dated: <>
Envelope A/ B		<b>The Principal</b> <b>Bhaskaracharya College of Applied Sciences</b> <b>University of Delhi</b> <b>Sector-2, Phase I, Dwarka</b> <b>New Delhi- 110075</b>	
A:<Technical Bid> OR B:<Financial Bid>		Last Date and Time of Receiving the Quotation: <>	
From: <Vendor Details>		Kind Attn: <Designation of the Procuring officer Concerned>	

## Dummy Example:

Quotation for the <items description>			
Department of <Electronics >		Your Reference No:<BCAS/Elec/1234 > /Reply to Quotation on your website	Dated: <May 08, 2019 >
Envelope <b>A</b>		<b>The Principal</b> <b>Bhaskaracharya College of Applied Sciences</b> <b>University of Delhi</b> <b>Sector-2, Phase I, Dwarka</b> <b>New Delhi- 110075</b>	
<Technical Bid>		Last Date and Time of Receiving the Quotation: <Wednesday 6/6/2019 by 4:30 p.m. >	
From: <M/S XYZ Delhi-110001>		Kind Attn: <TIC, Department of Electronics>	

## Checkpoint for purchase (2019-20)

**File No. < Purchase/BCAS/Dept/Financial year/R or NR/Budget items no>**

1.	(i) Purchase of Budgetary items	Yes/No
<hr/>		
(ii) If YES then then Recurring/ Nonrecurring		
<hr/>		
2.	Type of Mode of Procurement (Tick √ one of the following)	
<hr/>		
(a) with/ without quotation upto ₹ 24, 999/-		
<hr/>		
(b) with sealed/ open quotation amounting to ₹ 25,000/- to ₹ 50,000		
<hr/>		
(c) with sealed/ open quotation amounting to ₹ 50,000/- to ₹ 2Lac		
<hr/>		
(d) Open/Limited Tender amounting above ₹ 2 Lakhs to ₹ 25 Lakhs		
<hr/>		
(e) Advertised/ Global tender amounting above ₹ 25 Lakhs		
<hr/>		
(f) Proprietary item		
<hr/>		
(g) DGS&D/GeM/ Contract		
<hr/>		
(h) College/other Rate Contract		
<hr/>		
(i) Through GeM within ₹ 25,000/-		
<hr/>		
(j) Through GeM amounting to ₹ 25,000/- to ₹ 5Lac		
<hr/>		
(k) Through GeM for amounting above ₹ 5Lac		
<hr/>		
3.	Copy of Budget Attached	Yes/No
<hr/>		
4.	Quantities of the items aim to be purchased as compared to quantity mentioned in the in the budget	Less/ Equal/ More
<hr/>		
5.	Whether the items a proprietary items?	Yes/No
If yes, technical justification for the above purchase should be		
<hr/>		

---

provided by the Department concerned, with the approval of the Principal.

---

6.	Permission to call the quotations	Yes/No
7.	Quotation posted on the college website, DU, CPPP	Yes/No
8.	Copy of NIT (Notice Inviting Tender) sent to vendors attached	Yes/No
9.	Reference no of quotations received same as the respective dispatch no.	Yes/No
10.	Due date of submitting bids	
11.	Any of the quotation considered which was received after the due date.	Yes/No
12.	(i) Date of opening of technical bid	
	(ii) Date of opening of financial bid	
13.	(i) Technical Comparison Chart attached	Yes/No
	(ii) Any Discrepancy in the above chart	Yes/No
14.	(i) Clarification(s) required from any vendor	Yes/No
	(ii) If Yes, clarification(s) attached	Yes/No
15.	Price Comparative Statement of the eligible vendors attached	Yes/No
16.	Calculation of the Total amount of the order	Yes/No
17.	Total Amount of Budget Sanctioned in ₹	
18.	Total Budget left in hand, if the items is procured as per the proposal in ₹.	
19.	Total Pages enclosed	

---

---

(i) Sr. no of the papers related to communications/ permission from the Principal P.1 to P.--

---

(ii) Sr. no of the papers related to quotations Q.1 to Q.--

---

(iii) Sr. no of the papers related to rectification R.1 to R.--

---

(iv) Sr. no of the papers related to comparative chart C.1 to C.--

---

(v) Any other classified paper attached

---

Signature with Date

Name

Designation TIC/ Librarian/S.O./Incharge/ Convener

Department

## Page No. C.1

File No. < Purchase/BCAS/Dept/Financial year/R or NR/Budget items no>

<b>Technical Comparison Chart of the File No.</b>				
Single Items Details (as per the items mentioned in the budget)	Vendor 1	Vendor 2		Vendor N
Specification 1	Yes/No	Yes/No		Yes/No
Specification 2	Yes/No	Yes/No		Yes/No
Specification 3	Yes/No	Yes/No		Yes/No
Specification N	Yes/No	Yes/No		Yes/No

Signature with Date

Name

Designation      TIC/ Librarian/S.O./Incharge/ Convener

Department

## Page No. C.2

**File No. < Purchase/BCAS/Deptt/Financial year/R or NR/Budget item no>**

Kindly mention Not Applicable (NA) instead of deleting any entry, wherever required.

<b>Price Comparative Statement of the File No.</b>				
Single Item Details (as per the item mentioned in the budget)	Vendor 1	Vendor 2	.....	Vendor N
Unit Price ₹				
Discount ₹				
AMC Charges, if any ₹				
Installation/ Training Charges ₹				
Insurance charges, if any ₹				
Freight charges, if any ₹				
Service Charges				
GST/TIN No.*				
Service Tax No.				
Warranty period Years				
GST ₹				
Any Other ₹				
Quantity Required				
Remarks				
Total ₹				

\*Mandatory for the vendor getting an order for procurement of the budgetary item.

Signature with Date

Name \_\_\_\_\_  
Designation \_\_\_\_\_ TIC/ Librarian/S.O./Incharge/ Convener  
Department \_\_\_\_\_

## 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      • Instrumentation- EVS
- CS- Maths 1              • Physics-              Maths 2
- Elec- English              • PS-                      Physical Education
- FT- Human Comm.

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 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 Mentor 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

## **Committee for Digitization and Automation**

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.

### **BRAHMA and BEAMS have the following benifits:**

**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 workolad 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 programattically 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 maually 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 allots 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 platform 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

**BRAHMA**

powered by Google

User Dr. Partha S. Pal

Email parths.pal@bcas.du.ac.in

Paper

View Time Table

- ₹ Budget
- ⚙ Digitization & Automation
- 📅 Time Table
- 🏫 Mentorship
- 🛍 Purchase

**BRAHMA**

**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](#).
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](#). 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

**BRAHMA**

powered by Google

User Dr. Partha S. Pal

Email parths.pal@bcas.du.ac.in

Paper

View Time Table

- ₹ Budget
- ⚙ Digitization & Automation
- 📅 Time Table
- 🏫 Mentorship
- 🛍 Purchase

View Time Table

- Select
- Waves and Optics
- Waves and Optics Lab
- Mathematical Physics 3
- SEC 2: Applied Optics

### Drop down Module List

**BRAHMA**

powered by Google

User Dr. Partha S. Pal

Email parths.pal@bcas.du.ac.in

Paper

View Time Table

- 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
- Alumni Database

Purchase

## Department Time Table

Time Table (2021 - 22) Even Semester | w.e.f: 07-04-2022

Period	1	2	3	4	5	6	7	8	9	YE AR	Physics	2021-22
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. Meetu Luthra, ML	
	SM ML   208	SM ML   208	EMTLAB AB, ML	EMT AB   210			DSS HRK   210	DSS HRK   210		III	Dr. Ramesh Kumar, RMK	
		EMLAB SDK, PSP	WO PSP   PHYLAB	WO PSP   PHYLAB	GE2TH AB   LAB1	GE2TH AB   LAB1				I	Dr. Herendra Kumar, HRK	
TUE			GE4TH SDK   109	GE4TH SDK   109		ASALAB VB, HRK		MP3 AJK   209	MP3LAB AJK, HRK	II	Dr. Ajay Kumar, AJK	
	SM ML   210	SM ML   210	SMLAB AB, ML				DSS HRK   210			III	Dr. Satyawati, SW	
	EM SDK   207	EM SDK   207	ENG SW   207*	ENG SW   207*		GE2LAB AJK				I	DSS-Classical Dynamics	
		ASA VB   210	ASA VB   210	EMPLAB VB, RMK		SECLAB PSP, RMK		MP3LAB HRK, AJK		II	DS6-Nano Materials and Applications	
WED			EMTLAB AB, ML	EMT AB   210	DSS HRK   210	DSS HRK   210				III	DS7-Dissertation	
				EMLAB SDK, RMK						I	-	
	GE4TH AJK   209	GE4TH AJK   209	GE4LAB SDK	ASA VB   LAB1	ASA VB   LAB1	SECTH RMK   LAB1	SECLAB RMK, PSP			II	EM WO	4 4
	D57 AB   LAB1		SMLAB AB, ML	EMT AB   210	EMT AB   210	DSS HRK   210	DSS HRK   210	DSS HRK   210		III	WOLAB GE2TH	4 4
THU	GE2TH ML   114	GE2TH ML   114	GE2LAB ML		WOLAB PSP, SDK					I	GE2LAB MP3	4 4
		SECTH RMK   210	MP3 PSP   210	MP3 PSP   210	MP3 AJK   210	EMP RMK   210	EMP RMK   210			II	EMT EMP	4 4
	D56 HRK   210	D57 AB   LAB1	DS6LAB VB, HRK			DSS AJK   209	DSS AJK   209			III	AS4 SECTH	4 2
	EM SDK   209	EM SDK   209								I	MP3LAB EMPLAB	4 4
FRI	EMP RMK   210	EMP RMK   210								II	ASALAB SECLAB	4 4
										III	GE4TH GE4LAB	4 4
										I		
										II		
SAT										III		
										I		
										II		
										III		

## Individual Time Table

BRAHMA												
Time Table												
Period	1	2	3	4	5	6	7	8	9	DE PT	2021- 22	Teacher
Day	08:30	09:30	10:30	11:30	12:30	13:30	14:30	15:30	16:30	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 PSP   210	MP3 PSP   210	MP3 AJK   210	EMP RMK   210	EMP RMK   210			WOLAB 4		
SAT		O D	F A	F Y		D O	A F	Y F		MP3 2		
										SECLAB 4		
										GE4TH 2		
										GE4LAB 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	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 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	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	1 MATHS	1 MATHS	0	0	
	116 0	1	MB 1	INS 1	INS 1	CHEM 1	ZOO 1	ZOO 1	ZOO 1	
	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	<input type="button" value="Edit"/>
Dr. Ajay Kumar	AJK	14	<input type="button" value="Edit"/>
<input type="button" value="Delete"/>			
<b>Information</b>			
1. Attendance submitted here will be automatically uploaded on college website at the end of the month.			
<b>Error(s)</b>			
1. Duplicate entries			
<b>Attendance</b>		<b>Exit Application</b>	
Date*	04/02/2022 <input type="button" value="Calendar"/>		
	2	1	0
<b>Classes Held*</b>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>
<b>Attendance</b>	2	1	0
<b>Sort</b>	<input type="button" value="Up"/>	<input type="button" value="Down"/>	
2007001 Abhishek Kumar	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>
2007002 Abhishek Prashant	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>
2007003 Adil Ansari	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>
2007004 Adreeja Goswami	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

# 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 <b>Marks</b> 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							
<a href="#">Export</a>  			<a href="#">Exit Application</a>				
			Marks		Exclude 		
			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 Dilvyan Khajuria		—	—	0		
	2107008						

Generic Elective 1				
Physics	Electricity and Magnetism			8 7/I/O/O/O
S.No.	Roll No.	Name	Result (î)	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	Gitansh Kanwaria	0.762667	ELEC / 1
8	2103061	Niti Kumari	0.640000	ELEC / 1

## Paper Teacher Database

PHY	Click  on right to enable editing																
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										
4	Waves and Optics Lab	Dr. Partha S. Pal, Dr. Sandeep Kumar, Dr. Ramesh Kumar				PSP	SDK	RMK									
	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 Bharadwaja	anand.bharadwaja@bcas.du.ac.in					
	Analog Systems and Applications	Dr. Vandana Batra				VB				PSP	Dr. Partha S. Pal	parths.pal@bcas.du.ac.in					
6	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					
8	SEC2 Lab: Applied Optics	Dr. Ramesh Kumar, Dr. Partha S. Pal				RMK	PSP			AJK	Dr. Herendra Kumar	harendra.kumar@bcas.du.ac.in					
	Electromagnetic Theory	Dr. Anand Bharadwaja				AB				AB	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										
10	DSE3: Nano Materials and Applications	Dr. Herendra Kumar				HRK											
	DSE4: Dissertation	Dr. Anand Bharadwaja				AB											
	Electromagnetic Theory Lab	Dr. Anand Bharadwaja, Dr. Meetu Luthra				AB	ML										
	Statistical Mechanics Lab	Dr. Anand Bharadwaja, Dr. Meetu Luthra				AB	ML										
12	DSE3 Lab: Classical Dynamics	Dr. Herendra Kumar, Dr. Vandana Batra				HRK	VB										
	DSE3 Lab: Nano Materials and Applications	Dr. Herendra Kumar, Dr. Vandana Batra															
	DSE4 Lab: Dissertation																
	GE2 TH	Elements of Modern Physics															
GE2 LAB	Elements of Modern Physics																
	GE4 TH	Thermal Physics and Statistical Mechanics				SDK	AJK										
GE4 LAB	Thermal Physics and Statistical Mechanics	Dr. Sandeep Kumar, Dr. Ajay Kumar				SDK	AJK										

