

Guidelines for Cells & Committees



The Bhopal School of Social Sciences

An Autonomous Institution Re-accredited
with 'A' Grade by NAAC

&

Affiliated to Barkatullah University, Bhopal

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This document contains detailed Guidelines for the functioning of all major Cells, Committees and Clubs of the college.

These bodies are constituted on a yearly basis by the Executive Council of the college, unless otherwise specified in UGC, BU or Governments Regulations. Most Committees are headed by senior faculty members. Details of constituted Committees are published in the college handbook for every academic year and also put up on the college website for easy viewing by students, teachers and parents.

Meetings of the Committees and Clubs are held as per the requirements of the functions, events and activities. The meeting requires the presence of more than 50% of the committee members for quorum. Student representatives are co-opted whenever and where ever required.

Financial decisions for each portfolio are taken by the Principal / Finance Committee on recommendation of the Chairperson. In the case of statutory bodies UGC guidelines are followed.

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Autonomous Cell

Academics

1. The Committee to be constituted by the Principal in consultation with the Academic Council / senior faculty members.
2. The tenure of the Committee shall be of 3 years. Additions/ modifications may be made to the group in case of emergency or for the fulfillment of important requirements or functions.
3. The Committee will:
 - Deal with all correspondence relating to the nomination, invitation to meetings etc of members of three of the four statutory committees constituted under autonomy namely, the Governing Body, Academic Council, Board of Studies.
 - Ensure timely scheduling of the meetings of the three bodies.
 - Organize the meetings of the Governing Body and the Academic Council and ensure the availability of all relevant documents and information for the two forums.
 - Facilitate the preparation and distribution of agendas, the recording and dispatch of minutes of all meetings of these bodies.
 - Maintain a database of members of all these committees, which will include their names, designations, contact information etc in softcopy and hardcopy.
 - Maintain a record of all documents produced for and as an outcome of these meetings including new syllabi, modifications or additions made to existing syllabi.
 - Ensure that meetings are conducted as per the regulations provided by central UGC.
 - Work in tandem with the IQAC in organizing programs for the academic development of the students as well as teachers.
 - Maintain all academic records of the college that would be necessary and useful for academic inspections / assessments of the college.
 - Facilitate academic and institutional assessment of the college from time to time through Internal and External Audits
 - Organize the annual assessment of IQAC through an External Peer Team and put up the Peer Team report on the website.
 - Ensure preparation of annual reports of the college inclusive of academic, co-curricular and extra-curricular activities of the college for record keeping as well as preparation of Progress Report of the college (Annexure III of UGC Guidelines for Autonomous Colleges) to be sent to Central UGC annually.
 - To track and help implement all new directives/regulations issued by Central UGC from time to time.

- Meet at least 4 times a year to ensure adequate planning, proper distribution and execution of work, ensure smooth functioning and desired coordination.
- The financial requirements of the Cell to be forwarded to the Principal as and when the need arises.

Examination Cell

Role, Duties and Functions of Controller of Examinations

1. The Controller of Examinations shall be the principal officer-in-charge for the conduct of examinations of the college and declaration of their results. He/ She shall discharge his functions under the superintendence, direction and guidance of the Principal.
2. The Controller shall be the Member-Secretary of the Examination Department/Cell and of the committees appointed by the Dept. /Cell. He/ she shall be responsible for prompt and proper implementation of their decisions.
3. The Controller shall be responsible for making all arrangements necessary for holding examinations and declaration of results. It shall be his/her responsibility
 - to prepare and announce in advance the calendar of examinations.
 - To get Examiner Panel lists from Chairman Board of Studies of respective departments in coordination with Confidential In-charge.
 - To ensure timely setting and printing of question papers for Semester Exams and to ensure error-free question papers.
 - To arrange for printing of question papers (printing, counting, bundling, packing and sealing) and ensuring date wise arrangement of sealed bundles/ packets.
 - To collect and maintain performance records of the candidates at the examinations (Practical, External as well as Internal [CCE]) and to ensure that they are properly assessed, and to process the results.
 - To arrange for the timely publication of results of examinations.
 - To postpone or cancel examinations, in part or in whole, if the need arises.
 - To take disciplinary action under the superintendent's, direction and guidance of the Principal, wherever necessary against the candidates, paper setters, examiners, moderators, or any other person connected with examinations and found guilty of malpractices in relation to the examinations.
 - To review from time to time, the results of college examinations and forward reports thereon to the Principal.
4. The Controller shall exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time, by the Principal.

5. Framing of financial norms for examination related matters. (In consultation with Principal of the college).
6. Issuing of answer sheets (Main, Supplementary & Practical) to the Exam Superintendent.
7. Making arrangement for requisite documents to be sent to the Paper Setters, Evaluators, Practical & External Examiners.
8. Assessing stationery requirements and issuing stationary to various examination functionaries.
9. Handing over question paper to the Exam Superintendent on the date of exam. (45 Minutes prior to the commencement of respective shifts).

Role, Duties and Functions of Confidential Section in-charge

- Getting examiner panel lists from Chairman Board of Studies of respective departments.
- Getting finalized list of paper setters, evaluators, and practical & external examiners from the Principal of the college.
- Dealing with correspondence with paper setters, evaluators, and practical & external examiners for getting their approval.
- Sending requisite documents to the paper setters, evaluators, practical and external examiners.
- Doing the necessary correspondence for timely submission of question papers back to the confidential section.
- Ensuring proof reading of question papers.
- Printing of finalized question papers with the permission of the Principal.
- Making correspondence with evaluators for getting their approval for valuation of answer sheets.
- Acting as a liaison officer for informing the custodian to whom answer sheets are to be given for evaluation.
- Making correspondence with evaluators for timely submission of answer sheets back to the confidential section.

Role, Duties and Functions of Exam Superintendent

- Preparation of Duty List in Co-ordination with Assistant Exam Superintendent and in consultation with the Senior Controller & Controller of Examination.
- Maintenance of stock and records of Answer sheets and Question papers on daily basis.
- Collection of question papers from Examination Controller prior to the commencement of the examination.
- Receiving used Answer sheets from the respective Assistant Exam Superintendent after the completion of the examination and handing it over to the custodians.
- Maintenance of various examination records.
- Coordinating with the Controller, Assistant Exam Superintendent & Flying squad.
- Taking rounds of the exam venue for smooth conduction of examination.
- Issuing Answer sheets for Main and Practical examination.
- Informing and placing the duty list on Notice Board.

- Arrangement of tea for Invigilators and other examination functionaries during exam hours.

Role, Duties and Functions of Assistant Exam Superintendent

- Assisting Exam Superintendent in preparation of List of examination functionaries.
- Preparation of seating plans, office plans and assigning duties to Invigilators and Support Staff.
- Preparation of Attendance Sheets for various exams.
- Preparation and Maintenance of various examination records.
- Collection of Blank Answer sheets from Exam Superintendent and arranging them as per seating plan.
- Opening of question paper packets, arranging question papers in accordance with the seating plan and distribution of the bundles to the invigilators on duty in their respective rooms.
- Collection of Used MCQ Papers after 10 minutes of the commencement of the examination and arranging them in sequence and course wise to be handed over to the Exam Superintendent at the end of the examination.
- Collection of Absentee Answer sheets and Question papers after 30 minutes of the commencement of the examination and handing over the same to Exam Superintendent after cross tallying the records.
- Collection of Used Answer sheets after the completion of the examination, Counting and arranging course wise, Preparation of bundles (Course wise) and handing over the same to Exam Superintendent for further action.
- Coordinating with the Exam Superintendent & support staff for venue arrangement 2-3 days prior to the commencement of the examination.
- Resolving any grievances during the examination.
- Coordinating with the Controller, Exam Superintendent & Flying squad.
- After completion of all the exams for a particular course, all the related records to be sequentially arranged, filed and packed to be kept for future reference if any.

Role, Duties and Functions of Custodians

- Receiving Masked Answer Sheets from Exam Superintendent.
- Coding the answer sheets according to courses and subjects.
- Getting evaluators names from the confidential section In-charge and sending the answer sheets for valuation.
- Decoding the evaluated answer sheets after receiving it back from the respective evaluators.
- Helping the Controller of Examination to prepare the tabulated result and declaring the result in time.
- The financial requirements of the Cell to be forwarded to the Principal by the Controller as and when the need may arise.

Admissions Committee

1. A specially constituted Admissions Guidance Cell to be functional from first week of June every year to guide students regarding availability and choice of suitable courses, as well as for clarification of doubts or queries regarding admissions and registrations.

