

# BUDDHA GROUP OF INSTITUTIONS



**Buddha Institute of Technology**



**Buddha Institute of Pharmacy**



**Buddha Institute of Hotel Management**



**Buddha Degree College**



**Buddha Polytechnic College**



**Buddha Paramedical College**



**Buddha Private I.T.I.**



**Buddha Institute of Management**



**Buddha Law college**

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**CL-1, SECTOR-7, GIDA, GORAKHPUR**

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## Blue Book

*(BGI Standard Operative Procedures)*

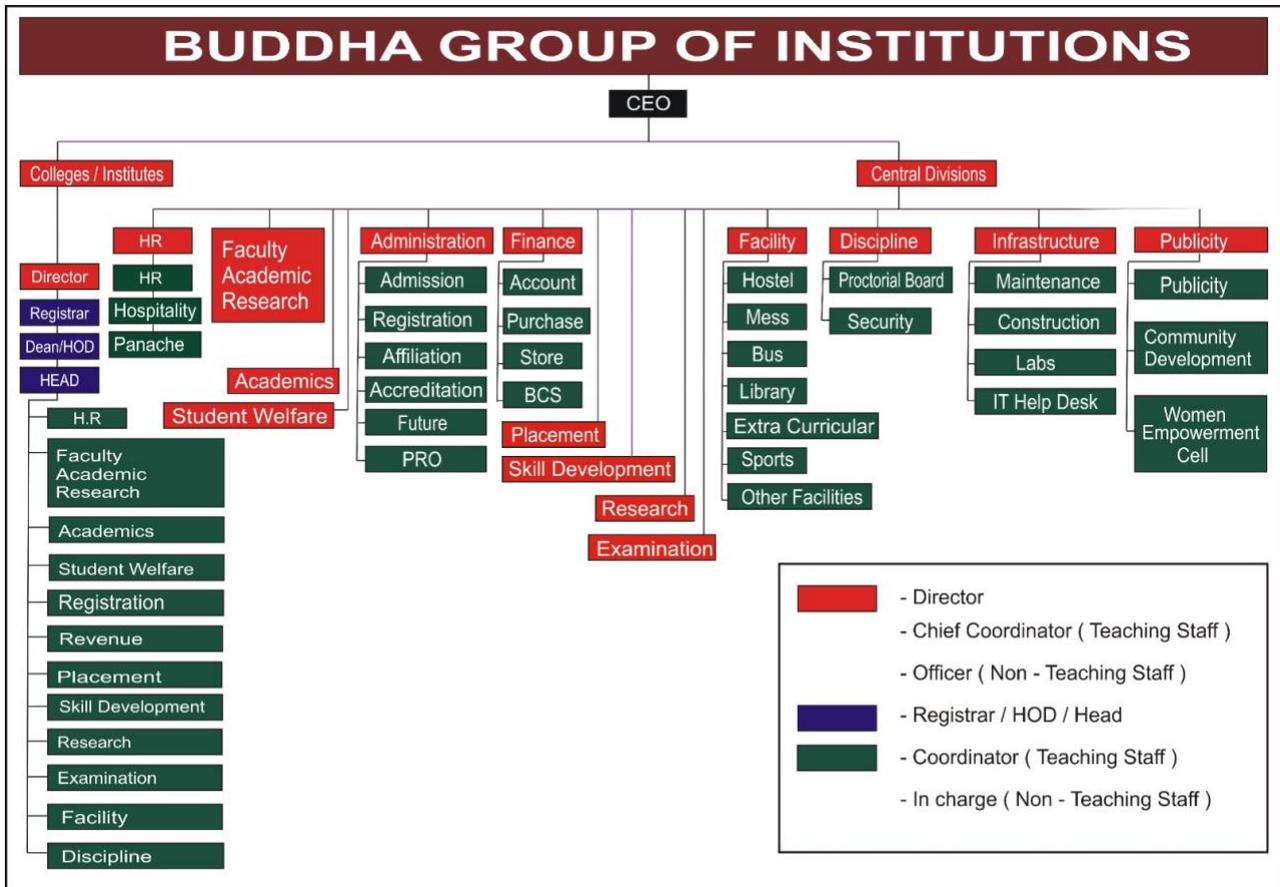
**Session: 2023-24**

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This Blue book mentions 'Standard Operative Procedures' to be followed for session 2023-24 by each institute/college of BGI. Every year, before the new session starts, in the month of June/July this Blue Book is updated for any amendment, as needed.