## Attendance Database

ERR	FEB																																																																																																																																																																																																																															
Name: Dr. Partha S. Pal, Dr. Ajay Kumar		Semester: 4 Year: 2021-22																																																																																																																																																																																																																														
Paper: Mathematical Physics 3		Course: B.Sc. (Hons) Physics																																																																																																																																																																																																																														
<table border="1"> <thead> <tr> <th></th><th colspan="2">February</th><th>TUE</th><th>FRI</th><th>TUE</th><th>FRI</th><th>FRI</th><th>TUE</th><th>FRI</th><th>FRI</th><th>Total</th><th></th><th></th></tr> <tr> <th>S.No.</th><th>Roll No.</th><th>Name</th><th>1/2</th><th>4/2</th><th>8/2</th><th>11/2</th><th>18/2</th><th>22/2</th><th>25/2</th><th>25/2</th><th></th><th></th><th></th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><th>Teacher</th><th>AJK</th><th>PSP</th><th>AJK</th><th>PSP</th><th>PSP</th><th>AJK</th><th>PSP</th><th>AJK</th><th></th><th></th></tr> <tr> <td></td><td></td><td></td><th>Held</th><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>1</td><td>2</td><td>1</td><td>14</td><td></td></tr> <tr> <td>1</td><td>2007001</td><td>Abhishek Kumar</td><td></td><td></td><td></td><td>2</td><td></td><td>1</td><td>2</td><td>1</td><td>6</td><td></td><td></td></tr> <tr> <td>2</td><td>2007002</td><td>Abhishek Prashant</td><td>2</td><td>2</td><td></td><td>2</td><td>1</td><td></td><td></td><td></td><td>1</td><td>8</td><td></td></tr> <tr> <td>3</td><td>2007003</td><td>Adil Ansari</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>4</td><td>2007004</td><td>Adreeja Goswami</td><td>2</td><td>2</td><td>2</td><td></td><td>1</td><td></td><td></td><td></td><td>7</td><td></td><td></td></tr> <tr> <td>5</td><td>2007005</td><td>Akshay</td><td></td><td></td><td>2</td><td>1</td><td></td><td>1</td><td></td><td></td><td>4</td><td></td><td></td></tr> <tr> <td>6</td><td>2007006</td><td>Alik Mondal</td><td></td><td></td><td></td><td></td><td></td><td>2</td><td>1</td><td>3</td><td></td><td></td><td></td></tr> <tr> <td>7</td><td>2007007</td><td>Aman Negi</td><td>2</td><td>2</td><td>2</td><td>2</td><td></td><td>1</td><td>2</td><td>1</td><td>12</td><td></td><td></td></tr> <tr> <td>8</td><td>2007008</td><td>Ankit Kaushik</td><td></td><td></td><td>2</td><td>2</td><td>2</td><td>1</td><td>2</td><td>1</td><td>10</td><td></td><td></td></tr> <tr> <td>9</td><td>2007009</td><td>Ankit Kumar</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>1</td><td>2</td><td>1</td><td>14</td><td></td><td></td></tr> <tr> <td>10</td><td>2007010</td><td>Ankush Kumar</td><td></td><td></td><td></td><td>2</td><td></td><td>1</td><td>2</td><td>1</td><td>6</td><td></td><td></td></tr> <tr> <td>11</td><td>2007012</td><td>Deepak Jakhar</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>1</td><td>2</td><td>1</td><td>14</td><td></td><td></td></tr> </tbody> </table>		February		TUE	FRI	TUE	FRI	FRI	TUE	FRI	FRI	Total			S.No.	Roll No.	Name	1/2	4/2	8/2	11/2	18/2	22/2	25/2	25/2							Teacher	AJK	PSP	AJK	PSP	PSP	AJK	PSP	AJK						Held	2	2	2	2	2	1	2	1	14		1	2007001	Abhishek Kumar				2		1	2	1	6			2	2007002	Abhishek Prashant	2	2		2	1				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	10			9	2007009	Ankit Kumar	2	2	2	2	2	1	2	1	14			10	2007010	Ankush Kumar				2		1	2	1	6			11	2007012	Deepak Jakhar	2	2	2	2	2	1	2	1	14																
	February		TUE	FRI	TUE	FRI	FRI	TUE	FRI	FRI	Total																																																																																																																																																																																																																					
S.No.	Roll No.	Name	1/2	4/2	8/2	11/2	18/2	22/2	25/2	25/2																																																																																																																																																																																																																						
			Teacher	AJK	PSP	AJK	PSP	PSP	AJK	PSP	AJK																																																																																																																																																																																																																					
			Held	2	2	2	2	2	1	2	1	14																																																																																																																																																																																																																				
1	2007001	Abhishek Kumar				2		1	2	1	6																																																																																																																																																																																																																					
2	2007002	Abhishek Prashant	2	2		2	1				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	10																																																																																																																																																																																																																					
9	2007009	Ankit Kumar	2	2	2	2	2	1	2	1	14																																																																																																																																																																																																																					
10	2007010	Ankush Kumar				2		1	2	1	6																																																																																																																																																																																																																					
11	2007012	Deepak Jakhar	2	2	2	2	2	1	2	1	14																																																																																																																																																																																																																					

## Student feedback for teacher

FB 67%↑	FB 67%↓																																																																																																																																												
<b>PHY: Dr. Partha S. Pal</b>																																																																																																																																													
*Feedback of students with attendance 67% or above for odd semester 2021-22																																																																																																																																													
<table border="1"> <thead> <tr> <th>FEEDBACK</th><th>Sincerity / Commitment</th><th>Interest Generated</th><th>Accessibility</th><th>Preparation</th><th>Communication</th><th>Encouragement</th><th>Total Feedback - 19</th></tr> </thead> <tbody> <tr> <td>Average</td><td>4.77</td><td>4.15</td><td>4.42</td><td>4.15</td><td>4.31</td><td>4.38</td><td></td></tr> <tr> <td>Serial No.</td><td colspan="6">Selected Feedback - 13</td><td></td></tr> <tr> <td>1</td><td>5</td><td>2</td><td>3</td><td>2</td><td>2</td><td>4</td><td></td></tr> <tr> <td>2</td><td>5</td><td>3</td><td>5</td><td>3</td><td>5</td><td>3</td><td></td></tr> <tr> <td>3</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td></td></tr> <tr> <td>4</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td></td></tr> <tr> <td>5</td><td>5</td><td>4</td><td>5</td><td>5</td><td>5</td><td>5</td><td></td></tr> <tr> <td>6</td><td>5</td><td>4</td><td>5</td><td>5</td><td>4</td><td>4</td><td></td></tr> <tr> <td>7</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td></td></tr> <tr> <td>8</td><td>3</td><td>3</td><td>3</td><td>2</td><td>3</td><td>3</td><td></td></tr> <tr> <td>9</td><td>4</td><td>4</td><td>4</td><td>3</td><td>4</td><td>4</td><td></td></tr> <tr> <td>10</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td></td></tr> <tr> <td>11</td><td>5</td><td>4</td><td>5</td><td>4</td><td>4</td><td>4</td><td></td></tr> <tr> <td>12</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td></td></tr> <tr> <td>13</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td></td></tr> </tbody> </table>														FEEDBACK	Sincerity / Commitment	Interest Generated	Accessibility	Preparation	Communication	Encouragement	Total Feedback - 19	Average	4.77	4.15	4.42	4.15	4.31	4.38		Serial No.	Selected Feedback - 13							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	5	5	5		6	5	4	5	5	4	4		7	5	5	5	5	5	5		8	3	3	3	2	3	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	
FEEDBACK	Sincerity / Commitment	Interest Generated	Accessibility	Preparation	Communication	Encouragement	Total Feedback - 19																																																																																																																																						
Average	4.77	4.15	4.42	4.15	4.31	4.38																																																																																																																																							
Serial No.	Selected Feedback - 13																																																																																																																																												
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	5	5	5																																																																																																																																							
6	5	4	5	5	4	4																																																																																																																																							
7	5	5	5	5	5	5																																																																																																																																							
8	3	3	3	2	3	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.																																																																																																																																													

Mentorship Report Submission Status														
Academic Year: 2021-22														
TOTAL	SUBMITTED (✓)						84	82	9	1	Q-II/III (✗)			
87	NOT SUBMITTED (✗)						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	✗	✗	2			
2	BMS: Dr. Kapil Roy						✓ 12/10	✓ 27/01	✗	✗	2			
3	BMS: Dr. Neha Singh						✓ 05/11	✓ 30/01	✗	✗	2			
4	BMS: Dr. Shivani G Varmani						✓ 05/11	✓ 30/01	✗	✗	2			
5	BMS: Dr. Shubhra Barwa						✓ 05/11	✓ 30/01	✗	✗	2			
6	BMS: Dr. Shvetambari Arora						✓ 31/10	✓ 30/01	✗	✗	2			
7	BMS: Dr. Uma Chaudhry						✓ 12/10	✓ 30/01	✗	✗	2			
8	BMS: Dr. Urmila Dhawan						✓ 25/10	✓ 29/01	✗	✗	2			
9	BOT: Dr. Gurumayum Suraj Sharma						✓ 05/11	✓ 30/01	✗	✗	2			
10	BOT: Dr. J. Dinakaran						✓ 01/11	✓ 30/01	✗	✗	2			
11	BOT: Dr. Julie Thakur													

## 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 shows the BEAMS Event Organizer's Interface. At the top, it says 'BEAMS' and 'powered by Google'. Below that is a 'User' field with 'Dr. Partha S. Pal' and an 'Email' field with 'parths.pal@bcas.du.ac.in'. A dropdown menu for 'Existing Event' contains 'Select Option', 'New Event', and 'Existing Event'. A 'Submit' button is at the bottom right.

BEAMS Event Participant's Interface

The screenshot shows the BEAMS Event Participant's Interface. At the top, it says 'BEAMS' and 'powered by Google'. It includes a 'Event' dropdown with 'Select Upcoming Event' and an 'Email' field with 'Enter email'. A note at the top right says '\* Click to provide event feedback. \* Reload appl'. A 'Select Option' dropdown and a 'Submit' button are at the bottom.

## BEAMS Attendance Module

Event		Building Emotional Agility		Attendance & Certificate		View		X
S.No.		Email	Name	Reg. ID	Valid Ids	Present	Feedback	Certificate
1	vishwamangal611@gmail.com	Vishwamangal		QSEQQS1	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
2	shubhra.banwala@bcas.du.ac.in	Dr. Shubhra Barwa		QSEQQS2	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
3	saquibahmed657@gmail.com	Md Saquib Ahmed		QSEQQS3	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
4	twinklepoplin5@gmail.com	Twinkle		QSEQQS4	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 100%; background-color: #00ff00;"></div>		
5	vaibhavsejwala4@gmail.com	Vaibhav Sejwala		QSEQQS5	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
6	chatterjeeapoorna989@gmail.com	Apoorva Chatterjee		QSEQQS6	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
7	mansisaxena70@gmail.com	Mansi Saxena		QSEQQS7	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
8	kumarashish836824@gmail.com	Ashish Kumar		QSEQQS8	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
9	shikhsjoshi@gmail.com	Sakshi		QSEQQS9	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
10	yadavshivanand1717@gmail.com	Shivanand Yadav		QSEQQS10	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
11	abhayofficial35@gmail.com	Abhay Roy Barman		QSEQQS11	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
12	naitikchauhan017@gmail.com	Naitik Chauhan		QSEQQS12	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
13	preetyayadav17july@gmail.com	Preeti Yadav		QSEQQS13	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 100%; background-color: #00ff00;"></div>		
14	manurao241202@gmail.com	Manpreet		QSEQQS14	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 100%; background-color: #00ff00;"></div>		
15	vishalkeshri2001@gmail.com	Vishal Keshri		QSEQQS15	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 100%; background-color: #00ff00;"></div>		
16	anubhavdwivedi024@gmail.com	Anubhav Dwivedi		QSEQQS16	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
17	nitikumari490@gmail.com	Niti Kumari		QSEQQS17	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 100%; background-color: #00ff00;"></div>		
18	apoorva031999@gmail.com	Apoorva		QSEQQS18	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
19	suresh77@cas.du.ac.in	Suresh Kumar		QSEQQS19	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 100%; background-color: #00ff00;"></div>	4   4	✓
20	talktokvsharma22@gmail.com	Keshav Sharma		QSEQQS20	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>		
21	neha5sangwan@gmail.com	Neha		QSEQQS21	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 0%; background-color: #ff0000;"></div>	5   5	✓
22	dikshant1656@gmail.com	Dikshant Thakur		QSEQQS22	<div style="width: 100%; background-color: #00ff00;"></div>	<div style="width: 100%; background-color: #00ff00;"></div>		