2. Eligibility for Admission to the Undergraduate courses

- i. All students having passed 10+2 at school are eligible for admission into UG courses.
- ii. Admissions and allocation of subjects will be made on the basis of merit taking into consideration the marks obtained by the candidate in the last eligibility examination and a personal interview. The college would abide by the rules and norms of the MP Government, University and Archdiocese of Bhopal.
- iii. All applicants for Honours courses must have secured a minimum of 60% marks in their 10+2 exams.
- iv. Age limit for male candidates should not be more than 23 years as on 1st July of the academic year.
- v. There is no upper age limit for women candidates.
- vi. Age limit for male candidates of reserved categories should not be more than 25 years as on 1st July of the academic year unless revised by the MP Government.
- vii. Students seeking admission to subject / faculty / group other than the subjects of their eligibility examination can get admission only after deducting 5% of the marks obtained in their eligibility examination.

3. Reserved Categories

- i. Reservation policy of the Government of M.P. will be followed. Seats are reserved for various categories that are specified in the University guidelines.
- ii. Besides SC, ST and OBC. Reserved category will also include sports quota and Catholic Christian applicants.
- iii. If candidates of reserved category are not available till the last date of admission then the reserved seats will be made available to the candidates of the general category.
- iv. Catholic students must furnish a certificate from the Parish priest.
- v. Admissions open for Semester I of all UG and PG courses.

4. How to Apply

Step 1: To fill and submit an Online Admission form on the college portal and upload all required documents. At the end of the process the student will be able to generate a confirmation receipt.

Step 2: Submit generated receipt to the college office along with a registration fee.

Step 3: Check college notice board / website for merit based list of names of eligible applicants and counselling dates & timings.

Step 4: Meet the counsellors on the stipulated dates and timings in the college, to confirm admissions, accompanied by parent / guardian. Students need to appear for a personal interview with the Principal on the same day. PG students do not need to bring parents / guardians.

Step 5: Submit the fee online immediately after confirmation, to register as a student and to confirm admission.

Step 6: Attend regular classes.

5. Instructional Guidelines

- Many of the courses having limited number of seats hence advising students to confirm their admissions as early as possible. A second list may be displayed, depending on the vacancies.
- Candidates who have been offered admission and do not register on or before the last date of fee payment will not be eligible for admission at a later date.
- All students registered for UG Degree programs will be required to opt for one Certificate program of their choice in Semester I and one Certificate program in Semester III.
- The Principal may reserve the right to cancel any admission in case of deliberate attempt by the candidate to withhold information and his / her involvement in any misdeed.

6. Documents to be uploaded with the form

- A photocopy of the mark sheet of Class X and Class XII.
- Sports quota candidates should have played at the state or National levels and their documents must be countersigned by the Director, MP Sports and Youth Welfare Department.
- Candidates seeking admission in reserved categories must attach photocopies of relevant documents.

7. Documents needed during Payment of Fees

- Original Transfer Certificate
- Character Certificate

8. Modes of Fee Payment

The selected candidates will be provided with ID & password through SMS by which the students can deposit their fee either online or in cash. To deposit the fees online the student needs to access the college website (www.bsssbhopal.edu.in) and make the payment using our Online Payment link by logging in with the ID & password provided by SMS. The student can pay the fee using the following options i.e. Net Banking/ Debit Card/ Credit Card/ Cash at Bank Counter. Once Fee Payment is successful, the admission will be confirmed and will be notified by SMS.

9. Documents required for registration and enrolment

- Photocopy of Class XII mark sheet.

- An eligibility certificate from the Barkatullah University, if the applicant is from a state other than Madhya Pradesh.
- Migration Certificate – original – for CBSE and out of state candidates.

10. Other necessary info

- Students admitted from ICS / any other board or university to produce an eligibility certificate from Barkatullah University within a month.
- Students must bring their original mark sheets and all other relevant documents for verification at the time of their scheduled interviews.
- Students will be required to register for every semester by filling up the Registration Form available at the office.
- Detailed information to be updated on the college website: bsssbhopal.edu.in

Student Orientation Committee

1. The committee shall organize such sessions with the objective to reduce anxieties of the new entrants and to familiarize them with various aspects of the institute.
2. To orient and welcome new students at the beginning of the academic year.
3. Familiarize students with the rules and policies of the institute.
4. To facilitate the incoming students to have an interaction with the staff.
5. To expose students to campus life, history and culture.
6. To draw their attention to some of the key facilities and amenities at the campus.
7. To give information about student clubs, organizations, events, and activities.
8. To give information about library and I Cards and about the use of the student handbook.
9. To expose students to the range of library services and other resources available in the college for them.
10. To receive a feedback on the support and promptness of services available right from applying for admission to their induction stage in the college.

SC/ST/Minority Scholarships

1. The institution shall adopt the UGC scheme of coaching classes for entry in services for SC/ST/Minorities as laid down under the Twelfth plan.
2. It shall in principle and practice safeguard the interests of Schedule Castes, Schedule Tribes and Other Backward Castes and minorities by abiding to the specific provisions made for them to improve their status socially and educationally, so that they can take their rightful place in the society.
3. The basic objective of the coaching scheme shall be to prepare students belonging to SC/ST/OBC (non-creamy layer) and minority communities to get gainful employment in group 'A', 'B' or 'C' of central services, state services or equivalent positions in the private sector.
4. The college shall develop an employment information cell for providing information about various competitive examinations in the areas of its operation.
5. The UGC provides a financial assistance for conducting special classes outside the regular time table during the Twelfth plan. Students belonging to other backward classes and general candidates may also be allowed the benefits of such coaching classes. Thus, a nominal fee (not exceeding the monthly tuition fee) may be charged from general candidates. However, physically challenged students and students who are general candidates coming from families with income below the poverty line as per the guidelines of the State/UT/Central government shall be exempted from paying a fee.
6. The classes to be held on the working days before or after the class hours and even on holidays and vacations for the convenience of students.
7. Colleges covered under section 2(f) and 12 (b) of the UGC act with students belonging to SC/ST/OBC (non-creamy layer) and minority communities shall be considered for financial assistance under the scheme.
8. The Coordinator of the program will supervise the work under the scheme at the institutional level. Separate register to be maintained for different subjects. The coordinator, at the end of the third year of the program, shall submit through the Principal, an appraisal report indicating the progress of each candidate, including the ex-students.

Discipline Committee

1. To realize the objective of achieving 'Freedom with Responsibility' and giving students an environment of comfort, safety, freedom and growth the Institution shall annually constitute a Discipline Committee to look after the student's welfare along with the institutional interest.
2. The committee to remain active throughout the year and shall function with student volunteers to ensure that the students maintain and propagate discipline at all levels.
3. Every student shall follow the College Code of Conduct
 - Every student ought to observe all the rules & regulations of the college.
 - Students should not loiter in the compound, basement or canteen during the class timings.
 - Students must comply with a minimum 75% attendance, CCE & project requirements.
 - Students should be decently dressed.
 - Students should enter the campus well before the commencement of classes.
 - Students should conduct themselves with decency, decorum and dignity.
 - No collection of cash or kind should be made in the college without the explicit permission of the Principal.
 - Smoking and chewing of tobacco is strictly prohibited.
 - All students are required to carry their Identity Cards
 - Use of mobile phones is strictly prohibited in the college building.
 - Students are prohibited from inviting outsiders into the college.
 - Students are required to keep the college premises neat & clean.
 - The students are required not to destroy damage or break any college property, furniture or fixture.
 - The students should not arrange any welcome parties, picnics, outings or other programmes outside the college in the name of the institution without the permission of the principal.
 - If any student does not observe these rules & regulations, serious action can be taken against the breach of conduct.
4. The discipline cases to be handled in immediately, as soon as matter is reported.
5. The concerned teachers shall take corrective measures in case of minor misconduct.
6. Letters of apology to be obtained from the students

7. Serious cases to be referred to the discipline committee and the committee to make necessary enquiries.
8. The students to be counseled and if necessary, their parents to be called. An undertaking to be received from the parents and the ward.
9. Warning letters, Suspension letters required to be issued whenever necessary.
10. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises

Placement Cell

1. The Placement Cell of the college shall assist in the placement of its Graduates studying in their V and VI semesters and Post graduates in their III and IV semesters as well as students in 2nd year of their graduation for part time jobs in various areas or sectors of the Job market.
2. The cell shall perform all activities including liaison with Corporate and Companies. It shall identify companies hiring fresh graduates of the college and invite companies to the college for campus recruitments through phone calls and sending invitations along with the college profile by mail.
3. As per the requirements of each company, the student data to be shortlisted and send if asked for and a suitable date in consultation with the company to be finalized for pre-placement talks and campus procedure.
4. Recruiting companies to visit the college and need be give a detailed presentation to the students interested to attend the interview process and conduct the selection process as per their norms.
5. The Training and Placement cell and various other Faculty members shall only facilitate and provide guidance to the students but getting a Placement shall be the sole responsibility of the students. Under no circumstances, Training & Placement shall assure Placement to all the students who apply for the job.
6. The activities by the cell to be performed in conjunction with the respective department faculties like
 - Interaction with potential recruiters
 - Conducting recruitment survey(s)
 - Placement Presentation (s) of Companies if required
 - Organizing resume Writing/GD/Interviews skills development sessions
 - Guiding students for the preparation of resume
 - Coordinating all the activities related to Placement
 - Monitoring the progress of Placement activities at regular intervals
7. At the commencement of the session, the members of the student Placement committee to be selected. Then, amongst the volunteers the best three to be nominated as Placement coordinators and assigned major responsibilities being accountable to Head of Training and Placement.
8. The participation of entire batch in the Placement activities is not mandatory. The Verbal/Written offer received first is mandatory to be accepted i.e. once selected by a Company, the student would be considered as placed irrespective of the Company / Job profile or job location or salary offered.

9. The participating student(s) in Campus Drive shall be required to be present in the Institute in college uniform.
10. It is the student(s) responsibility to see the Placement notice and submit his/her resume or get himself / herself registered in the Placement Cell as specified in the notice. No resume will be accepted after the deadline date.
11. Students are expected to behave professionally with all employees of the BSSS. Any misconduct or misbehaviour will be dealt with seriously and could lead to disqualification from all Placement related assistance from the Institute.

Library Committee

1. The committee shall chalk out plans for the library in consultation with the principal and the library staff. The Library committee shall coordinate with the library staff for smooth library functioning.
2. The committee shall have an Incharge with 3-4 members as deemed by the Principal. The incharge to allot duties to team members which may include, preparing book lists for various departments, library discipline, enriching library, physical arrangements in the library, managing e-resources etc.
3. The meetings of the committee to be held atleast once in every semester with a follow-up to be done by the incharge along with the librarian.
4. Any decision taken by the committee shall be duly approved by the principal and communicated to all staff members and students.
5. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises.

Research Cell

1. The Research Cell shall take up various independent project activities with potential donor/ funding partners/ agencies.
2. The Research Cell will be helping and encouraging faculties to write and publish papers, articles etc.
3. The Cell will help the Departments to invite research papers and articles for their respective departmental journals.
4. To organize need based training programme with suitable resource persons.
5. The Cell shall provide research guidance to the research scholars of the college as well as from outside.
6. The Cell will check the eligibility (UGC 12th plan Guidelines (2012-2017)) of the research scholars applying for the UGC Minor/Major Projects.
7. Timing for consultation for Research Scholars with Internal Guide from BSSS will be 2:00 PM to 3:30 PM on all working days.
8. If scholars want an expert advice, guide related to the relevant topic will be arranged by the Cell.
9. The Cell would be communicating regarding various conferences and seminars to be held nationally and internationally.
10. Internal guides/teachers are motivated to go and take training sessions outside the college with prior consultation to Principal.
11. Research Cell awards the best research work (by students) with a memento and certificate of excellence.
12. Publication of the research work done by the students is promoted through the Cell.
13. Participants from other institutions are invited to attend training sessions in the college at nominal charges.
14. The members of the Cell appointed by the Principal may meet regularly for the smooth functioning of the Cell (Minimum 3 meetings in a year is recommended).
15. Working hours of the Cell will be as per the instructions of the college Principal.
16. The financial requirements of the Cell are forwarded to the Principal by the In-charge as and when the need arises.
17. The ***BSSS Manual of Research and Publication*** describes the policies and guidelines for functioning of research committee, research grants, leaves and sabbaticals, College Journal Publishing policies and role of Ethics Committee.

Certificate Courses

1. Indigenous Certificate courses introduced in May 2013 shall work on the objectives of
 - Adding value to the existing degree programmes by providing an opportunity to learners to supplement their degree courses with additional qualifications.
 - To promote inter-disciplinary learning with students from any stream of learning eligible to enroll for the courses.
 - Focus on skill development and to make students more employable through emphasis on training and application of theory.
2. Certificate Courses, to be identified and designed on the basis of expert inputs and need analysis catering to the varied aptitudes and needs of students.
3. All Programs will have 40 hours of input sessions. On an average 40% of these sessions will be conducted by outside experts in the respective fields, whereas the in house faculty will take care of the remaining 60%. In the case of technical courses, inputs from outside experts can be increased in accordance with the demands of the course.
4. The courses to be made available in the odd semesters making it mandatory for all students of UG programs to register for one Certificate Program in Semester I and the second one in Semester III. However, students of Semester VI of UG and all PG programs are eligible to voluntarily opt for any certificate course in the odd semesters along with their degree course.
5. Outsiders to be permitted to enroll for the course subject to screening and approval.
6. Course details of these Certificate Programs to be made available on the website.
7. The following rules and guidelines must be strictly adhered to:
 - Students to log in to the College website at the beginning of the Academic session to register for the Certificate Courses, two or three weeks prior to the date of commencing of the course. The list of courses offered by the department to be published.
 - Students not to be allowed to change the choice of their certificate once opted for.
 - Those students who do not attend the classes / training sessions for the courses regularly – registering a minimum of 75% attendance not to be awarded a certificate.
 - No separate assessment / evaluation will be conducted for students who miss the classes on days demarcated for the purpose.
 - The decision of the Teacher / Trainer assigned to look after the running of a course will be final and binding upon all the students.
 - Assessment will be based on different Modules, Presentation, Reports, Minor Projects, Tests, Performance and Participation.
 - There will be an Exam at the end of the 40 hours course and one will be in written form.

8. There will be no refund of fee for the student(s) who fail to attend any of the classes for the certificates they have registered for / or for those who have paid the fee but failed to register for a course.

9. The Grading System will be as under:

A+ >90, A>80, & <90, B+ 70 & <80, B >60 & <70, C+ >50 & <60, C>40&<50

Business English Certificate

1. In recognition of the need to promote the use of English Language for communication, the college offers the Business English Certificate Course of the University of Cambridge - ESOL, at the three levels – Preliminary, Vantage & Higher at BSSS.
2. This will be offered as an add-on International Course to students of all faculties.
3. The program will be run by the Department of English of BSSS.
4. The purpose of introducing this course is to encourage the learning of English for the purposes of functionality, communication and building up power of expression.
5. The course will also offer soft skills training in crucial areas like socializing, presentation skills, interviewing, participating in meetings & discussions etc.
6. The training and the certificate will add value to the degree course and prepare students for the job market. Another highpoint will be an international qualification with global recognition and validity.
7. The students of the first year will be strongly encouraged to take up the course to strengthen their proficiency in English language. Other students may take up whichever level they wish to voluntarily. The trainers from the Department of English will do the diagnostic test to recommend appropriate level to desirous students.
8. The training sessions for the courses will be held before or after regular teaching hours.
9. The training for each level of the course will be of 40 hours.
10. Outsiders will be allowed to enroll for the program with the explicit permission of the Principal only.
11. The college will charge a minimal training fee from the students for training purposes.
12. The college will offer its premises to Cambridge for conducting the Exams at the end of the courses.
13. University of Cambridge will conduct the Exams and award certificates to successful candidates.

Quiz Club

1. Formation of the College Quiz Club Committee in the beginning of each academic session
2. Assigning duties and responsibilities to team members
3. Selection of student volunteers for the club for coordination and smooth conduction of quiz programs in the college.
4. Selection of student on the basis of their performances in the in house quiz competitions, as well as in the quiz at various Inter Collegiate and Inter University quiz competitions including Inter College Youth Festival Quiz
5. To organize Inter departmental and Intra departmental quiz competitions.
6. To organize National level quiz competitions.

Anti Ragging Cell

1. The cell started in 2004-2005, henceforth, shall function to provide safety and maintain discipline with the objective to have a tension free campus, infusing the spirit of mutual respect for each other among the students
2. The cell shall create awareness and adopt preventive measures for Anti-Ragging through Code of conduct displayed in all the wings as well as in the planner, make provision of a Complaint Box to keep the anonymity along with the Helpline Number displayed in the campus
3. A Special Cell to be constituted with representatives from Police Head quarters and local police
4. The cell shall receive complaints in writing and investigation to be undertaken immediately based on the complaint. The parents to be contacted and the version from both the parties to be noted. A two way process to be followed giving equal opportunity to both the parties. Redressal to be done by way of counseling, if matter can be resolved amicably but necessary action to be taken in matter of serious cases
5. To strictly adhere to the UGC framed regulations in order to prohibit, prevent and eliminate the scourge of ragging. The notified regulations vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009 to be made available on UGC website [www.ugc.ac.in.](http://www.ugc.ac.in) and an affidavit to be obtained from every Student, Parent/Guardian separately as per clause (m & n) of Regulation 6.2.