## BEAMS Communication module

Event Building Emotional Agility Communicate View X

**i Select participants to email**

S.No.	Email	Name	Reg. ID	Select All
1	vishwamangal611@gmail.com	Vishwamangal	QSEQQS1	<input checked="" type="radio"/>
2	shubhra.barwa@bcas.du.ac.in	Dr. Shubhra Barwa	QSEQQS2	<input checked="" type="radio"/>
3	saquibahmed657@gmail.com	Md Saquib Ahmed	QSEQQS3	<input checked="" type="radio"/>
4	twinklepopili54@gmail.com	Twinkle	QSEQQS4	<input checked="" type="radio"/>
5	valbhavsejwal@gmail.com	Valbhav Sejwal	QSEQQS5	<input checked="" type="radio"/>
6	chatterjeeapoorna989@gmail.com	Apoorva Chatterjee	QSEQQS6	<input checked="" type="radio"/>
7	mansisaxena670@gmail.com	Mansi saxena	QSEQQS7	<input checked="" type="radio"/>
8	kumarashish83624@gmail.com	Ashish Kumar	QSEQQS8	<input checked="" type="radio"/>
9	shkajhoshi@gmail.com	Sakshi	QSEQQS9	<input checked="" type="radio"/>
10	yadavshivaranid17@gmail.com	Shivaranid Yadav	QSEQQS10	<input checked="" type="radio"/>
11	abhayofficial350@gmail.com	Abhay Roy Barman	QSEQQS11	<input checked="" type="radio"/>
12	naitikchauhan17@gmail.com	Naitik Chauhan	QSEQQS12	<input checked="" type="radio"/>
13	preetyiyadav17july@gmail.com	Preeti Yadav	QSEQQS13	<input checked="" type="radio"/>
14	manuaro241202@gmail.com	Manpreet	QSEQQS14	<input checked="" type="radio"/>
15	vishalkeshri2001@gmail.com	Vishal Keshri	QSEQQS15	<input checked="" type="radio"/>
16	anubhavdwivedi024@gmail.com	Anubhav Dwivedi	QSEQQS16	<input checked="" type="radio"/>
17	nitikumar1490@gmail.com	Niti Kumari	QSEQQS17	<input checked="" type="radio"/>
18	apoorva0311999@gmail.com	Apoorva	QSEQQS18	<input checked="" type="radio"/>
19	suresh77@bcas.du.ac.in	Suresh Kumar	QSEQQS19	<input checked="" type="radio"/>
20	talktokvsharma22@gmail.com	Keshav Sharma	QSEQQS20	<input checked="" type="radio"/>
21	neha25sangwan@gmail.com	Neha	QSEQQS21	<input checked="" type="radio"/>
22	dikshant1556@gmail.com	Dikshant Thakur	QSEQQS22	<input checked="" type="radio"/>
23	latajaindore2000@gmail.com	Lata Jain	QSEQQS23	<input checked="" type="radio"/>

Quick Select  Pending  Present  Absent

Please specify subject\*  
Add email(s) separated by comma

Please type your message here

**B** **italic** **underline**

**select text** **paste link** **OK** **X**

**Send Message**

## Event Analytics

Event
Building Emotional Agility
Analytics
View
X

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
BCB: 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**

15	Speaker	Interest Generated	Lecture Content	Interacting Skills	Subject Knowledge	Overall Rating
	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

Page 59 of 141

## **Standard Operating Procedure (SOP)**

### **ECO CLUB (PRANAHI)**

*PRANAHI*-The Eco Club constituted with aim to make students aware about 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. 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 experience more on environmental issues, and also take necessary action to improve it. Eco Club undertake various activities with the following objectives:

- To create awareness among the students about the need of environment protection.
- 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 management.

1. The core team of the club comprise of one faculty convener, 3-4 faculty members, and student volunteers/member.
2. The duties of core team members are as follows:
  - a. Execution of the activities/programs conducted under Eco Club.
  - b. The club faculty members must equally be involve in organization/coordination and participation in all the activities organized by Eco club.
  - c. Maintaining expenditure account of the funds received from Department of Environment, Govt. of NCT Delhi and from college fund, submission of utilization certificate, compilation of activity reports supported by photographs/newspaper clip etc. to the concerned authorities/department.
  - d. To do all the needful to get Green and Environment audit of the college done every year.
  - e. Submission of club report for college annual report, Magazine, NAAC, NIRF etc.
  - f. Submission of application for green awards of various agencies.
3. Registration for student volunteers in Eco Club carried out by core team through floating the registration form among student in the beginning of academic year for

voluntarily registration to be the student volunteer/member of Eco Club. Event/activity wise student coordinators (1-2) used to be taken/assign on volunteer basis from the registered students. The responsibilities of the student coordinator will be to coordinate the event as per the guidance of core team members of the club.

4. Club convenor along with faculty members call official meeting for discussing and planning about the activities, expenditures and other modalities of the club. All the faculty members must ensure their availability to attend the meetings.
5. Tentative Eco Club annual activity calendar is finalized and approved by all the members. Meeting with registered student volunteers are also conducted to discuss about the requirements of the activities/events to be organized by the Eco Club.
6. Minutes of the every meeting with all the agenda discussed must be recorded in the respective register of the club.
7. The club is committed to organize various activities which encourage and help in improving and maintaining the environment sustainable and eco-friendly.
8. While organizing/coordinating any event, prior permission is required before-hand from the authority; Principal and convener of other cell/committee/club/TIC, in case of collaborative activities.
9. Once the permission note sheet is approved by the authority, the brochure for the event/activity is floated and circulated through social channels, e-mails etc.
10. While organizing any event/activity, following are mandatory for final documentation of organized event:
  - a) Permission Notesheet
  - b) Budget Allocation (if any)
  - c) Brochure/Poster
  - d) Attendance of the Participants in respective activity
  - e) Geotagged Pictures of the activity
  - f) Feedback from participants
  - g) Funds utilization report/notesheet
  - h) Certificates issued to the participants
  - i) Press Release
  - j) Conclusion Report of the Activity (in format)
11. List of suggested activities:

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

  - i. Motivate the students to keep their surroundings green and clean by undertaking various outreach awareness programs like cleanliness drive, plantation drive etc.
  - ii. Field visits to environmentally important sites including polluted and degraded sites, biodiversity parks, etc.
  - iii. Organize marches/walk, human chain, street play at public places with a view to spread environmental awareness.
  - iv. Organize action based activities like cleanliness drive, tree plantation within and outside the college campus.

- v. Grow kitchen garden, maintain vermicomposting pits, promote water harvesting, and practice paper recycling in the college.
- vi. To keep track about the biodiversity of the college campus area.
- vii. Sensitize students to minimize the use of plastic bags, not to throw them in public places as they cause environmental problems.
- viii. Promote ethos of conservation of water by minimizing the use of water.
- ix. 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.
- x. Educate students to create awareness amongst public and sanitary workers, so as to stop the indiscriminate burning of waste which causes air pollution.
- xi. Organize Eco awareness competitions like quiz, essay writing, painting, poster, etc. regarding various environmental issues.
- xii. Organize seminar/webinar workshops on various environmental issues.
- xiii. Celebrate National and International environment calendar days like World Environmental day, Ozone Day, World Wildlife Day, Earth Day etc.
- xiv. Organize events as per directions of Govt. of NCT, Delhi & Govt. of India.

12. Eco club is committed to work in the direction to promote clean, green and environment friendly college campus and the surrounding area.

**Convenor :** Dr. Gunjan Sirohi

**Members :** 1. Dr. Krishna Dutt

- 2. Dr. Franky Varah
- 3. Dr. Samapat Singh Chauhan
- 4. Dr. G. Suraj Sharma

## **SOP of Equal Opportunity Cell and Committee for Inclusive Education**

### **Scope of the Committee**

The committee organizes awareness programs with a focus on the theme of inclusive society. With the help of the college administration, the committee ensures a comfortable environment for Persons with Disability (PWD). To achieve this, various facilities and provisions such as reserved parking, signages, human assistance etc. are provided for PWDs. The committee collaborates with various non-governmental organizations (NGOs) working in this field and conduct programs in which PWDs, special educators, students and other members of society participate. The committee also take care of grievances (if any) with regard to PWD and try to resolve the same on the priority basis. The committee members are accessible to the PWD students for addressing their queries/issues and also circulate/display notices/circulars for PWD students received from various academic institutions/agencies time to time.

### **Committee Constitution and SOP**

1. This staff council committee consists of a faculty convener and 2-3 faculty members. A designated nodal officer for PWD works in close coordination with the committee.
2. In order to organize any program/event, the convener takes permission from the Principal of the college.
3. Once the permission note sheet is approved by the Principal, the brochure for the program is floated and propagated through social channels etc.
4. Following documents pertaining to a program/event are maintained in the files:
  - i. Permission Note-sheet
  - ii. Budget Allocation (if any)
  - iii. Brochure/Poster
  - iv. Attendance of the Participants in activity
  - v. Geotagged Pictures of the activity
  - vi. Feedback from participants
  - vii. Funds utilization report/note-sheet
  - viii. Certificates issued to the participants
  - ix. Press Release (if any)
  - x. Conclusion Report of the Activity (in format)

## **SOP OF THE ECA COMMITTEE**

### **Aim of the committee:**

‘Extra Curricular Activity (ECA) committee’, a staff council committee was founded with the goal of providing a platform for students to explore their cultural talents which help them to improve their cultural bent of life. The committee is amalgam of 7 clubs such as Music, Dance, Drama, Debate, Fine Arts, Film and Photography clubs. These clubs are given guidance with regard to holding various events. ECA committee organizes various events of national importance like Republic Day, Independence Day, Constitution Day, Reading of Preamble of Constitution, Oath taking on corruption free India etc. The committee also organizes an inter college cultural festival SRIJAN every year to give students an opportunity to participate in such events.

### **Steps in conducting an event:**

Standard Operating Procedure (SOP) followed for organizing an event by ECA:

1. All the events/activities of various clubs are organized under the umbrella of ECA.
2. The core team of the committee comprise of one convener, one co-convener, two members, which includes convener of Proctoral committee and student office bearers. The club's student office bearers are President, Vice-President, Secretary, Treasurer, Co-treasurers, Media coordinators, Digital work managers and Event coordinators. Apart from this, the students' members of the committee are approx. 20-30.
3. The duties of core team members and office bearers is to coordinate programs, events, functions, festivals etc. and to give timely directions to its clubs to organize events assigned by the university or Government of India agencies such as Ministry of Education, Central Vigilance Commission, etc.
4. The committee promotes intra disciplinary and coordinated activities amongst the different cultural clubs.
5. The committee ensures maximum student participation in various cultural events. ECA committee takes all measures to enhance cultural outreach by sending teams, specialists, conducting/supervising contests, and seminars on campus and off campus.

### **While organizing any event/activity, following order of procedures are ensured by ECA:**

- a) A meeting for the proposed event among members of the committee
- b) Permission Notesheet of the event
- c) Budget Allocation (if any)
- d) Brochure/Poster preparation
- e) Attendance of the Participants in event.
- f) Geotagged Pictures of the activity
- g) Receiving Feedback from participants
- h) Putting forward Funds utilization report/notesheet
- i) Certificates issued to the participants
- j) Preparing Summary Report of the Activity (in NAAC format) and filing it in the ECA Activity file.

### **SOP for Grievance Redressal, (if any) :**

- 1) Receiving the grievance in writing, forwarded through college office
- 2) Scheduling a meeting on urgent basis (as per requirement).
- 3) Constituting a 2 or 3 member fact finding internal committee.
- 4) Taking feedback and resolution on the issue.

5) Passing the resolution to the complainant through Office.

Apart from above the following is ensured:

- a) the minutes of every meeting for any club related activities, or others are to be recorded in the respective register of ECZA. All the faculty members must ensure their availability to attend the meeting of the ECA.
- b) The committee members are required to equally participative in any activities organized by ECA.
- c) All the events/ activities are organized and coordinated by core team members of the ECA committee and conveners of various clubs.
- d) For every major event, clear directions and guidelines of Proctoral committee is ensured.

**Composition of the ECA COMMITTEE:**

Convener : DR. N. VIJAYA KUMAR

Co-convener: Dr SHIVANI VARMANI

Members: 1. DR. SANDEEP KUMAR

2.DR SUJATA BHARDWAJ (as Convener: Proctoral committee)

3. Conveners of Music, Dance, Dramatics, Debate, Fine Arts, Film and Photography.

**SOP of ICC Committee, as per University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**

**Section 6 - The process for making complaint and conducting Inquiry –**

The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

**Section 7 - Process of making complaint of sexual harassment –**

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing; Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.” Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**Section 8 - Process of conducting Inquiry-**

(1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through

ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

### **Section 9 - Interim redressal-The HEI may,**

(a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;

(b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;

(c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;

(d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;

(e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

### **Section 10 - Punishment and compensation-**

(1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
- (b) suspend or restrict entry into the campus for a specific period;
- (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
- (d) award reformative punishments like mandatory counselling and, or, performance of community services.

(3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender.

The compensation payable shall be determined on the basis of-

- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
- (b) the loss of career opportunity due to the incident of sexual harassment;
- (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
- (d) the income and status of the alleged perpetrator and victim; and
- (e) the feasibility of such payment in lump sum or in instalments.

## **Section 11 - Action against frivolous complaint.**

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of subregulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

**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, Dr. Manisha Thakur.

## **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

## **Gender sensitization committee**

Gender sensitization is about changing behavior and instilling empathy into the views that we hold about our own and the other gender.

### **Objectives of Gender sensitization committee**

Gender Sensitization committee, at Bhaskaracharya college of Applied Sciences, works efficiently and effectively towards balancing the parameter of Gender equality, which is the state of having equal access to resources and opportunities, including economic participation and decision-making, regardless of gender.

Keeping this objective in mind, the committee regularly organizes awareness program on various gender issues, laws and government schemes on gender equality. The committee also organizes poster and collage, debate and essay competitions on the above themes.

As per UGC directive, Gender Champions are selected annually through a screening process. Gender Champions are envisaged as responsible leaders who facilitate an enabling environment within their academic institution where girls are treated with dignity and respect. They strengthen the potential of young girls and boys to advocate for gender equality and monitor progress towards gender justice.

### **Standard Operating Procedure (SOP) of Gender sensitization committee**

- Step 1: Committee formation by the Staff Council, BCAS.
- Step 2: Committee prepares the Activity Calendar of the year. The same is recorded in the minutes register.
- Step 3: Committee members look for Resource Persons/ Speakers/ Companies/ Organizations etc. for the activities to be conducted under the umbrella of IQAC. The committee in discussion with Gender champions also plan for student centric activities under this committee.
- Step 4: Committee seek the written permission from the Principal for organizing events under this committee.

- Step 5: Activity to be conducted on the prescribed date and time. Geotagged photographs are clicked.
- Step 6: Committee prepares the report of the event conducted

**Gender sensitization committee Constitution:**

Dr Inderbir Kaur (convener). Dr. Vandana Batra, Dr Neeru Sharma, Dr. Pallee shree, Dr Jayant Sharma, Ms.Jyoti

## Library Committee

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

1. 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.
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. Entire library premises are a SILENCE ZONE. Discussions/Gossips are not permitted.
5. 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.
6. 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.
7. Students are required to read notices issued by the Librarian and college from time to time. Ignorance will be no excuse.
8. Students are entitled to borrow maximum of four books (including one magazine) at a time. The books will be issued for fifteen days only.
9. 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.
10. 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.
11. 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.
12. Book(s) once taken from the shelves should be left on the reading- table only.
13. The rate of overdue charges will be Rs. 5/- per day per book. Holidays will be excluded for calculation of overdue charges.
14. Borrowers must ensure that the books borrowed by them are not spoiled, dog-eared,

marked or otherwise mutilated.

15. 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.

16. 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.

17. Students on leave must arrange for the return of books in time.

18. 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 page views (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.

## **Atelier- Capability Enhancement and Literary Club**

### **SOP**

#### **Aim of the club :**

“Atelier”, The Capability Enhancement and Literary Club strives to refine the literary skills for holistic personality development for aspiring students. The club works towards achieving strong analytical and creative thinking skills through literary Quiz Competition, group discussions on various issues, book reviews, essay writings, reading, workshops, webinars/seminars, pictorial representations of self created stories, writing skills, oratory performances, poem writings competitions, recitations etc. It works on communication skills for building personal and professional ethics in students to compete at university, state and national level competitions.

- I. All the events/activities of the club are organised under the aegis of IQAC.
- II. The core team of the club comprises one faculty convener, 3 faculty members, 4 student office bearers on the position of President, Vice-President, Secretary, joint-Secretary and student members ranging from 15 to 20 in number. The procedure of selection for office bearers and students members is through a written test and interview conducted and jointly decided by the convener and faculty members.
- III. All the Club activities are conducted under the jurisdiction of the Patron, Convenor, Coordinators.
- IV. All the events/activities are organised by core team members of the club.
- V. The duties of the core team members are to coordinate programmes, events, functions, festivals, etc. of the club as well as other events assigned by the university.
- VI. The club members promote interdisciplinary activities among different clubs and societies.
- VII. While organising/coordinating any event under the aegis of IQAC the written permission is required before-hand from the authority; the Principal, conveners of other clubs/cells/committee in case of collaborative activities.
- VIII. Once the permission note sheet is approved by the authority, the brochure for the event/activity is floated and propagated through social channels, emails, etc.
- IX. The club also takes care of the allocated funds from the budgetary allocation or gets special sanction of the grant for the club's essential expenditure to promote/organise events/competitions/workshops/festivals etc.
- X. In case of the absence/sudden disappearance of the president, the vice president/secretary of the club may act as acting president of the club for a short span of time, but the coordinator shall not hold the post of the president on the permanent basis in order to give a fair deal.
- XI. However, the coordinator could extend or offer her/his service to any other event/activity of which she/he possesses expertise or invited for.

XII. The core members of the club shall coordinate/cooperate with the proctorial staff and the vigilance team to ensure campus discipline and harmony.

XIII. The faculty coordinator is incharge of reserving facilities such as AV Room, Lecture Theatre, Lawns and so on. He or She must manage and change schedules and dates to accommodate events.

XIV. The Club Convenor/Coordinator shall take the responsibility for doing all the paperwork related to deposit/disperse of the funds etc.

XV. All the faculty members must share responsibilities of the club bestowed on them and ensure their active participation in the club's events/activity/workshops/seminars etc.

XVI. The minutes of every meeting for any club related activities, or others must be recorded in the respective register of the club. All the faculty members must ensure their availability to attend the meetings of the club.

XVII. Club Convener/Coordinator shall share the event information via poster with Departments/ colleges.

XVIII. Club Convener/Coordinator must register the event on BEAMS for record.

XIX. While organizing any event/activity, following are mandatory :

- a) Permission Notesheet
- b) Budget Allocation (if any)
- c) Brochure/Poster
- d) Attendance of the Participants in activity
- e) Geotagged Pictures of the activity
- f) Feedback from participants
- g) Funds utilization report/Notesheet
- h) Certificates issued to the participants
- i) Conclusion Report of the Activity (in standard format)

XX. All the Club Events/activities should be conducted on the prescribed date within the stipulated time.

XXI. The Capability Enhancement and Literary club of BCAS shall work towards its goal to promote “ATELIER” as an inclusive and evolving “shining monolithic gem” of Art and Literature.

Convener : Dr. Satyawati

Present Members: 1. Dr. PalleShree

- 2. Mr. YagyaDatta Goswami
- 3. Ms. Jyoti



**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES**  
**(UNIVERSITY OF DELHI)**  
**Sector-2, Phase-I, Dwarka, New Delhi - 110075**

**Accredited 'A' Grade by NAAC , 'Star College Status' by DBT  
2022 NIRF College Ranking - 25.**

**Aim of the Magazine Committee**

Magazine Committee publishes articles and art work of students and staff members of the college with the goal of providing a forum for aspiring writers, artists and designers. The Magazine committee publishes the e Newsletter Bhaskarjyoti and College Magazine Resonance to showcase the extracurricular enthusiasm of all stakeholders and academic ventures of students. Students are selected for the Editorial Board of the Magazine. The minutes of every meeting are recorded in the respective register of the committee. All the faculty members must ensure their availability to attend the meeting of the committee.

**SOP e News Letter (Bhaskarjyoti)**

1. Magazine committee invites the details of events organized and achievements of students and faculty members along with pics from Departments/ Clubs/Cells/Committees/Administration to be highlighted in e Newsletter for the specific period.
2. Important Events and Details will be selected from the data provided by Departments/ Clubs/Cells/Committees/Administration.
3. First Draft and layout of e Newsletter will be designed by the Editorial Board members.
4. Acceptance and rejection of any event/detail to be published is the sole discretion of the Magazine Committee.
5. Final e Newsletter is approved by all the committee members and Principal and uploaded on the college website.

### **SOP College Magazine (Resonance)**

1. Magazine committee invites articles/poems/artwork from all the stakeholders of the college for publishing in college Magazine Resonance. Articles and poems are invited in all regional languages.
2. Magazine committee invites the details of events organized and achievements of students and faculty members along with pics from Departments/ Clubs/Cells/Committees/Administration to be published in College Magazine Resonance.
3. First Draft and layout of the Magazine will be designed by the Editorial Board members.
4. Acceptance and rejection of any article/poem/artwork to be published in the Magazine is the sole discretion of the Magazine Committee.
5. Final Magazine Resonance is approved by all the committee members and Principal and will be released on the Annual Day.

## **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.

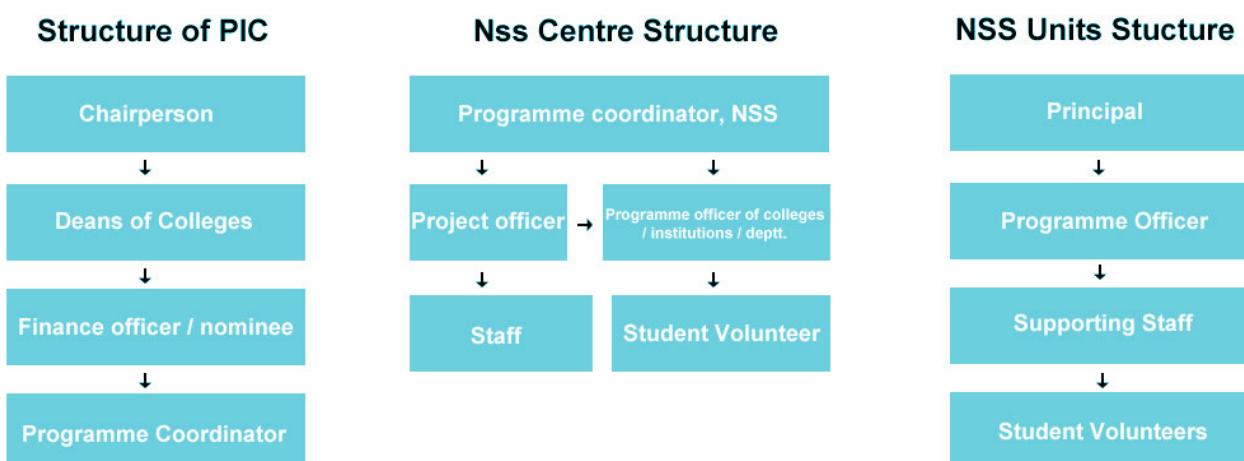
1. **Enrollment of NSS volunteers:** Volunteers from NSS are enrolled from the first, second, and third year students of the college. Maximum for the period of two years (Consecutive or otherwise).
2. **Appointment of Programme Officer** (Maximum for the period of two academic years): A Programme Officer 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 incharge 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**



## **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 the 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 and 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 an email from NIRF for registration. We can change the details added in last year's registration. The following information has to be filled for registration:
  - a. Name and contact details of the Head of the institute (Principal)
  - b. Name and contact details of a 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, mail regarding the opening of the submission link is received. We have to submit data for the last three years.  
(For e.g. NIRF'23: 2019-20,2020-21,2021-22 data needs to be filled)  
NIRF is based on quantitative parameters which have different weights We have to submit data under the following headings:
  - **Student data**
  - **Faculty data**
  - **Research publication**
  - **Financial data**
  - **PCS Facilities**

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 the last three year.</p> <p>2. Total number of students studying in the institution considering all UG Programs of the institution of the academic year being considered. For example, in NIRF 23, data of 2021-22 has been filled.</p> <p>3. No. of Male Students</p> <p>4. No. of Female Students</p> <p>5. Within State (Including male &amp; female)</p> <p>6. Outside State (Including male &amp; female)</p> <p>7. Outside Country (Including male &amp; female)</p> <p>8. Economically Backward (Including male &amp; female)</p> <p>9. Socially Challenged (SC+ST+OBC Including male &amp; 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>(for points 1-9) College Administration (Main Student enrolled datasheet of respective academic years</p> <p>(for points 10-12) Accounts section of the college Note: For tuition fee reimbursement from the institute, fee concession is given through the student advisory committee and the college ward quota is considered.</p>

**IMPORTANT:**

1. For economically backward, as per NIRF data definition, parent income less than the taxableslab is considered.
2. Data for point 8,10,11,12 is collected through Google form to be filled by the students with the help of the departments
3. Data for point 6&7, student within state or outside state is collected on the basis of his/her permanent address.