Grievance and Redressal Cell

1. The cell shall promote democratic environment to realize the primary needs of the staff and students and it's resolutions for quantitative and qualitative development.
2. The cell shall receive grievances through
 - Open Forums
 - Meetings
 - One to one conversations, communication
 - Addressed to the Principal, Vice principal
 - Addressed to the wing coordinators, Heads of the Departments, course coordinators
 - Addressed to the class counselors
 - Via Student Representatives
 - Written applications
 - Complaints Registers
3. The grievance to be handled by the respective committees (i.e. Executive council/Anti –Ragging cell / Women cell/ Discipline committee) as per the nature of grievance.

Parent-Teacher Association

1. The association started in 2003 shall function to promote the common goal of developing students and furthering their interests by ensuring the role of parents as a major stakeholder of the institute and keeping the parents informed and aware of all the activities of the college.
2. Conduct an open house sessions for suggestions and to provide an opportunity to meet the teachers and have an open interaction regarding the wards progress.
3. To seek cooperation and support from parents for all planned academic & other programs and to have transparency in the education process by keeping the parents well informed, seeking their guidance for further improvements.
4. To make parents as a part of the resource pool by inviting them as experts.
5. To resolve issues of the parents and their wards in academics and administration.
6. To form an executive body of the interested parents who shall voluntarily be a part of it with the Principal as chairman.

Canteen Upkeep Committee

1. The members of the canteen upkeep committee shall regularly visit the canteen and monitor the activities and working of the canteen.
2. The members to check the utensils, food stuff, and behavior of the canteen employees.
3. No hike in prices before discussion and written permission of the principal.
4. The committee will prepare its report annually.
5. The committee must meet with the principal at least once in two months.
6. The members of the committee will frequently visit the canteen to ensure working of canteen.
7. The committee to take a feedback from students and college staff members about the services being provided by the canteen.
8. The committee to meet the Principal at regular intervals to report about the activities of the canteen.
9. The functional areas of the committee will be
 - To monitor and cater to the demands of students
 - To ensure provision of good quality food at proper rates
 - To ensure healthy, hygienic and pleasant environment
 - Ensuring good professional services by the Canteen Staff
 - To maintain discipline and decorum in the canteen

Feedback Review Committee

1. The committee shall every year undertake the process of feedback from its stakeholders to objectively measure where it stands and to know and understand the areas that require attention or intervention to facilitate quality education and achieve excellence.
2. Feedback Review Committee shall comprise of the following members
 - Principal (The Patron)
 - Feedback Committee In Charge
 - Committee Members-05 (based on the recommendations of the Principal)
3. The stakeholders of the Institution shall be
 - *Students*
 - *Parents*
 - *Staff- Teaching and Non-teaching*
 - *Alumni*
 - *Linkages (NGOs and Industries)*
4. The respondents of Feedback Review process shall be Students, Staff, Parents, Alumni Members, Office Staff/Support Staff/Library Staff and NGOs/Industries.
5. The committee shall start to work from the beginning of every academic session and shall meet prior to the process to design tool and develop a plan of action for the process. The frequency of review process to be once in a year (February).
6. The committee shall
 - examine the quality of curricular, co-curricular and support system of the institution from the students perspective.
 - understand the expectation of the parents and their suggestions to further enhance the quality of education and other support systems of the institution.
 - understand the requirements and level of satisfaction of staff (teaching and non-teaching) for enhancing their performance.
 - to meet the needs of the industry and organizations in a much better and focused way based on the suggestions given by its stakeholders.
7. *Responsibilities of Feedback Committee In-Charge*

- Prepare feedback questionnaire in consultation with the Principal and the committee members and finalize the date for the review in consultation with the Principal.
- Monitor the data collection process from the respondents.
- Prepare the review report and submit to the head of the institution and ensure objectivity and confidentiality throughout the process.

8. Responsibilities of Feedback Committee members

- Assist the Incharge in the construction of data collection tool for the review process, collect data from the stakeholders as per the schedule and key in the data for analysis.
- Maintain objectivity and confidentiality throughout the process and assist the Incharge in the compilation of final report.

Student Union Election

1. Students union elections to be conducted by the college as per the directives of higher education department of Madhya Pradesh for the following posts in the college:

- Class Representative
- President
- Vice- President
- Secretary
- Joint Secretary
- University Representative

2. *Eligibility For Candidates*

The institute shall follow the rules regarding the eligibility of candidate as stated in the Ordinance of Student Union Election by Higher Education Department of M.P that are as under

- i. Student Should Not Have Passed Class 12 before year specified In Ordinance of Student Union Election by Higher Education Department of M.P. for U.G. And P.G.
- ii. Should have paid all dues of college and university till date.
- iii. Should have passed a course in minimum time period.
- iv. Should have no legal case pending.
- v. Should not have been punished for crime
- vi. No action taken or pending for U.F.M. during university exam.
- vii. Should not be working.
- viii. No disciplinary action taken by college.
- ix. Should not have left a course incomplete to join another course.
- x. Should not have passed any exam through ATKT.
- xi. Should not have had a gap year.
- xii. Should not have been involved in ragging.
- xiii. Should have a good academic record.
- xiv. Should have been regular student in the year of election.

- xv. Certificate, diploma, PG diploma courses, M.Phil and research classes not to be included for student union election.
 - xvi. Student should not be provisionally admitted.
3. **PHASES OF ELECTION:** Student union elections to be conducted in two phases-
- Phase I Election of Class Representative.
 - Phase II Election of Post Holders and University Representative.
4. **Students Union Election Rules Cum Procedure**
- i. In the polling room no agent/ representative of the candidate shall be present. However, the candidate can be present in the polling room.
 - ii. If any of the contestants is present in the polling room, then the empty box should be shown to the contestant and then should be locked in his presence by paper and glue provided with seal on it having signature of election officer and date.
 - iii. Voter would sign on voter list against his/her name and the polling officer will put a tick mark against the contestant name.
 - iv. On the back side of the ballot, the polling officer will put his signature and date before voting.
 - v. All contestants will have to compulsorily bring their ID card and fee receipt.
 - vi. After election the polling officer will put his signature on the back of their ID card and fee receipt.
 - vii. After voting is over the polling officer will open the ballot boxes in front of the candidates and counting of votes will be done as per rules.
 - viii. After counting of votes the material will be deposited in specified control room. Specified Performa.
 - ix. All material information required in the nomination letter to be compulsorily filled.
 - x. Every election would be by secret ballot system.
 - xi. In case of tie, decision would be by draw of chit.
 - xii. After the voting the counting will continue at the same venue and it is desirable for the contestants to be present in the same room. The official copy of the declared result would be taken from election control room to the Head of Institution.
 - xiii. Class representative of every section along with their proposer and supporter are compulsorily required to be present personally for signing the documents in front of polling officer.
 - xiv. The same candidate can apply for more than one student union post.
 - xv. Once the filled nomination letter has been submitted to the concerned officer it cannot be taken back for any changes
 - xvi. Voters of every category have to come for voting with their Identity cards and admission receipt.

- xvii. If the proposer and supporter signs for more than one candidate then the nomination letters will be cancelled.
 - xviii. For secret voting a tick mark to be put against the candidate's name.
 - xix. Result of Student Union Election will be announced on the conclusion of election.
 - xx. Elected candidates shall be administered an oath to the chair.
5. The financial requirements of the Committee to be forwarded to the Principal by the Incharge as and when the need arises.

Student Quality Assurance Cell (SQAC)

1. Till the time Student Council Elections are not approved by the Higher Education Department, the Bhopal School of Social Sciences to have a functional SQAC. The motive behind constituting this cell shall be to bridge the gap between students and the college management.
2. The main focus of the college for having SQAC is to allow the students to get involved in the decision making process. Any ideas or problems relating to any matter that affects the students could be brought to the notice of management.
3. From each department of the college few students to be nominated by the HODs as representatives to work under SQAC. These students to serve as a link between the management and other students.

Cultural Committee

1. The Cultural Committee shall be responsible for organizing Fresher's Day, Youth Festival and Annual Function of the college.

A) Fresher's day

1. The committee shall decide a probable date for Fresher's day to welcome the new entrants to the college and get it approved by the Principal.
2. Once the date is prepared, the committee to decide the theme for the function and discuss the variety of programs to be there in accordance with the theme.
3. The time limit to be fixed and the program to be prepared accordingly.
4. Teachers to be allocated responsibility of each group whether dance or song or skit or mime.
5. Common auditions to be held to select the students for various events and selected students to practice with the teachers in-charge after the class hours.
6. Practice to start 10 days before the program. The deadline to be fixed wherein all teachers to complete the practice so that rehearsal can be held with final comparers and changes if any can be made during final preparations.