2.	Higher education and placement committee	<ol style="list-style-type: none"> <li>1. Academic Year (for e.g. 1<sup>st</sup> Aug 21- 31<sup>st</sup> July 22) to be considered.</li> <li>2. No. of first-year students intake in the year</li> <li>3. No. of first-year students admitted in the year Academic Year</li> <li>4. No. of students graduating in minimum stipulated time. (i.e. Result analysis of year 2022)</li> <li>5. No. of students placed</li> <li>6. Median salary of placed graduates (Amount in Rs.)</li> <li>7. No. of students selected for Higher Studies</li> </ol>	<p>Data to be collected from college administration and same can be verified from Criterion 5 of NAAC /AQAR/</p> <p>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>Financial Year (for e.g. 1<sup>st</sup> April 21- 31<sup>st</sup> March 22) to be considered.</p> <p>Annual Capital Expenditure on Academic Activities and Resources (excluding expenditure on buildings) from all sources</p> <p>a. Library</p> <p>b. New Equipment for Laboratories</p> <p>c. Other expenditure on the 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)</p> <p>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.)</p> <p>seminars/Conferences/Workshops</p>	<p>This data to be collected from the accounts section : last audited report</p> <p>It can also be verified from Star College Scheme coordinators and Principal Investigators of the projects.</p> <p><b>IMPORTANT:</b> 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 in Faculty list already submitted in the previous year available at the portal.</p> <p>The addition of faculty who have joined in the year is being considered</p> <p>And to remove those who were not associated with the college in that specific year</p> <p>For new faculty members to be added, the following data is 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.</p> <p>Experience of permanent faculty members is automatically increased by 12 months by portal.</p> <p>For adhoc faculty members, experience for that particular year is calculated and added to last year experience. Break period is excluded from the experience.</p> <p><b>IMPORTANT:</b> If a regular faculty is on leave for the academic year, faculty appointed against him/her will be considered. The teaching experience of regular faculty will be counted after she/he joins back.</p> <p>If regular faculty join back and during the leave period she/he is on an administrative post then the Administrative experience of faculty is not included in the teaching 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.	PCS Facilities: Facilities of physically challenged students	<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=&gt;60%)</p> <p>Walking aid: yes</p> <p>Special designed toilets: yes (% building covered=&gt;60%)</p>
5.	Research publication	<p>To share the list with all faculty members</p> <p>Important to note:</p> <p>Date of publication</p> <p>Affiliation to college</p> <p>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 by : Convenor: Prof. Geeta Mongia**

**Co-Convenor : Dr. Purnima Anand**

## **SOP of North East and Regional Inclusiveness Cell**

The North-East Cell of Bhaskaracharya College of applied science aims to create and enhance awareness about the Northeastern states of India in terms of their rich cultural heritage, distinct diversity in ethnic composition, rich biological diversity, abundant resources and historical background. The cell follows some Rules and Regulations for smooth organization of events and activities.

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 comprise of a faculty convener and 3-4 faculty as members.
3. The members of the cell meet periodically to organize events, student's activities etc to highlight and aware more about North East India.
4. Minutes of the meeting is noted down in the respective register of the cell where the cell members who attend the meeting sign in the register at the end of the minutes.
5. For the conduct of any activity permission is taken from the principal through note sheet where the details of the activity are mentioned.
6. Once the permission note sheet is approved by the principal, the brochure of the event is floated through common platforms of teachers and students to encourage students for their active participation in the events.
7. All the cell members make sure the arrangement of mandatory requirements for any activity like
  - Attendance sheet to be taken for the participants
  - Geotag Pictures of the event
  - Participants should fill the feedback form after the event
  - Issuing of the certificates
8. If it is a student related activities like poster making competition, essay writing, etc. the members of the cell request 2-3 faculty members to judge the competition and winners were declared as per the decision of the judges.

9. At the end of every event/activity a brief report of the activity is prepared where the objective of the activity and the knowledge or skill gain by the participants are highlighted.
10. The North East Cell of BCAS aims to promote more of the North East Region and encourage students to broaden their knowledge.



Dr. Salam Sonia Devi  
Convenor, North East Cell

Submitted to Secretary, Staff Council, BCAS

### **Key Objectives of NEP 2020**

- According to the policy, each institution will make a strategic Institutional Development Plan (IDP) on the basis of which institutions will develop initiatives, assess their own progress and reach the goals set therein, which could then become the basis for public funding and funding -financing from Higher Education Grants Council (HEGC).
- The IDP shall be prepared with the joint participation of Board members, institutional leaders, faculty, students and staff.
- The Higher Education Institution (HEIs) will aim, through their Institutional Development Plans (IDPs), to attain the highest level of accreditation over the next 15 years, and thereby eventually aim to function as self-governing degree-granting institutions/clusters.

**Objective:** The NEP 2020 Task force committee is constituted to work towards to frame Institutional Development Plan (IDP) in consultation with all the stake holders including students, Governing body members of college, teaching and non-teaching staff, and be instrument to implement the NEP 2020 in its true sense.

### **Standard Operating Procedure (SOP) of NEP 2020 Task Force Committee**

**Step1:** Committee formation by the Staff Council, BCAS.

**Step 2:** Committee prepares the Activity Calendar of the year keeping following objectives in mind for the preparation of IDP of the college.

- i. Multidisciplinary/Interdisciplinary
- ii. Academic bank of Credits (ABC)
- iii. Skill Development
- iv. Appropriate Integration of Indian Knowledge System (teaching in Indian Language, culture, using online course)
- v. Focus on Outcome Based Education (OBE)
- vi. Distance Education/Online Education

**Step 3:** An e-mail id ([nepsuggestions@bcas.du.ac.in](mailto:nepsuggestions@bcas.du.ac.in)) is generated for getting the suggestions from every stake holder in framing IDP for the College as well for taking regular feedbacks from all stakeholders to analyse progress and updation in requirements. Suggestions from all the stakeholders will be taken through Feedback Forms also.

**Step 4:** Committee invites Resource Persons/Speakers/Institutions/Organizations etc.so that webinars, Short Term courses, Invited Talks, certificate courses etc. can be organized based upon the NEP 2020 policy for Higher Education.

**Step 5:** Committee Convener/Event Coordinator seeks the written permission from the Principal before initiating the event.

**Step 6** : Committee Convener/ Event Coordinator registers the event on BEAMS.

**Step 7** : Activity to be conducted on the prescribed date and time. Geotagged photographs are taken for the record.

**Step 8** : Committee Convener/ Event Coordinator submits the following documents for record to College authority (Principal and NAAC): Event report, list of registrations and feedback, Geotagged photos, a photocopy of issued certificates.

**NEP 2020 Task Force Committee Members:** Dr. Anita Sondhi, Ms. Manu, Prof. Eram S Rao, Prof. Uma Chaudhry, Dr. Purnima Anand, Prof. Avneesh Mittal, Prof. Sidhharth Sirohi, Dr. Ragini Jindal, Dr. Vandana Batra

## **SOP FOR PROCTORIAL AND ANTI RAGGING COMMITTEE**

### **Scope of the committee:**

This committee has been constituted by the staff council of Bhaskaracharya College of Applied Sciences. The Standard Operating Procedure (SOP) is in place to facilitate the maintenance of discipline among the students in the college premises. This committee also ensures creation of awareness among the students regarding code of conduct, UGC guidelines regarding discipline and anti-ragging matters. It also gives the mechanism of action in discipline and anti-ragging matters.

### **Role and responsibilities:**

1. To ensure discipline is maintained in the college during the sessions.
2. To spread awareness amongst the students anti ragging guidelines.
3. To get an anti-ragging undertaking from the students.
4. To take an anti-ragging undertaking from the parents.
5. To facilitate the college authorities during college functions and activities.
6. To conduct activities/ competitions etc. for educating the students about good conduct.
7. To keep the website of the committee updated.

### **Standard Operating Procedure:**

- The students can reach out to any of the committee members in the matters related to discipline.
- The details of all the committee members is displayed on the college notice boards and also on the college website.
- The details of the University of Delhi Proctorial and anti-ragging committee are also on the college website.
- The mechanism of complaints pertaining to discipline and anti-ragging are also clearly mentioned in the student manual of the college.

### **RAGGING COMPLAINT MECHANISM**

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

### **PUNISHMENT FOR RAGGING**

- Suspension
- Expulsion
- Cancellation of Degree
- Penal Action.

## **Proctorial & Anti Ragging Committee of BCAS:**

Students can send their complaints at:

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

### **Students can reach out to any of the following:**

Prof. Avneesh Mittal  
(Acting Principal)  
[bhaskaracharya.college@bcas.du.ac.in](mailto:bhaskaracharya.college@bcas.du.ac.in)  
+91-9540758800

Dr. Sujata Bhardwaj  
(Convenor)  
[sujata.bhardwaj@bcas.du.ac.in](mailto:sujata.bhardwaj@bcas.du.ac.in)  
+91-98109 79868

Prof. Anand Bharadvaja  
(Convenor, Sports committee)  
[anand.bharadvaja@bcas.du.ac.in](mailto:anand.bharadvaja@bcas.du.ac.in)  
+91-9810690359

Dr. Mohit Kumar  
(Director Physical education)  
[mohit0140@gmail.com](mailto:mohit0140@gmail.com)  
+91-99537 36353

Dr. Kapil Roy  
[kapil.Roy@bcas.du.ac.in](mailto:kapil.Roy@bcas.du.ac.in)  
+91-98711 49027

Dr. Reetuparna Basak  
[reetuparna.basak@bcas.du.ac.in](mailto:reetuparna.basak@bcas.du.ac.in)  
+91-99116 60104

Mr. Parveen Kumar  
[parveen.kumar@bcas.du.ac.in](mailto:parveen.kumar@bcas.du.ac.in)  
+91-98104 87986

Dr. Vijay Kumar  
[vijay.kumarchem@bcas.du.ac.in](mailto:vijay.kumarchem@bcas.du.ac.in)  
+91-75039 95584

Dr. Herendra Kumar  
[harendra.kumar@bcas.du.ac.in](mailto:harendra.kumar@bcas.du.ac.in)  
+91-87459 44401

Mr. Manoj Kumar  
[manoj.kumar@bcas.du.ac.in](mailto:manoj.kumar@bcas.du.ac.in)  
+91-75032 37919

## SOP of Prospectus Committee

### Scope:

Prospectus is a brief information handbook with information related to courses run by college, various committees, cells, and clubs operational in college to make aware the students and other stakeholders about the institution, functioning and procedures followed during the admission in college.

In this context, the committee compile the above-mentioned information's of college and university guidelines to aware the admission seeking students, their parents and other related institution. The steps followed during compilation of prospectus are as below:

#### Step 1

- Committee members decide in their meeting about the modalities to float the information for collecting latest update information from the departments, Clubs, Committees, library, and college office.

#### Step 2

- Committee collect the write up comprised of infrastructure, and activities from all college office, library, all departments, committees, cells, and clubs for an academic year from librarian, teacher in charges of respective departments, convenors of clubs, cell and committees.
- The admission guideline, directive and other related information's issued by University of Delhi also collected for that specific years from college office and university website.
- The online links regarding additional information about university and college are also collected and incorporated to assist the admission seeking students.

#### Step 3

- All the information were edited, formatted, and taken consent from committee members and related faculty members.
- After that the draft prospectus is submitted to the college for display on the college website for information to students seeking admission to aware about the college, different courses, activities, infrastructure and probable career options after completing the course.

## **Data of Public Grievance Redressal Committee for College Website**

### **Objective of the Committee**

To address the grievance, if any, of the college student or parents pertaining to college affairs.

### **List of Committee members (2022-23)**

1. Dr. Bhavya Deep, Convenor
2. Faculty representative in UGC Committee 2022-2023 for grievance redressal
3. Dr. Susmita Dey Sadhu, Convenor, Student Advisory and PR Committee
4. Ms. Ritu Sareen, Senior PA to Principal, Invitee

### **SOP of Committee (mentioning mechanism of grievance receiving and redressal)**

The standard operating protocol of the committee is as follows:

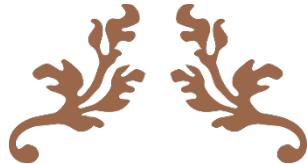
1. Grievance , if any, is mailed at [grievance@bcas.du.ac.in](mailto:grievance@bcas.du.ac.in) or [bhaskaracharya.college@bcas.du.ac.in](mailto:bhaskaracharya.college@bcas.du.ac.in) (both email ids are mentioned at college web site addressed at <https://bcas.du.ac.in>) and marked to 'Convenor/Member Public Grievance Redressal' stating his/her grievance. Alternatively, the grievance can be submitted via Diary number through administration of the college.
2. On receipt of grievance, the matter is discussed with committee members / competent authority and the response is provided within 3 working days of the receipt of the grievance.

### **Year-wise activities conducted**

Not Applicable

### **Minutes of meetings to be available in soft copy**

No grievance received



---

## **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.
- (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.



**BHASKRACHARYA COLLEGE OF APPLIED SCIENCES**  
**(UNIVERSITY OF DELHI)**  
**SECTOR-2, PHASE-I, DWARKA, NEW DELHI-110075**

---

**SOP for Handling issues/Complaint received to SC/ST Cell**

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most weaker section of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to support and to bring students from such communities in the main stream.

As per the Provisions laid down by the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No. 33 OF 1989, dated 11/09/1989) & the Notification No. GSR – 316 (E) by Ministry of Welfare, New Delhi dated 31/03/1995 and as per the UGC Directives to be adhered and followed by the Educational Institute in this regard, the SC/ST Cell of Bhaskaracharya College of Applied Sciences ensures the effective implementation of the policies and programs of the Government of India, UGC and State Governments with regard to SC/ST students/staff.

1. At the time of admission the reservation policy of the Government pertaining to the admission for UG students in the College is strictly followed .
2. After the admission the cell gets the data regarding the number of students coming from the SC/ST quota from the college office.
3. The college makes sure that all the SC/ST students are well aware of the various scholarships and benefits of the Government schemes like SC/ST Scholarship, etc. Information received from any authority regarding the same is uploaded on the college website.
4. After receiving any issue/complaint / grievance related to SC/ST Cell the same will be discussed with the concerned committee members .
5. Suitable hearing would be given to the concerned and steps to resolve issues will be undertaken.

6. The concerned shall be informed about the action taken by the committee.
7. If any complaint / grievance is found invalid, the complainant and the person against whom the complaint is made will be informed accordingly.
8. Attempts will be made to resolve issues within one month of receipt of communication.
9. While organizing any event/activity under the cell , following are mandatory :
  - (a) Permission Notesheet
  - (b) Budget Allocation (if any)
  - (c) Brochure/Poster
  - (d) Attendance of the Participants in activity
  - (e) Geotagged Pictures of the activity
  - (f) Feedback from participants
  - (g) Funds utilization report/notesheet
  - (h) Conclusion Report of the Activity (in format)

## **Standard Operating Procedure:** Department of Physical Education, BACS

“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

The Physical Education Department provides students with recreation by breaking up the monotony of classroom lectures and engaging them in physical activity. It instils in students the importance of maintaining good health and fitness, as well as improving teamwork and cognitive function. We encourage our students to participate in various indoor and outdoor sports while also providing them with opportunities to excel in sports by providing them with facilities. The college actively participates in inter-college and inter-university competitions. We also hold intra-departmental events to encourage students from different departments to participate and demonstrate their skills, talents, and fitness. The notice board displays the relevant notices and schedules. The college has an open gym where students can keep track of their physical health by using the various equipment provided. Students can also make use of some indoor equipment. The student college team is formulated by inviting the trials of different sports, the prior information for which is displayed on the college notice board & through social media platform.

- The selections for the team are under the supervision of Director of Physical Education.
- Any information related to students received from university or other Colleges related to sports activities, competition is shared with the students on a regular basis.
- To organize any sport event, a meeting with Sports Committee members is held, minutes are recorded.
- While organizing/coordinating any sport event the permission is required before-hand from the authority; Principal, Sport committee Convener
- Once the permission note sheet is approved by the authority, the brochure for the event/activity is floated and propagated through social channels, e-mails etc.
- The committee also take care of the allocated funds from the budgetary allocation/student’s head or get special sanction of the grant for buying & purchase of equipment, etc. or to organize/promote events, competitions, workshops, tours, programs etc.
- 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. The present lab attendant has the responsibility to issue the sports equipment’s. The timings of issuing and collection of equipment’s are notified.
- 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.
- The student who wishes to participate in any activity outside the college, they have to give his/ her name to the director of physical education.
- Students volunteering their services in Sports events are encouraged. The information is displayed on the notice board from time to time.
- 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.

**Convener:** Prof. Anand Bharadvaja

**Members:** Prof. Siddharth Sirohi

Dr Amit Kumar  
Dr Amit Kumar Singh  
Ms Seema  
Dr Kapil Roy  
Dr Pallee Shree  
Dr Mohit Kumar (Director, Physical Education)

## **SOP OF THE STUDENTS ADVISORY COMMITTEE**

**Composition:** One Convenor and one representative from each department

**Scope:** This committee deals with:

1. Fee Concession offered to students by the college
2. CR election
3. Grievance/query redressal during admission process
4. Open Day
5. Orientation program and Freshers welcome for 1<sup>st</sup> year students
6. Any other discussions or deliberations in the interest of students

### **SOP for fee concession:**

#### **Online Process:**

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

#### **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. Marksheets 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 through RTGS.

Fee concession is given after verifying the following documents:

1. Income Certificate
2. Aadhar Card
3. College ID card
4. Bank account Details
5. Attendance record of the student etc.

*Susmita Sathu.*

#### **SOP for grievance addressed during admission:**

1. Students who have queries regarding admission, send their queries at [grievance@bcas.du.ac.in](mailto: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.
5. The CR list is approved by the Principal.

*Susmita Sathu.*

## **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.

## **Time Table Committee**

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.

## **Standard Operating Procedures (SOP)**

### **Training, Placement and Entrepreneurship (TP&E) Cell**

#### **Bhaskaracharya College of Applied Sciences, University of Delhi**

The Training, Placement and Entrepreneurship (TP&E) Cell of Bhaskaracharya College of Applied Sciences, University of Delhi has an enviable track record in achieving high level of placements in top companies. The Cell arranges and coordinates various programmes that aim at moulding the students to meet the industry expectations in career building. The Training and Placement Cell, guided by a set of rules and principles, strives to maintain good relationship with various companies and industry. Students are encouraged to go through multifarious training sessions that include technical, aptitude, verbal and soft skill. Preparing the recruitment schedule for the year, inviting corporations for pre-placement talks on the campus followed by final placements, and overseeing the process to its end are the prime responsibility of the Training, Placement and Entrepreneurship Cell.

#### **Procedures followed for the Placements**

Students are required to register themselves for placements with the Cell in the 4th Semester.

- Data is collected from the various Departments and compiled at a place to submit to the Placement Convener.
- Students are encouraged to undertake multifarious training sessions that include technical, aptitude, verbal and soft skills.
- Based on the company request students database after obtaining willingness from students will be shared with the company.

- Campus recruitment dates will be confirmed on the mutual convenient days.
- Students will be informed about the company visit in advance.
- Results will be announced to the students at the end of the recruitment process.
- Once the students receive the offer letter by mail, they have been asked to submit the same to the department staff coordinator.
- Those students who have been selected in the sharing slot companies will be asked to submit the willingness form to the placement Convener within a day after declaration of sharing result.
- Those students selected for the internship will submit the internship request form to the Department along with the Internship offer letter received from the company.

**Standard Operating Procedure**  
**Vivekanand Vichar Manch**

Vivekanand Vichar Manch 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.

### **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 invites for Resource Persons/Speakers/ Companies/ Organizations etc. for the activities to be conducted under the umbrella of the Patron, IQAC. Committee members are to generate funds for the activity if possible.

**Step 4** : Committee Convener/ Coordinator of the Committee seeks the written permission from the Principal and this is to be recorded in the minutes register.

**Step 5** : Committee Convener/ Coordinator shares the event information with partner colleges.

**Step 6** : Committee Convener/ Coordinator registers the event on BEAMS.

**Step 7** : Activity is to be conducted on the prescribed date and time. Geotagged photographs are also clicked.

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

**Step 9** : Committee Convener/ Coordinator seeks 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

## **Standard Operating Procedure**

### **WEBSITE AND INTERNET COMMITTEE**

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 on the website are not under supervision or regulation of the college. Therefore, college holds no responsibility for contents of such blogs / web-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](mailto: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.

.

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

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

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

### **Vision**

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

### **Mission:**

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

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

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

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

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

## **Government initiatives for women**

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

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

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

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

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

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

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

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

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

## **4. Vigyan Jyoti Scheme**

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

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

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

Eligibility -Women of 16 years of age or above

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

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

Eligibility: Women must be a resident of India.

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

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

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

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

**Eligibility-** Any single girl child who happens to be an only child and has taken admission in regular, full-time 1st year Master's degree course from any recognized university, the

maximum age for applying is 30 years, PG course in distance mode is not applicable

**Apply- Online**

**Application- March**

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

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

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

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

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

**Apply- Online**

**Application-** Round the year application

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

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

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

**Eligibility-** Class 12 passed girl students

**Apply- Online**

**Application-** August

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

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

## **SOP for Anti-Tobacco Cell**

### **Aim of the Anti-Tobacco Cell**

Anti Tobacco Cell of Bhaskaracharya College of Applied Sciences aims to make college premises free from tobacco and tobacco like products. On the occasion of World No-Tobacco Day, World Cancer Day, National Youth Day (Swami Vivekananda Jayanti) etc. various webinars/seminars, lectures, pledge,s and other activities are organized with a goal to spread awareness about the negative impact of tobacco.

The standard operating procedure for the anti tobacco cell is as follows:

- All the events/activities are organized under the umbrella of Bhaskaracharya College of Applied Sciences.
- The organizing team of the Anti Tobacco cell comprises one faculty convener, 3-4 faculty members, and student volunteers who are part of the cell. Apart from this, the students' members of the cell are approx. 20-30 in number who are selected by core team members through physical interaction based on their interest in every academic year.
- All the events/ activities are organized and coordinated by core team members of the cell.
- The duty of core team members is to coordinate student members for seminars, any outreach activity, lectures, making posters, registration forms, feedback forms or any other related activity of the cell.
- The cell members promote intra-disciplinary and coordinated activities amongst the different cultural clubs like (Modern and Fine Arts + Anti-tobacco cell), (Film club + Anti-Tobacco Cell) etc.
- While organizing any event/activity, following are mandatory :
  - Permission Notesheet
  - Budget Allocation (if any)
  - Poster/Brochure
  - Attendance of the Participants in activity
  - Geotagged Pictures of the activity
  - Feedback from participants
  - Funds utilization report/notesheet
  - Certificates issued to the participants
  - Conclusion Report of the Activity (in format)

Convener: Dr. Vijay Kumar

Members: 1. Dr. Ratyakshi

2. Dr. Anil Barak

## **Astronomy Club**

### **Objective of the Club:**

The objectives are as follows:

- Astronomy club provides platform to familiarize students with the fundamental facts of Universe.
- The Club arouses inquisitiveness among students for studying and finding the answers to the various unresolved problems of mysterious Universe.
- The Club of our college organizes several events like Quiz Competition, Educational trip, lectures, documentary movies, etc. every year.

### **Standard Operating Procedure (SOP) of Astronomy Club**

- I. Club formation by the Staff Council, BCAS.
- II. Club will prepare the Activity Calendar of the year. The same will be recorded in the minutes register.
- III. Club members will search for Resource Persons/Speakers/ Companies/ Organizations etc. for the activities to be conducted under the umbrella of the Patron, IQAC and Club Convener/ Coordinator. Club members will try to generate funds for the activity if possible.
- IV. Club Convener/ Coordinator of the Club will seek the written permission from the Principal to hold any activity and this will be recorded in the minutes register.
- V. Club Convener/ Coordinator will share the event information via poster with Departments/ colleges.
- VI. Club Convener/ Coordinator will register the event on BEAMS.
- VII. Club 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. Club Convener/ Coordinator will submit the report, list of registrations, Geotagged photographs and feedback to the NAAC Committee and Principal.

**Convener : Dr. Herendra Kumar**

**Members : Dr. Krishna Dutt, Dr. Satyam Ravi Dwivedi, Dr. Sakshi Khurana, and Dr. Krishan Veer Singh**



## *RAGE - 'Dance Club'*

### **SCOPE**

‘RAGE’ , the dance club of the Bhaskaracharya College of Applied Sciences believe that dance can empower the performer and viewer significantly and in unimaginable ways. The motto of the Dance club is to nurture talent, celebrate diversity and give expressions to the creativity of young minds. It also encourages and inspires the students to participate in various dance competitions. The club is actively involved in organising various dance events and competitions in the college on various occasions. The inclusion of dance in diverse events, helps in developing students’ dance skills holistically.

### **COMPOSITION**

Dance Club “RAGE” is one of the clubs under Extra-Curricular Activity (ECA) committee of the college.

**Faculty:** The club comprises one faculty as the convener and 3-4 faculty as members. The convener and members of the club are selected by the Principal of the college.

**Students:** The students as office bearers, members or volunteers are selected by the faculty members of the club as per the norms mentioned below.

### **STANDARD OPERATING PROCEDURE (SOP) OF DANCE CLUB**

#### **I. Convener and Faculty Members**

- a. Convener is responsible for conducting meetings with faculty and/or student members as per the requirements. All the faculty members must ensure their availability to attend the meeting of the club.
- b. Convener should record the minutes of each meeting in the respective register of the club available in the office of the college and he/she is also responsible to take the approval from the Principal to conduct an event.
- c. The club faculty members must equally be participative in each club activities.
- d. In the absence of the convener for a particular period, the club members should take all the responsibility of the convener or relevant authority will take decision for the same. .



- e. The duties of core team members are to coordinate programs, events, functions, festivals etc. of the clubs as well as other events assigned by the University. This also includes the paperwork related to deposit/disburse of funds etc, and submission of annual accounts to internal as well as central audit in the accounts section of college.
- f. The club members also purchase items, if required, as per the protocol from the funds allocated to the club during the budget of the financial year or gets special sanction of the grant for the club's essential expenditure.