B) Youth Festival

1. Barkatullah University organizes youth festival every year in all the colleges affiliated to it. There are various categories of events that are conducted namely dance, song, play, skit, mime, painting, rangoli, clay modeling, etc.
2. The committee to look into the preparation that may start by end of August. The first round of auditions to be held for various categories on different dates. Students to be informed by public announcement system and information to be also displayed on the notice board.
3. The final selection to be made on the basis of merit for various categories. The rules and regulations to be followed of the university as given in their guide book and to follow the university declared dates for various events with the winner moving to the second level.
4. There are various level competitions, namely Intra-College, Inter-University, State level and National level. The first stage events are to be conducted at various colleges in the state, followed subsequently by university level, state level and national level. Further ahead, the participating students to follow the guidelines of the university cultural committee.

C) Annual Function

1. The Annual function to be held once in every 2 years shall be theme-based the theme to be executed on the basis of a script with professional script writers sought if required.

2. Students to be selected on the basis of talent and teachers to be allocated various responsibilities with the involvement of all.
3. Technical aspects like sound, special effects, recording and help of other experts to be taken during the course of practice and many rehearsals to be undertaken before a final put up of the show.

D) Farewell

1. A send-off to be given to the students of sixth semester of graduate and fourth semester of post graduate course in the month of April.
2. The program to be finalized according to the event and allocation of duties among teachers to be done.
3. Teachers to monitor the practice of students and the song selection and the lyrics. The Practice to be held 10 days before the program and final two days to be kept for final rehearsals.
4. The financial requirements of the Committee to be forwarded to the Principal by the In-charge as and when the need arises.

Extra-Curricular Activities

1. To promote and arrange extra-curricular activities to bring out the talents of students in performing arts.
2. Duties and responsibilities
 - To formulate plans for extra-curricular activities.
 - To coordinate with the members of different committees.
 - To take up meetings as and when required.
 - To see that the programmes selected by the students are constructive. The programmes or activities should be scrutinized for their educational relevance.
 - To keep a record of all activities undertaken in the academic year. The record must consist of names of participants and winners.
 - To contribute to the well being and welfare of the college and related activities.
3. The financial requirements of the committee to be forwarded to the Principal by the in-charge as and when the need arises.

Heart To Heart: A BSSS Charity Fund

1. "Heart to heart: A BSSS Charity Fund" is a college level charity fund established for collection of donation for a specific or a general cause under the guidance of management.
2. A meeting with the management shall be there to finalize the cause of charity and the amount.
3. A meeting of the committee members to identify and distribute the work.
4. There shall be a circulation of information to various department heads informing them about the cause of charity.
5. The Promotions to be done through Notices, Flyers, media hype, etc.
6. Money collection to be done class wise by the class counsellor of each department with a submission of the final amount to the accounts department of the college.
7. The financial requirements of the body to be forwarded to the Principal by the Incharge as and when the need may arise.

Observance of Important Days

Human Rights and Charity Day

1. The College with the aim to promote respect for human rights among students to move towards a better world, wherein citizens are just, humane and compassionate towards fellow citizens and humans may observe Human Rights and Charity Day on December 10th every year, which is the International Human Rights Day. The date of observing Human Rights and Charity Day could vary every year to avoid clash with key academic activities of the college.
2. The college may conduct such activities that would help instil following values among students
 - Preventing students from moral turpitude
 - Conservation of energy and environment
 - Protection and development of cleanliness and sensitivity towards sanitation
 - Promoting healthy
3. There would be two meetings for planning the activity before scheduling it for any date. During these meetings (maximum two), committee is supposed to finalize the entire plan of action for conducting this celebration. This Plan of Action (PoA) along with proposed budget for conducting the activity will then be submitted to management of the Bhopal School of Social Sciences (BSSS) for approval. Once approved, the activity will then be carried out on decided date as per the Plan of Action.
4. Responsibility of conducting these meetings would lie with coordinator of the committee and getting the activity approved from the management would be the responsibility of the chairperson of the committee.
5. A minimum of two (02) members should be there in the organizing committee. This number could be up to 6 members or as specified by the Principal of the BSSS.
6. Organizing Committee may entrust the responsibility of circulation of information in public regarding the observation of such days/events, to anyone of the student volunteer or a person specified for this by the Principal of the institution.
7. The financial requirements to be forwarded to the Principal by the Committee Incharge as and when the need arises.

Inter-Religious Dialogue

1. Inter-Religious dialogue to be organised once in an academic session.
2. There shall be a meeting with the management to set the date and to finalize the name of the speakers.
3. To contact the speaker to receive their consent and sending an invite to the speaker.
4. The organising committee to make arrangement for venue, sound system, PPT preparation, contacting media for coverage and submitting a report of the programme.
5. The financial requirements for the arrangements to be forwarded to the Principal by the Committee Incharge as and when the need arises.

Women Cell

1. The cell shall function with the purpose to overcome gender disparity and empower the female students through
 - Creating awareness about their own status in the society and motivate them in opting right career.
 - Educating them about the equal opportunities in the college and in the society as a whole.
 - Equal access to all the facilities including academics, cultural, sports, gym, swimming.
 - To provide a forum for sharing their views and experiences with others and also experts.
 - To develop an atmosphere of safety and security in the co-education by ensuring that they get respect.
 - To make them aware and to provide them the knowledge of their rights.
 - Educating them about prevalent societal development and self-defense mechanism.
 - To reduce the gender based discrimination.
 - To imbibe self-respect and confidence.
2. The forum shall address their grievances, clear misunderstandings and educates them on social and health issues.
3. It shall strengthen the opportunities and create positive environment to realize their potentials and promote development.

Complaint Management

1. The purpose is to define the role of academic administration based on perseverance, fairness, good listening skills, tact and legal requirements to further the objective of
 - Right decision making in the interest of the students
 - Visibility and access to the authorities for resolving the issues
 - Responsiveness in carefully handling individual complaint
 - Assessment of the situation and necessary action
 - Providing feedback to the complainant and
 - Monitoring effectiveness
2. The matters pertaining to subjects, teaching, curriculum, internal assessment to be handled by the academic in charge and the matters concerning exams to be handled by the examination in charge.
3. The layers involved in the process shall be
 - Principal
 - Vice Principal
 - Academic in Charge/ Examination in Charge
 - Heads of the Departments
 - Course co coordinators

 - Class Counselors

 - Subject Teachers

Hostel Committee

1. The committee established in 2007 shall work with the purpose to create a conducive environment for holistic growth, safety and security.
2. It shall ensure and facilitate
 - Arrangement of programs for inmates
 - Development of harmony
 - Efforts for spiritual development
 - Rotation in the duties of inmates
 - Promote reading habits
 - Access to computers, Wi-Fi facility, college library
 - Open forums for discussions
 - Celebrations of joint festivals for sensitization

Conducting Youth Parliament

1. The purposes of conducting Youth Parliament shall be to strengthen the roots of democracy, inculcating healthy habits of discipline, tolerance of views of others and to enable the student community to know something about the working of the Parliament.
2. The objective will be
 - To make students understand the parliamentary procedure.
 - To develop in students an insight into the working of parliament.
 - To make students consider public issues and form their opinion on them.
 - To train students in the technique of group discussion.
 - To develop in students an ability to arrive at a decision after group discussion.
 - To develop them in them respect and tolerance for the views of others.
 - To develop in them an understanding that respect for rules is essential for conducting any discussion systematically and effectively.
 - To train students in group behaviour.
 - To make students aware of various problems facing our society and the country.
 - To develop in students the quality of leadership.
 - To make students understand the common man's point of view and express it in an articulated manner.
3. Great care to be taken in selecting students for the Youth Parliament. While selecting the students the following students shall be considered to be suitable:
 - Students who have debating abilities.
 - Students who are well-informed and who have fairly good knowledge of our country's social, economic and political problems.
 - Students who have leadership qualities and are interested in extracurricular activities.
4. For ensuring wider participation a large number of students to be involved, preferably new group of students every year, and they should be asked to collect relevant data on the topics selected for the question hour and other legislative business. Girl students to be given an equal chance to participate in the Youth Parliament.
5. The Competition of the Youth Parliament will be held every year. The detailed programme shall be drawn up by the Ministry of Parliamentary Affairs and circulated to the institutions taking part in the annual competition starts.

6. While the number of persons constituting the Youth Parliament is not limited, it would appear desirable that there should be a limit in regard to the duration of a sitting. This would naturally mean that many of the participants may only have sitting roles and may not be required to speak.
7. The duration of the Youth Parliament sitting should be not more than an hour. Of this, about 10 minutes may be devoted to questions.
8. It is not proposed to prescribe any particular subject for questions and answers or for other discussion. It would, however, be desirable that the matters raised in the Youth Parliament relate to subjects of welfare activity, defence of the country, social justice, social reforms, economic development, communal harmony, health, student discipline, etc.
9. The participants can speak in Hind or English as they like.
10. Each institution shall hold the Youth Parliament sitting in its own building.
11. There shall be following prizes:
 - Shield (Parliamentary Shield)
 - One Trophy for the District, performance of which turns out to be the best on the basis of marks obtained by the college under that District.
 - Trophies for the institutions for meritorious performance in the competition, on the basis of order of merit.
 - One Trophy for the institution which stands first from among the new entrants to the competition.
12. Committees of Judges shall be constituted by the Ministry of Parliamentary Affairs consisting of ordinarily a Member of Parliament, an officer of the Ministry of Parliamentary Affairs.