## **II. Selection of Office Bearers/Members/Volunteers**

- a. Club convener along with the faculty members take a decision in the meeting on the various aspects of selection of the office bearers/members/volunteers like posts, date, venue etc and the same is recorded as minutes of meeting.
- b. Only students currently pursuing any of the courses in Bhaskaracharya College of Applied Sciences, University of Delhi are eligible.
- c. A brochure of RAGE club, providing all relevant information about the club is circulated especially among the first year students before or at the time of auditions.
- d. The Office Bearers posts includes
  - i. President
  - ii. Vice President - Classical Dance
  - iii. Vice President - Western Dance
  - iv. Secretary
  - v. Joint Secretary
  - vi. Treasurer
  - vii. Social Media Coordinator
  - viii. Event Coordinator

The President and Vice Presidents are preferably selected from third year students of the college. The posts, number and the course year to be considered in a current year is as per discretion of the club members.

- e. The poster with the registration link, last date of registration, posts and rules are shared with the students through various digital channels like WhatsApp, Facebook page and Instagram and/or printed posters.
- f. The pre-screening may be considered if the number of registrations are high. The mechanism of pre-screening is decided by the faculty club members. This may include submission of dance videos, different rounds of audition etc.



## **BHASKARACHARYA COLLEGE OF APPLIED SCIENCES**

**(UNIVERSITY OF DELHI)**

**Sector-2, Phase-I, Dwarka, New Delhi – 110075**

**Accredited 'A' Grade by NAAC, 'Star College Status' by DBT**

**2022 NIRF College Ranking – 25**

- g. The auditions for selection of office bearers takes place in the presence of convener along with the faculty club members.
- h. The club faculty members also interview the participants to understand its suitability for the post he/she has applied for.
- i. The office bearers, if already elected, may also be part of the selection of club student members and volunteers. The decision of their involvement in the selection process is taken by the club faculty members.
- j. Students may be offered any other posts other than the post he/she has applied during the audition.
- k. The selected office bearers, members and volunteers are included in minutes of the meeting. This is followed by informing all the registered participants about the final result.
- l. The details of selected office bearers are informed to the conveners of the ECA committee and to the college. The details are also posted on official Facebook, Instagram pages of RAGE
- m. To work seamlessly as a group, WhatsApp/Teams/Other platforms are used where all the selected students and faculty club members are present.
- n. The rules to be followed are once again informed to all the selected students. The selected students may be removed at any time from their post with immediate effect after the decision of club faculty members in case a student fails to fulfil his/her duties repeatedly or in case of any disciplinary action.
- o. The details of the office bearers are also provided on the college website.
- p. All the students who got admission through ECA under dance category should be mandatory to be part of the Dance club.
- q. In case of the absence/sudden disappearance of the president, the vice president(s)/secretary of the club may act as acting president of the club for a short span of time, but the coordinator shall not hold the post of the president on a permanent basis in order to give a fair deal.

### **III. Organization of Events**

- a. All the events/activities are organised under the umbrella of ECA.
- b. Club members conduct meetings of all the faculty members to take a decision on the various aspects of the events to be organised in the college. The dance events are organised by the Dance club in various occasions like Republic Day, Independence Day



## **BHASKARACHARYA COLLEGE OF APPLIED SCIENCES**

**(UNIVERSITY OF DELHI)**

**Sector-2, Phase-I, Dwarka, New Delhi – 110075**

**Accredited 'A' Grade by NAAC, 'Star College Status' by DBT**

**2022 NIRF College Ranking – 25**

and Annual College Festival named as Srijan. In addition to this, the club organises various intracollege and inter-college events or as per the directives of Government authorities. In case of collaborative activity with any Department/Committee/Club/Cell of the college, all the collaborators are equally responsible.

- c. The club faculty members take decisions on theme, date, budget, time, venue, resource persons and other essential requirements of the event as required.
- d. If the competition includes any prize money for winners or as consolation prizes, the prize amount is as per the norms decided by the college from time to time.
- e. The permission to conduct the activity is taken from the Principal Sir through the Permission note sheet or through email. The involvement of any financial part is also indicated in the permission. The allocated funds from the budgetary allocation or special sanction of the grant for the club's essential expenditure to promote/organise events/competitions/workshops/festivals etc. is provided.
- f. After the approval from the Principal, the poster for the event is prepared by the club members. The poster is circulated by WhatsApp, Facebook, Instagram, College website for wider circulation. The entries for the competition are taken either in digital (Google form/BEAMS/Microsoft Form) and/or manual mode.
- g. All the activities are organised under the aegis of IQAC, BCAS.
- h. For an offline event, required arrangements in the AV room are done with the help of the caretaker and the technical person.
- i. The duties and responsibilities are distributed among faculty and students. All of them are responsible for the smooth completion of the event.
- j. For intra-college competitions, the judges are from the college while for inter-college/state/national/international level competitions, the judges are preferably also from outside the college. The external judges are provided with the suitable honorarium as per the college rules. All relevant details required for digital transfer of the amount are taken from the judges.
- k. Geo-tagged photographs/photographs/video is captured during the event.
- l. After the event, all the participants are requested to fill the feedback form and certificates are issued to all the participants, if applicable. The feedback collected is used for the analysis. The feedback and analysis is used for the improvement.
- m. All the documents related to expenses like prize money, amount utilised, etc are submitted to accounts to release the amount digitally to the concerned persons. The accounts of each club are maintained separately in the accounts sections.



**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES  
(UNIVERSITY OF DELHI)**  
**Sector-2, Phase-I, Dwarka, New Delhi – 110075**  
**Accredited 'A' Grade by NAAC, 'Star College Status' by DBT**  
**2022 NIRF College Ranking – 25**

- n. All the documents related to each activity are maintained in a club file.
- o. The activity details are reported in a format as per the recommendations given by the college. The following proofs are compiled in the activity report
  - i. Brochure/Poster
  - ii. Permission note sheet/Permission through email
  - iii. Registered Participants List (On-spot/Online forms/BEAMS)
  - iv. Feedback and/or Feedback analysis
  - v. Geo-tagged photographs

#### **IV. Participation of Club Members**

- a. The students are provided with the exemption of classes by their respective teachers as per the rules of the college to compensate for the classes missed during the preparation.
- b. The students representing the college in any event, should participate with the approval from the club.

Convener - Dr. Neeru Bhagat

Members - Dr. Manjeet Singh Barwa, Dr. Shubhra Barwa, Dr. Salam Sonia Devi

**‘CONFIANZA’-THE DEBATE CLUB**  
**SOP**

**Aim of the club**

‘CONFIANZA’- The Debate club of college, provides the opportunity to the students to think critically, improve their communication, analytical, oratory skills and increase their self-confidence. It motivates the students to express their views effectively and to respond cogently to arguments with which they disagree. With this very aim, the Debate Club every year, organizes various activities like debate competitions, extempore competitions, declamation competitions, parliamentary debates and skill enhancement workshops both at college and university level to help the students hone their skills and master the art of debating.

1. The Debate Club “CONFIANZA” is a club of BCAS ECA committee.
2. All the events/activities are organized under the umbrella of ECA.
3. The core team of the club comprise of one faculty convener, 2-3 faculty members, and student office bearers. The club's student office bearers are President, Vice-President, and Secretary. Apart from this, the students' members of the club are approx. 20-30 in number which are selected by core team members through auditions every academic year.
4. All the events/ activities are organized and coordinated by core team members of the club.
5. The duties of core team members are to coordinate programs, events, functions, festivals etc. of the clubs as well as other events assigned by the university.
6. The club members promote intra disciplinary and coordinated activities amongst the different clubs like Vivekanand Vichar Manch, Eco club etc.
7. The events and competitions are generally conducted in three ways: regular debates, parliamentary debates and extempore/declamation.
8. The debate club also participates in ‘SRIJAN’- the annual fest of BCAS without fail.
9. The club is committed to encourage and support debate-related activities, as well as maximum student participation and utilization of time, skill, and treasure for innovative and optimal usage.
10. While organizing/coordinating any event under ECA, the permission is required beforehand from the authority; Principal, ECA Convener (and convener of other cell/committee/club, in case of collaborative activities).
11. Once the permission note sheet is approved by the authority, the brochure for the event/activity is floated and propagated through social channels, e-mails etc.
12. Permission and special budgets, if required for the conduction of event are requested at the same time.
13. In case of the absence/sudden disappearance of any President, the VP/Secretary of club may act as acting president of that club for a short span of time, but the coordinator shall not hold the post of the President of the club on permanent basis in order to give fair deal.
14. However, coordinator could extend or offer his/her services, to any cultural discipline of which he/she possesses expertise or invited for.
15. The core team members of the club shall coordinate/cooperate with the Proctorial staff and the vigilance team to guarantee campus discipline and harmony.

16. The faculty coordinator is in charge of reserving facilities such as the AV Room, Lecture Theater, and so on. He or she must manage and change schedules and dates to accommodate cultural and academic events.
17. The coordinator must oversee the arrangements for all university activities with the assistance of supporting personnel, including designing, decorating, aesthetic implications, sound, light arrangements, seating arrangements, publicity, venue advice, distribution, and so on.
18. The coordinator shall take the responsibility for doing all the necessary documentation related to deposit/disburse of funds etc., if required and also submit annual account to internal as well as central audit in the accounts section of college.
19. The minutes of every meeting for any club related activities, or others must be recorded in the respective register of the club. All the faculty members of the club must ensure their availability to attend the meeting of the club.
20. The club faculty members must equally be participative in any other club activities organized under ECA.
21. While organizing any event/activity, following are mandatory :
  - a) Permission Notesheet
  - b) Budget Allocation (if any)
  - c) Brochure/Poster
  - d) Attendance of the Participants in activity
  - e) Geotagged Pictures of the activity
  - f) Feedback from participants
  - g) Funds utilization report/notesheet
  - h) Certificates issued to the participants
  - i) Conclusion Report of the Activity (in format)
22. The Debate Club of BCAS shall work towards a goal to promote CONFIANZA as an “emerging platform” to debate and discuss all the relevant issues at National and International levels.

Convener : DR. SATYAM RAVI DWIVEDI

Members: 1. DR. SHVETAMBRI ARORA

2. MR. PAWAN KUMAR

**‘DARPAN’-THE DRAMATICS CLUB  
SOP**

**Aim of the club**

‘DARPAN’- The Dramatics Club was founded with the goal of providing a forum for aspiring performers, scriptwriters, and stage directors. The club organizes theatre workshops and the practice sessions which train students to compete in drama contests at the university, state, and national levels. Students demonstrate their theatrical abilities by creating performances on Independence Day, Republic Day, various competitive events and annual social gatherings.

1. The Dramatics Club “DARPAN” is a club of BCAS ECA committee.
2. All the events/activities are organized under the umbrella of ECA.
3. The core team of the club comprise of one faculty convener, 2-3 faculty members, and student office bearers. The club's student office bearers are President, Vice-President, and Secretary. Apart from this, the students' members of the club are approx. 20-30 in number which are selected by core team members through auditions every academic year.
4. All the events/ activities are organized and coordinated by core team members of the club.
5. The duties of core team members are to coordinate programs, events, functions, festivals etc. of the clubs as well as other events assigned by the university.
6. The club members promote intra disciplinary and coordinated activities amongst the different cultural clubs (Music + Drama), Lit Drama (Literature +Drama) etc.
7. The club is committed to encourage and support cultural activities, as well as maximum student participation and utilization of time, skill, and treasure for innovative and optimal usage.
8. The dramatics club takes all measures to enhance cultural outreach by sending teams, specialists, conducting/supervising contests, and seminars on campus and off campus.
9. While organizing/coordinating any event under ECA, the permission is required beforehand from the authority; Principal, ECA Convener (and convener of other cell/committee/club, in case of collaborative activities).
10. Once the permission note sheet is approved by the authority, the brochure for the event/activity is floated and propagated through social channels, e-mails etc.
11. The club also take care of the allocated funds from the budgetary allocation/student's head or get special sanction of the grant for buying & purchase of equipment, etc. or to organize/promote events, competitions, workshops, festivals, tours, exhibitions, programs etc.
12. In case of the absence/sudden disappearance of any President, the VP/Secretary of club may act as acting president of that club for a short span of time, but the coordinator shall not hold the post of the President of the club on permanent basis in order to give fair deal.
13. However, coordinator could extend or offer his/her services, to any cultural discipline of which he/she possesses expertise or invited for.
14. The core team members of the club shall coordinate/cooperate with the Proctorial staff and the vigilance team to guarantee campus discipline and harmony.

15. The faculty coordinator is in charge of reserving facilities such as the AV Room, Lecture Theater, Lawns, and so on. He or she must manage and change schedules and dates to accommodate cultural and academic events.
16. The coordinator must oversee the arrangements for all university activities with the assistance of supporting personnel, including designing, decorating, aesthetic implications, sound, light arrangements, seating arrangements, publicity, venue advice, distribution, and so on.
17. The coordinator shall take the responsibility for doing all the paper work related to deposit/disburse of funds etc, and also submit annual account to internal as well as central audit in the accounts section of college.
18. The minutes of every meeting for any club related activities, or others must be recorded in the respective register of the club. All the faculty members must ensure their availability to attend the meeting of the club.
19. The club faculty members must equally be participative in any other club activities organized under ECA.
20. While organizing any event/activity, following are mandatory :
  - a) Permission Notesheet
  - b) Budget Allocation (if any)
  - c) Brochure/Poster
  - d) Attendance of the Participants in activity
  - e) Geotagged Pictures of the activity
  - f) Feedback from participants
  - g) Funds utilization report/notesheet
  - h) Certificates issued to the participants
  - i) Conclusion Report of the Activity (in format)
21. The coordinator of Dramatics Club of BCAS shall work towards a goal to promote DARPAN as a “Brand” in all hemispheres of Art & Culture in National as well as international levels.