National Cadet Corps (NCC)

1. It is a national scheme governed and funded by the government of India with the motto of “Unity and Discipline”. NCC is divided into 17 directorates. The college comes under MP&CG directorate. Under directorate we have groups that have units and units further having schools and colleges.
2. BSSS works under 4MPBN NCC BHOPAL. The senior division is of three years. The cadet qualifies the first two years and attains a “B” Certificate. After the completion of third year the cadet qualifies for “C” Certificate. Camps are mandatory for appearing in the NCC examination.
3. BSSS is an open college for NCC with a special permission of the Group directorate where students of other colleges can also enrol.
4. The most important aspect of NCC training is the camp training. The types of Camps to be attended by Cadets are Annual Training Camps, Combined Annual Training Camps, National Leadership camps, Basic Leadership camp, Advance Leadership camp, NCC Day camp, Inter Group Competition camp, Republic Day camp, Prime Minister’s Rally, Youth exchange programme- Visit to foreign countries and Attachment with regular units of Army/ Navy/ Air Force.
5. NCC is a part of the educational programme; the primary responsibility rests with the Principal/Headmaster. A close association with all the activities of the sub-unit in the institution shall act as an encouragement to perform properly.
6. The duties of Associate NCC Officer (ANO) to be
 - To control the Cadets, responsible to plan and organize training with the assistance of the permanent Instructional (PI) staff, detailed by the NCC unit. He is considered backbone of N.C.C.
 - To ensure 100% recruitment for the Troup allotted for the college.
 - To co-ordinate with Staff Members, Parents, Cadets and Principal.
 - To maintain NCC store and be responsible for maintenance upkeep of the same.
 - To organise parade for two days in a week.
 - To impart training to N.C.C. Cadets, such as Weapon training, Field Craft, Map Reading, First Aid, Personal Hygiene and Moral education.
 - To look after various activities/Competitions during camps and in the institution.
 - To organise trips to Historical place, Temples and various other excursions.
 - To discharge various duties such as Camp adjutant, Company Commander, Training Officers and Purchase Officers during annual training camp.
 - To organise inter Company competitions in games, sports, cultural activities, social service activities, tent lay out and adult education etc.
 - To check and ensure proper distribution of refreshment/food to N.C.C. units.
7. The financial requirements of the body to be forwarded to the Principal by the Incharge as and when the need arises.

National Service Scheme (NSS)

1. National Service Scheme is run and governed by the Ministry of Sports and Youth Welfare New Delhi, Govt. of India and Department of Higher Education Govt. of M.P. NSS is a voluntary organization, functioning for the personality and all round development of the young students.
2. The design of the NSS envisages that each educational institution covered under the Scheme has at least one NSS unit comprising of normally 100 student volunteers, led by a teacher designated as Programme Officer (PO). Each NSS unit adopts a village or slum for taking up its activities. An NSS volunteer is required to undertake the following work/ activities:
 - Regular NSS Activity: Each NSS volunteer is required to put in minimum 120 hours of community service per year for two years, i.e., total 240 hours. This work is undertaken in villages/ slums adopted by NSS unit or school/ college campuses, usually after study hours or during weekends.
 - Special Camping Programme: Each NSS unit to organise a Special Camp of 7 days duration in adopted villages or urban slums during vacations with some specific projects by involving the local communities. Each volunteer is required to participate in a Special Camp once during the 2 year period
3. NSS volunteers to work on issues of social relevance, that keep evolving in response to the needs of the community, through regular and special camping activities. Such issues to include (i) literacy and education, (ii) health, family welfare and nutrition, (iii) environment conservation, (iv) social service programmes, (v) programmes for empowerment of women, (vi) programmes connected with economic development activities, (vii) rescue and relief during calamities, etc.
4. The funding for conducting various activities is done by Central and State Government in a ratio 7:5. The college also to fund if and when required.

Alumni Committee

1. The college recognizes the Alumni as important stakeholders. The objectives of the Committee is to build a strong network with the Alumni.
2. The Committee shall be responsible for
 - facilitating the formation of the Alumni Association and a rotation of its Executive from time to time
 - enabling the organization of Association meetings and making arrangements for them
 - building a database of the alumni
 - building connectivity with the alumni through engaging their services and ensuring their presence for important or relevant college activities
 - utilizing the resources of the alumni for the benefit of the college and its students through mutual goodwill and understanding
 - facilitating the organization of alumni meets
 - inviting accomplished members of the alumni as resource persons for BSSS students
3. The financial requirements of the body to be forwarded to the Principal by the Incharge as and when the need arises.

Staff Secretary

1. The staff secretary to be a link between the management and the staff members with certain functions to be performed.
2. To ensure meetings are effectively organized, the staff secretary may
 - Liaison with the Chair to plan meetings
 - Receive agenda items from the principal
 - Circulating memo and agenda to the staff members
 - Read the minutes of the previous meeting and getting it approved by the principal
 - Reading the agenda to commence meeting
 - To make sure all the points of the agenda are covered
 - Taking minutes of the meeting
 - To communicate information's to the staff members as and when required
3. To arrange various programs for the staff such as picnics, birthday celebration, felicitation of staff achievements and family get together.
4. The financial requirements to be forwarded to the Principal as and when the need arises.

Event Organizing Committee

1. It shall act as a centralized committee for organizing events organized by the Institute
2. It shall make a list of the required items and maintain a record of the same for settlements
3. It shall take care of the venue arrangements including light sound, seating arrangements, stage decorations, technical support etc.
4. It shall co-ordinate with concerned in charges of the respective programs
5. It shall procure the requirements and coordinate with the event organizing committee
6. It shall ensure quality arrangements and assistance during the conduction of the event
7. It shall take care of the Post event settlements of bills with the office
8. The financial requirements of the committee shall be forwarded to the Principal by the In-charge as and when the need arises

Vigilance Committee

1. A vigilance committee to be constituted to promote good governance and positive contribution by the teachers in academic, co-academic and cultural activities.
2. To create an environment where everyone is able to work to their full potential by remaining more alert to the surroundings to check any unpleasantness.
3. Vigilance committee to also monitor that students practice basic values in their day to day activities and imbibe a sense of responsibility to have an edge over others.
4. The committee to monitor various events that takes place in the college and students discipline in the campus during class hours and after the class.
5. The financial requirements of the Committee to be forwarded to the Principal by the Committee Incharge as and when the need arises.

Commerce Club

- 1) Teachers of the Department interested in the commerce club may become members of the club and one of the members to be made in charge of the Club.
- 2) Monthly meetings to be held to determine the plan of action for conducting club activities.
- 3) Various activities related to current affairs, academics and skill enhancement to be organised from time to time.
- 4) Student participants to the club activities to be selected by the course coordinators from their respective streams.
- 5) The Objectives of the Club shall be
 - To provide smart ways to reach issues which lie beyond the text book
 - To understand and analyze macro and micro issues as they occur in any dynamic market place
 - An interactive platform between corporate India and students
 - To keep track of the latest business happenings as they occur around the globe
 - Chance to meet sharpest corporate minds and interact with them on relevant business issues
 - To bring to students leading business achievers through panel discussion, seminars and workshops
 - To expose the students to meet the practical challenges in the current business scenario
6. The financial requirements of the club to be forwarded to the Principal by the Committee Incharge as and when the need arises.

Management Club

1. The club to function with the purpose to
 - Develop knowledge and facilitate learning and to ensure that an overall development takes place.
 - Improve the problem solving and decision making skills of the students.
 - Acquaint the students with the challenges of the business world and to prepare them to deal with the same.
2. The club to organize programs like Workshops and seminars, Industrial visits, Group and panel discussion, Management quiz, Training programs, Case studies , Business games and Event management.
3. The responsibilities of Teacher In-charge shall be
 - To chalk out the activities of the club for the academic year in consultation with the Head of the Department and Principal.
 - To provide guidance and assist students in conduction of various activities under the club.
 - To ensure timely formation and conduction of meeting of the club.
4. The responsibilities of President and Vice President shall be
 - To plan out activities in consultation with other members of the club.
 - To ensure timely meetings of the club.
 - To encourage innovation and participation of members.
 - To organize events, updated with the plans and events of the association.
 - To report any problems in functioning to the teacher in-charge.
5. The responsibilities of Secretary and Joint Secretary shall be
 - To prepare and maintain record of the minutes of the meetings.
 - To prepare write-ups of the events conducted by the association.
 - To provide press release and stay connected with media partners.
 - To ensure timely meeting of the club.
6. The responsibilities of Class Representatives shall be
 - To help in the organization and conduction of the activities of the club.
 - To help the various portfolios in meeting their responsibilities.
 - To report any problem to the teacher in-charge.

Literary Society

1. The literary society to provide a space to the students to meaningfully contribute to intellectual and social development promoting their academic interests and to bridge the gap between curriculum and the real world.
2. The In-charge of the literary society shall be responsible for coordinating with the other members of the society for the proper execution of the literary activities scheduled in a given academic session. The members to duly discharge the various roles assigned to them by the in-charge.
3. The meetings of the society to be scheduled as per the calendar. The first meeting of the society to be held at the beginning of the academic session for chalking out the literary calendar. Follow-up meetings to be conducted on regular basis as per the requirement of the literary event.
4. Duties to be allotted to different members by the in-charge as per the decisions taken in the first meeting of the committee. This may include drafting of notices, publicizing the event, co-coordinating with students, preparation of judgment sheets etc.
5. All events under the literary week to be planned in accordance with the academic time-table so that the students don't miss their lectures.
6. Decisions to be taken with the approval and agreement of the society members.
7. Communication with the college management to be done by preparing of notices with detailed information regarding the name of the event, date, time, venue, rules of the competition etc, and getting it duly signed by the principal. The same notices to be displayed on all major notices-boards of the college.
8. The financial requirements of the Committee to be forwarded to the Principal by the In-charge as and when the need arises.

Cyber Club

1. Formation of a core team and assignment of responsibilities to the members of the core team for the planning & designing of the events.
2. Approval of the proposed events by the management.
3. Preparation of Activity chart according to the nature of event and Distribution of tasks like venue arrangement, PPT preparation, inviting/inviting guests/speakers and contacting media for coverage.
4. Preparation of programme report.

EDU Club

1. The Incharge of the Edu Club to be responsible for coordinating with the other members of the club for the proper execution of the activities scheduled in a given academic session. The members to duly discharge the various roles assigned to them by the incharge.
2. The meetings of the Club to be scheduled as per the academic calendar. The first meeting of the Edu Club to be held at the beginning of the academic session for chalking out various programs with a follow-up meetings as and when required.
3. The duties to be allotted to different members by the in-charge as per the decisions taken in the first meeting of the committee. This may include drafting of notices, publicizing the event, co-coordinating with students, preparation of judgment sheets, invitations etc.
4. All events under the Edu Club to be planned in accordance with the academic time-table so that students don't miss their lectures. Usually to be kept after the end of lectures.
5. The decisions to be taken with the approval and agreement of the society members
6. The preparing of notices with detailed information regarding the name of the event, date, time, venue, rules of the competition etc, and getting it duly signed by the Principal. The same notices to be then displayed on all major notices-boards of the college.
7. The financial requirements of the Club to be forwarded to the Principal by the in-charge as and when the need arises.

Professional Social Work Students Association

1. Professional Social Work Students Association founded in 2008, to work for the following objectives
 - To develop the social skills of members.
 - To organize programmes and activities for the welfare of the marginalized and the stigmatized.
 - To sensitize society on various social issues.
2. The association to forge a strong cohesion among students for effective functioning.
3. The composition of the Association shall be of the students of Social Work elected to following portfolios
 - President (from M.A. Final Year)
 - Vice President (from M.A. Previous Year)
 - Secretary (from M.A. Final Year)
 - Joint Secretary (from M.A. Previous Year)
 - Treasurer (from M.A. Final Year)
 - Joint Treasurer (from M.A. Previous Year)
 - Class Representatives (one from M.A. Final and M.A. Previous and One representative from B.A. Social Work Honors)
4. Responsibilities of PSWSA Teacher In-charge
 - To chalk out the activities of the association for the academic year in consultation with the Head of the Department and various portfolios.
 - To provide guidance and assist students in conduction of various activities of the association.
 - To ensure timely conduction of meeting of the association.
5. Responsibilities of President and Vice President
 - To plan out activities in consultation with other members of the association.
 - To ensure timely meetings of the association.
 - To encourage innovation and participation of members.
 - To organize events falling in the purview of the association.
 - To keep the Department updated with the plans and events of the association.

- To report any problems in functioning to the teacher in-charge.
6. Responsibilities of Secretary and Joint Secretary
- To prepare and maintain record of the minutes of the meetings
 - To prepare write-ups of the events conducted by the association.
 - To provide press release and stay connected with media partners.
 - To ensure timely meeting of the association.
7. Responsibilities of Treasurer and Joint Treasurer
- To maintain the account books of the association.
 - To collect monthly subscriptions from each and every member of the association. (B.A. Social Work Honours & M.A. Social Work students)
 - To report any discrepancies to the teacher in-charge.
8. Responsibilities of Class Representatives
- To help in the organization and conduction of the activities of the association.
 - To help the various portfolios in meeting their responsibilities
 - To report any problem to the teacher in-charge.
9. The elected members to hold the office for a term of one year.
10. At the beginning of the academic year, the Teacher In-charge to discuss and chalks out the various events to be conducted by the Association with the Head of the Department.
11. This information to be communicated to the elected members during the first executive meeting. Every month the executive committee to meet on the first Monday to plan out the activities falling in that month.
12. The plan to be communicated to the members during common meeting, held during first Tuesday of the month and eventually suggestions sought from all members to have a unanimous plan.
13. During the meeting, the members to get a chance to bring in new ideas/events that members wish to take up, for which the portfolios prepare a proposal and get it approved from the teacher in-charge and the Head of the Department.
14. As per the need, meetings to be called up to discuss relevant matters of concern.
15. The financial requirements of the association to be forwarded to the Principal by the In-charge as and when the need arises.

Nature Club

1. Nature Club to organise various competitions and environmental awareness programmes throughout the session.
2. Club In-charge to call for a meeting of committee members to make a list of the programmes to be conducted in the current session. There shall be further meetings to have a discussion on the proposed list by cell members. After the discussion a proposal on the following lines to be drafted
 - Programme name/Competition
 - Chief Guest name/Resource person/judge name
 - Date
 - Time
 - Venue
 - Certificate/Prize
3. The incharge to take approval on the proposal from management and contact guest/resource persons/judges to receive their acceptance and sending invitation to them.
4. To call for meeting for distribution of duties to cell members like
 - Venue arrangement
 - List/Judgement sheet preparation
 - Power Point Presentation
 - Sound System
 - Contact Press Release In-charge for media coverage
5. Prepare report of the programme.
6. The financial requirements of the Club to be forwarded to the Principal by the In-charge as and when the need arises.

Publications

Prospectus

1. The Prospectus and Handbook are important official documents of the college and hence the Committee at all times will function under the direction of the Principal of the college.
2. The target of the document is students who are looking at BSSS as an option to pursue their college studies at BSSS and parents interested in sending their children / ward to the college.
3. Since this is the first official document received by students interested in pursuing their studies in the institution, it must include all essential information required to enable aspiring applicants to make their choice of the institution as well as courses available.
4. The Prospectus will serve the purpose of providing basic information about the college including its vision and mission, structure of its Management Society, Governing Body, a historical overview of its conception and growth, important portfolios, courses offered, eligibility criteria for different programs, admission procedures and schedules, code of conduct, college timings and some of its beyond the curriculum programs and activities. The decision of the Principal will be final regarding the contents.
5. The Committee will be responsible for:
 - a. Finalisation and printing of the prospectus annually by mid-May ensuring that it is available for sale and distribution before the date stipulated by the Management of the college
 - b. determine that all information deemed essential by the Principal is included in the prospectus
 - c. Ensure that the contents of the prospectus are verified by the Principal, concerned HODs, Committees and office – whichever is relevant - and suitably modified in keeping with the requirements for each academic year.
 - d. conceptualizing the layout / design, editing and printing of the prospectus every year
 - e. The sale and distribution of the Prospectus will be undertaken by the Office unless otherwise directed by the Principal.

College Handbook

1. The Committee will also take care of the drafting and printing of the annual college diary under the direction of the Principal.
2. The purpose of the handbook is to provide all essential information and guidelines regarding the functioning of the college to all students admitted to the college.
3. Each academic year will have its own handbook.
4. In principle the handbook will include information on vision and mission of the college, structure of its Management Society, Governing Body, Academic Council, Board of Studies, academic calendars,

calendar of major college events and activities for the year, departmental planners, code of conduct, college timings, scholarships, official holidays, office and University requirements as well as comprehensive information on portfolios of teachers and office staff for academic, co-academic, extra-curricular and extension work. The decision of the Principal will be final regarding the contents.