Convener : DR. ANJALI SAXENA  
Members: 1. DR. ANIL BARAK  
2. DR. SWATI GUPTA  
3. MS. AARTI MALYAN  
4. MR. KISHAN VEER SINGH

## **‘FILM ODYSSEY’-THE FILM CLUB**

### **SOP**

#### **Objectives of the Club:**

- Film Odyssey- The Film Club entertains, educates and encourages the students through films.
- It screens a wide range of films which challenge, unite, amaze and inspire the students.
- It 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.

1. The Film Club “FILM ODYSSEY” is a club of BCAS ECA committee.
2. All the events/activities are organized under the umbrella of ECA.
3. The core team of the club comprise of one faculty convener, 2-3 faculty members, and student office bearers. Apart from this, the students’ members of the club are approx. 10-15 in number which are selected by core team members through auditions every academic year.
4. All the events/ activities are organized and coordinated by core team members of the club.
5. The duties of core team members are to coordinate programs, events, functions, festivals etc. of the clubs as well as other events assigned by the University.
6. While organizing any event under ECA, the permission is required before-hand from the authority - Principal and ECA Convener.
7. Once the permission note sheet is approved by the authority, the brochure for the event/activity is floated and propagated through social channels, e-mails etc.
8. The club also takes care of the allocated funds from the budgetary allocation/student’s head or gets special sanction of the grant for buying and purchase of equipment, etc. or to organize events, competitions, workshops, festivals, programs etc.

9. The core team members of the club shall coordinate/cooperate with the proctorial staff and the vigilance team to guarantee campus discipline and harmony.
10. The Convener/Faculty Coordinator is in charge of reserving facilities such as the AV Room, Lecture Theater etc. for the event/activity.
11. The Coordinator must oversee the arrangements for all the activities with the assistance of supporting personnel, including aesthetic implications, sound, light arrangements, seating arrangements, publicity, and venue and so on.
12. The Coordinator shall take the responsibility for doing all the paper work related to deposit/disburse of funds etc, and also submit annual account to internal as well as central audit in the accounts section of college.
13. The minutes of every meeting for any club related activities, or others must be recorded in the respective register of the club. All the faculty members of the club must ensure their availability to attend the meeting.
14. While organizing any event/activity, following are mandatory :
  - a) Permission Notesheet
  - b) Budget Allocation (if any)
  - c) Brochure/Poster
  - d) Attendance of the Participants in activity
  - e) Geotagged Pictures of the activity
  - f) Feedback from participants
  - g) Funds utilization report/notesheet
  - h) Certificates issued to the participants
  - i) Conclusion Report of the Activity (in format)

Convener: Ms. Shweta Dua

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

**‘MODERN AND FINE ARTS CLUB’**  
**SOP**

**Aim of the Club**

The main objective of arts club is to encourage the students to do painting, sketching, craft work and college decoration on various college programs. The club provides students the platform to bring down the expression of happiness, sorrows, freedom, uniqueness, culture and most importantly thoughts on a piece of paper.

1. The modern and fine arts club “Akriti” is a club of BCAS ECA committee.
2. The Club is involved with the following activities related to arts throughout the year:
  - a) Organizing art competitions at intra-college, inter-college, state and national level
  - b) Organizing art exhibitions
  - c) Organizing workshops and seminars
  - d) Organizing outreach activities
  - e) Decoration of college premises during various college events such as Republic Day, Independence Day, Annual Fest SRIJAN, etc.
  - f) Any other initiative as per the direction of College or University
3. The core team of the club comprises of one faculty convener, 2-3 faculty members, and student office bearers. The convener and faculty members are Staff Counsel constituted. The club's student office bearers are President, Vice-President, Secretary, Treasurer and Student coordinator who are selected on the basis of elections every academic year. In addition, new student members are selected every year based on their art submissions.
4. All the events/ activities are organized and coordinated by core team members of the club.
5. While organizing any event/activity, the following documentations are mandatory :
  - a) Permission Notesheet: The notesheet prepared by the convener is duly-signed by concerned authority- Principal, ECA Convener and Convener of other cell/committee/club (in case of collaborative events).
  - b) Budget Allocation (if any): allocated funds from the budgetary allocation/student's head or special grant sanctioned by college is utilized for purchasing of art materials, and incurring any other expenditures related to organization of the event. The permission for any such expenditure is duly sought from concerned authority via notesheet.
  - c) Brochure/Poster: Brochure for the event is prepared and circulated through social channels, e-mails, etc, well in advance of the event.
  - d) Attendance of the participants in activity
  - e) Geotagged pictures of the activity
  - f) Feedback from participants about the organization of the event
  - g) Funds utilization report/notesheet is submitted
  - h) Certificates issued to the participants
  - i) Conclusion Report of the activity (in prescribed format) is prepared and submitted
6. The minutes of every meeting for any club-related activities, or others are duly recorded in the register of the club. All the faculty members must ensure their availability to attend the meeting of club.

Convener: Dr. Amandeep Kaur

Faculty Members: 1. Dr. Anil barak

2. Dr. Reetuparna Basak

3. Ms. Aarti Malyan

## **‘MOKSHA’ Music Club: Part of ECA Committee**

---

### **Aim of the club**

‘MOKSHA’- The Music Club was founded with the goal to encourage students to realize their Musical and Rhythmic talent. The club organizes workshops to strengthen student’s information about the musical instruments, history of music and concept of raga. The team of vocalists and instrumentalists formed by the music club demonstrate their talent by performing on the National festivals, Diwali celebrations, New year, Matribhasha Diwas and Annual day celebrations.

### **SOP/Role of Music Club**

1. Music club, moksha selects its member (office bearers, vocalists, instrumentalists) by interview/auditions every year after a formal message by ECA convener when admission process gets over.
2. A formal meeting with Faculty members is done before going for the selection process.
3. Members can revise the post with designation for current year which can be purely on need basis with consent of all.
4. Registrations are invited online by club convener for joining of students as member of the club.
5. After closing of online registration, registered students are intimated for a formal interview on their respective email id’s.
6. Interview is performed with ECA convener and music club faculty members.
7. ECA convener, club convener and faculty members freely ask questions on organizing skills and why the candidate wants to join music club depending on the group in which he/she opted in the registration form.
8. Selection is based purely on interview basis and with a common opinion of the team of faculty members.
9. Result is posted by email to all the selected student members, with carbon copy to Principal, ECA convener, Music club faculty members.
10. After formation of team members of instrumentalists and vocalists, a formal meeting is done to brief about the action plan for the academic year.
11. Music club believes in strengthening the root skills of students in music by organizing various workshops and events on commemorative days like Basant Panchami, Antar Rashtriya Matribhasha Diwas etc.
12. To inculcate patriotism in students they are motivated and trained to sing patriotic songs on Independence Day and Republic Day.

13. Students are promoted and prepared by guidance to perform and participate beyond the college campus in various competitive and noncompetitive events.
14. Before conducting any event in the college premises a meeting is called by club convener and the minutes are recorded in the club register.
15. After finalization of event a formal note sheet permission by Principal is taken and informed to all.
16. In case of any emergency if convener is not present at the time of event, convener can give its responsibilities to any of the faculty member of club or for issuing of instruments etc.
17. After every event the event report is submitted by the president/vice president to the club convener.
18. While organizing any event/activity, following are mandatory:
  - a) Permission Note sheet
  - b) Budget Allocation (if any)
  - c) Brochure/Poster
  - d) Attendance of the Participants in activity
  - e) Geotagged Pictures of the activity
  - f) Feedback from participants
  - g) Funds utilization report/note sheet
  - h) Certificates issued to the participants
  - i) Press Release
  - j) Conclusion Report of the Activity (in format)

Shikha

(Dr. Shikha Srivastava)  
Convener, Music Club  
Members: 1. Dr. Swati Gupta  
2. Dr. Asha  
3. Dr. Amit

## SOP for NCC Session 2022-23

We have Applied for boys armed NCC wing. For our college students approach to admit in NCC sanctioned institutes.

The following document are required for enrolment.

1. Online Registration (The registration link will be shared through respective College)
2. Submission of Registration Form along with necessary attachments on the day of Physical Examination (Date of physical examination will be communicated later)
3. Allotment of Chest No.
4. Physical Examination
5. Physical Efficiency Test
6. Written Examination (Online Mode)
7. Group Discussion/Personal Interview
8. Preparation of Merit List
9. Final Selection based on Merit
10. Filling out the Enrollment Form Qualification and Eligibility Criteria for Enrollment in the Senior Division (Preference should be given to NCC B-Certificate Holders)
  1. Maximum 23 Years of age as on the date of enrollment (Student should not born before September 1999).
  2. Height: a. Girls: 5'4" b. Boys: 5'10"
  3. Should be a 1 st year student in UG Course of the BBD University.
  4. Should be a citizen of India or a subject of Nepal.
  5. Should be on the rolls of the College/University.
  6. Not convicted of offence involving moral turpitude.
  7. Not have been dismissed from NCC/ Territorial Army/Indian Army.
  8. Not a member of organization with anti national/subservient activities.
  9. Should be of good moral character.

Documents Required with the Registration Form

1. Copy of 10th Marks Sheet & Certificate
2. Copy of 12th Marks Sheet & Certificate
3. Copy of Documents in respect of awards and achievements
4. Three Passport Size Photographs (One photograph to be pasted on Registration Form)

5. Fee Receipt/College I-Card
6. Aadhar Card
7. Medical Fitness Certificate (To be completed on Enrollment Form Only)
8. Bank Account Details (Along with the copy of Bank Passbook)
9. Blood Group Report (From authorized pathology)

## **Bhaskaracharya College of Applied Sciences**

### **SOP- Photography Club**

#### **1. Preplanning**

- a) Constitute an organizing committee and take permission from the principal to organize an event/ workshop.
- b) Decide the theme/ topic, date, and the speaker/ judges
- c) Send an invite to the speaker/ Judge
- d) Prepare the poster and circulate it for wide publicity.
- e) Prepare the registration form, generate the registration link, feedback form, and certificate.
- f) Link the feedback form with the certificate
- g) Share the registration link with the registered participants.

#### **2. On the final day of the event/workshop**

- a) Check for the logistics and other requirements (Gift/ Bouquet/ water bottle/ name plates etc).
- b) Ask Dignitaries and Participants to take their seats.
- c) Welcome of the chief guest/ speaker.
- d) Conduct the event/ workshop as planned.
- e) Click a few geotag photographs during the event as proof of event/workshop.
- f) Take attendance and share feedback form with the participants and announce to fill the feedback form.
- g) Vote of thanks

#### **3. After completion of the event/workshop**

- a) Prepare the completion report.
- b) Issue the certificate of the organizing committee and participants.
- c) Have a record of the following things
  - i. Permission note sheet/ Brochure
  - ii. Participants list
  - iii. Feedback report of participants
  - iv. Geotag photographs
  - v. completion report

## **Standard Operating Procedure for Yoga Club**

The prime objective of the yoga club is to spread awareness regarding the immense benefits of yoga as it improves concentration, helps us to achieve tranquility, provides relief from anxiety, improves posture and balance, improves breathing, builds muscle strength, and boosts immunity levels, etc.

The club follows some Rules and Regulations for smooth organization of events and activities:

1. The Yoga club aims at spreading awareness about the importance of Yoga in our day-to-day life. The club provides a platform for all to learn and participate in yoga events organised at college and inter-college levels. The club promotes collaboration with other departments and committees to organise various events.
2. The core team of the club comprises one faculty convener and 3-4 faculty as members.
3. All the events are organised and coordinated by core team members of the club.
4. The members of the club meet periodically to organize events.
5. Minutes of the meeting are noted down in the respective register of the club where the club members who attend the meeting sign in the register at the end of the minutes.
6. For the conduct of any activity, permission is taken before hand from the Principal through a notesheet where the details of the activity are mentioned.
7. Once the permission note sheet is approved by the Principal, the brochure of the event is floated through various platforms amongst teachers, students and non-teaching staff for their active participation in the events.
8. All the core team members make sure the arrangement of mandatory requirements for any activity:
  - Permission note sheet
  - Brochure
  - Attendance of the participants
  - Geotagged Pictures of the event
  - Feedback from Participants
  - Funds utilisation note sheet

- Certificates issued to the participants

9. At the end of every event/activity a brief report of the activity is prepared where the objective, outcome and skill enhancement are mentioned.
10. The Yoga Club of BCAS focuses on bringing Yoga in everyone's life to lead a healthy life at both mental and physical levels.

Convener: Dr. Julie Thakur

Members: Dr. Shubhra Barwa, Mr. Parveen Kumar, & Ms. Aarti Malyan