5. This documented will be printed and distributed at the beginning of each academic year.
6. The financial requirements to be forwarded to the Principal by the Committee In-charge as and when the need arises.

Quest

1. The Annual college magazine Quest is an expression of the creative potential of the students of BSSS. Apart from articles in prose and verse in English and Hindi, it also includes features on a wide range of topics, reports on the co-curricular and extra –curricular activities of the college, along with the major achievements for the year and photographs of the various events and programs. This is a literary venture that provides the students with a platform to share and enrich their experiences.
2. The Quest committee to comprise of an In-charge with 5-6 members from different departments of the college. This is done to give platform to students from various courses. A student editorial board to also be constituted after the students register for the committee.
3. The first meeting of the Quest ed-board to be scheduled in the third week of August immediately after the constitution with the committee and successive meetings to be conducted to keep track on the progress of work so that the magazine is out by the end of the academic session.
4. The committee agrees to a common framework of creating student-teacher groups and allotting topics to them. These are usually reports, feature –writing, caricatures, collage, graffiti, articles, and fiction-writing.
5. The teacher in-charges to keep a track on the progress of their respective group of students and the in-charge co-ordinates with the teachers to get a feedback on the pace of the magazine. A Whatsapp group with students and teachers to be created for smooth functioning and communication.
6. An e-mail id for Quest to be created in the very first meeting wherein the students and members can send in their entries. All entries send on quest mail id are later shortlisted, edited, proofread and finalized by the editorial team.
7. The planning for various levels of publication to be done during the meetings of the ed-board. The decisions and plans are further followed up by the in-charge and group members.
8. Final decision to rest with the in-charge although the approval of the committee is also taken before any decision is finalized.
9. Getting notices signed and approved by the Principal and circulating them amongst the students and teachers.

10. The financial requirements of the committee to be forwarded to the Principal by the In-charge as and when required.

Journals

1. The journal of Education, Commerce, Management, Social Work and Computers to be published annually by the respective Departments.
2. **Constitution of the Committee:** The Committee to be formed of Chief Editor , Editor In Chief and Editorial Committee members appointed by the Principal.
3. **Meetings:** Regular meetings are to be conducted to invite research papers, editing of the papers and review & revision of guidelines etc.
4. **Planning Procedures and Working methods:** The publication to invite articles from the academicians of various renowned colleges nationally. The articles to be received in a soft copy on the created mail id or on the id of Chief-editor. The original thoughts on the subject to be a parameter for selection. The layout and cover page designing to be done by the members of Ed-board.
5. **Communication with the College management:** Once the soft copy is ready, the chief editor to meet the Principal to give the number of printed copy required and to know the date of release. The printing work to be done by the person appointed by the College.
6. The financial requirements of the body to be forwarded to the Principal by the In-charge as and when the need arises.

Literary Newsletter

1. The Department of English, will conceptualize, and print a Literary Newsletter twice a year.
2. The financial requirements to be forwarded to the Principal as and when the need arises.

Wall-Journal

1. The wall journal, placed in the open theatre to be a medium of showcasing the creativity of the student community of BSSS. The wall journal to be allocated on monthly basis to each department. The themes to be depicted on the wall journal to be decided by the concerned department.
2. The financial requirements to be forwarded to the Principal by the Committee In-charge at the time of its publication.

Economics Newsletter

1. The Department shall come out with a newsletter once in an academic year.
2. The team shall constitute of students belonging to Economics Honours courses as well as from Postgraduate course in Economics with a consensus based selection and appointment of the student Chief Editor, Co-editor and other members of the editorial board by the students themselves.
3. The frequency of the meeting besides, a mandatory one for constituting the team shall be as and when required.

4. The publication shall invite articles from all students of the college where there is an expression of opinion of students on economic issues and affairs with the receiving of the articles in a soft copy on the created email id.
5. The original thoughts on the subject shall be the parameter for selection. The layout and logo design to be done by the members of the board.
6. Once the soft copy is ready, the chief editor shall meet the Principal to give the number of printed copies required and to finalize the date of release.
7. The printing work shall be done by the person appointed by the College.
8. The financial requirements of the committee shall be forwarded to the Principal by In-charge as and when required.

Printing Cell Committee

1. As a part of our effort to provide quality of printing service to our college, a printing cell committee has been formed. if the faculty wants to get any material printed, they can directly come to the committee and submit their requisition for further approval. Then the committee makes the decision of printing.
2. The following are the members of the printing cell:
 - Principal
 - Chief Accountant
 - System Administrator
3. The rules of the college administration shall govern the committee.
4. The committee rules shall be published in the college administration statutes.
5. The regular meeting of the committee to be being held on every 3rd month of the academic calendar or whenever it is required.
6. The College Principal will be the final authority for any decision.

7. FUNCTIONING OF THE COMMITTEE

Printing of all publications of the college like Admission Forms, Magazine, Quest, journals, newsletters, books, exam cell requirements etc

8. PROCEDURE OF PRINTING

- Requisition for printing.
 - Invitation for quotations.
 - Comparative statement of quotations.
 - Purchase order.
9. The financial requirements of the body to be forwarded to the Principal by the In-charge as and when the need arises.

Public Relations

1. To establish a strategic communication process for building mutual beneficial relationships between the institute and the target audience.
2. The responsibilities will be
 - Coordination and maintaining contacts with Media and Corporate houses
 - To contact and arrange Resource persons and Experts for various programs such as inter religious dialogues, chat show, debates and other events
 - To arrange sponsorships and media partnership.
 - To act as a college representative for the Inter Collegiate Youth Festival.
 - To establish networking of Clients, Colleges, and University representatives.
 - To initiate linkages with the corporate houses.

Press Releases and Photographs

1. Media coverage of all the events and activities of the College.
2. The responsibilities involved will be
 - In all the events organized by the College the committee members should get intimation from the concerned persons.
 - Press invites to be prepared and media to be invited with the help of both hard copies and soft copies of invitation letters.
 - Press people from print as well as electronic media to be invited through emails, SMS and social networking messages requesting them to cover the event.
 - Press release and press notes to be prepared and handed over to the reporters or sent through emails once the programs get over.
 - Photographs of the various programs also to be mailed for getting them published in newspapers if required.
 - Media persons to be contacted and entertained with the best hospitality.
 - A record to be maintained of the press coverage.

Web Administration

1. For web administrator to maintain responsible webpages the publishing procedures shall involve five steps :
 - Transfer files from the desktop PC to Staging Server using a secure file transfer program (FileZilla FTP Client).
 - Testing of web pages with Internet Explorer on the staging server.
 - If necessary, correct the pages and FTP again.
 - Update the files from the staging server to the production server.
 - Test the web pages on the production server.
2. Maintain, enquire and manage the web database/Online CCE/Online Attendance/Students fee due/short attendance/Bulk SMS. Chief Administrator can add/delete Sub Administrators panel (Teachers, students, Exam Controller etc.)
3. The process of Web Administration shall be
 - Information Gathering
 - Planning
 - Design
 - Development
 - Testing and Delivery
 - Maintenance
4. The duty of Web Administrator shall be
 - To ensure that the web server, hardware and software are operating correctly.
 - Designing & managing the website.
 - Generating and revising web pages.
 - Replying to user comments.
 - Examining traffic through the website.
 - well-versed in web transaction, payment-processing and web security software.
 - Follow the regulation and management of access rights of different users of a website or content management system, the appearance and setting up website navigation.

System Administrator

1. The System Administrator (SA) will be responsible for effective provisioning, installation/configuration, operation and maintenance of systems hardware, network, software and related infrastructure. He or She will participate in technical research and development to enable continuing innovation within the infrastructure and ensure that system hardware, operating systems, software systems, networking and related procedures adhere to organizational values.
2. SA will assist project teams with technical issues in the Initiation and Planning phases of the standard Project Management Methodology. These activities include the definition of needs, benefits, and technical strategy; research & development within the project life-cycle; technical analysis and design; and support of operations staff in executing, testing and rolling-out the solutions. Participation on projects is focused on smoothing the transition of projects from development staff to production staff by performing operations activities within the project life-cycle.
3. SA will be accountable for the following systems: Linux and Windows systems that support GIS infrastructure; Linux, Windows and Application systems that support Asset Management; Responsibilities on these systems include SA engineering and provisioning, operations and support, maintenance and research and development to ensure continual innovation.
4. Operations and Support
 - Perform regular security monitoring to identify any possible intrusions.
 - Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
 - Perform regular file archival and purge as necessary.
 - Create, change, and delete user accounts per request.
 - Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.
 - Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
5. Maintenance
 - Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.

- Upgrade and configure system software that supports GIS infrastructure applications or Asset Management applications per project or operational needs.
- Maintain operational, configuration, or other procedures.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
- Maintain data centre environmental and monitoring equipment.
- Monitor network communication
- Maintain network facilities in individual machines.