**The Administrative chart for 2023-24:**



## A) HUMAN RESOURCE

### A1) Human Resource (Kutumb)

#### A.1.1 By college Director

**A.1.1.1 College Committees** – all committees are to be made as per NBA/NAAC norms like:

- Board of Governors
- Institutional Quality Assurance Cell (IQAC) - will be chaired by Director and will consist of Registrar, all departments' HODs, Head Placement, Head SD, Head Research, College Proctor and invited members. Committee will decide on all important matters related to institute.
- Student Welfare Committee- consist of Director and CR of all classes of all departments.
- Placement Committee
- Skill Development Committee

- Research Committee
- Examination Committee
- Proctorial Board

#### **A.1.1.2 Meetings:**

- *Saturday (College IQAC)* - Director will discuss matters related to HR, Faculty Academic Research, Academics, Student Welfare, Admission, Registration, Affiliating body notices, Revenue, Placement, Skill Development, Research, Examination, Facility, Discipline, Infrastructure and maintenance, Publicity etc.
- *Director meeting with CRs (student welfare)*-three times in a semester (at start of semester, after CT1 and CT2)
- *Director meeting with all student's class wise* - three times in a semester (at start of semester, after CT1 and CT2)
- *Director meeting with all staff department wise*- minimum four times in a semester (at start of semester, after CT1, CT2 and Preuniversity exam)

#### **A.1.1.3 College round-** minimum once in a day every Director to take full round of their college.

#### **A.1.1.4 Faculty file review-**

- Director will be reviewing faculty files four times in a semester (before start of classes and just after CT1, CT2 and Preuniversity exams).
- Faculty Academic and SW file will be submitted by the faculty in the department at the end of semester. Faculty will keep with them Faculty HR(Personal) file, Research file and Examination file.

#### **A.1.1.5 Budget Allocation-** Director to get budget from every department at the start of semester and after checking will send it to the BOG for approval.

#### **A.1.1.6 Data Record** – Director Office will keep a record of all data of the college of every semester. All the departments should make a folder containing all data of the semester and submit it to Director Office in external hard disc at the end of every semester before going for summer/winter vacation.

#### **A.1.1.7 Appointment of New HODs for new session** – At the start of the new session, Director will **review the work of HODs** of all departments during the last one year. Accordingly, he will appoint new HODs for the new session. Usually, Heads should be replaced every 3 years on rotation.

#### **A.1.1.8 Seminar Hall** –

- Seminar Hall will be directly under Director Office. Seminar hall is to be locked and opened only for events and cleaning purposes.
- Any department in need of seminar hall should email its requirement at least 1 day before. Seminar Hall will be allotted on first come first basis.
- No food to be served in seminar hall. Only water and tea/coffee to be served to the guests.

#### **A.1.1.9 Inter Departmental Coordination** – Director will ensure that all departments work smoothly and inter departmental coordination is maintained.

#### **A.1.2 By HOD:**

#### **A.1.2.1 Department Committees**– at the start of session, HOD will make following department committees:

- Department Quality Assurance Cell (**DQAC**)- Consist of HOD and department Placement, Skill Development, Research, Exam, Facility coordinator and department Proctor.
- Student Welfare – consisting of HOD and two Class Representative of every class.
- Placement– consisting of HOD, two faculty placement coordinators, two student coordinators each from final year.
- Skill Development- consisting of HOD, one faculty skill development coordinator, two student coordinators which are selected based on their skill development achievements.
- Research – consisting of HOD, two faculty research coordinators, two student research coordinators which are selected based on their research achievements.
- Department Society – will consist of faculty and student Placement, SD and Research coordinators as members and a President and Secretary elected by the students.

#### **A.1.2.2 Department Coordinators (for Institute work other than teaching) –**

HOD will allot one duty to every faculty. Department faculty coordinator will ensure that the duty assigned to him/her is done precisely. Work allotment can be at BGI level, college level, department level and as Saturday club coordinator and Student Mentor. Following Faculty coordinators will be made before the start of semester:

- Human Resources – HOD
- Faculty Academic Research- HOD
- Academics- HOD
- Student Welfare – Every faculty, as a Student Mentor, is allotted a group of students.
- Registration – HOD
- Revenue – HOD
- Infrastructure- HOD
- Placement- two faculty, one preferably from final year
- Skill Development – one faculty
- Research- two faculty
- Examination – one faculty
- Facility – one faculty
- Proctor- one faculty
- Publicity- one faculty

#### **A.1.2.3 Faculty data-** faculty data is to be made as per NBA at the end of every semester and all shortcomings to be fulfilled before the start of semester:

- Faculty qualification
- Faculty cadre proportion
- Student faculty ratio including first year
- Faculty retention

#### **A.1.2.4 Weekly meetings** – meetings to be taken usually every week at 2pm as per following schedule:

- Monday – HOD meeting with all faculty and TA/LA (Department IQAC)
- Tuesday- HOD meeting with department CR

#### **A.1.2.5 Daily Abstract:**

- Daily abstract gives the idea of the classes and labs conducted during the whole day. If due to some reason a faculty is absent then the concerned faculty must ensure alternate arrangement. If any class is going vacant due to any reason, class engagement will be done by HOD in the order of preference as given below -
  - (i) Mutual adjustment by the faculty members
  - (ii) HOD will ask a faculty to engage the class based on 2 points:
    - (a) Continuously 2 lectures by same teacher are avoided.
    - (b) Teacher with minimum load in theory on that day should be asked to engage the class.
- If the class is not conducted as per scheduled time table, then it is liable to deviation. Deviation is fine, but in any case, class must not be cancelled / remain unattended by any faculty.
- A deviation in time in (going late) and timeout (leaving early) up to 5 minutes is acceptable, but deviation more than 5 minutes will be noted as a deviation in DA summary.
- A copy of daily abstract is to be submitted to Director after the last class before leaving the campus everyday by every department.
- Weekly summary of DA is to be submitted to Director by every Wednesday. Director will send it to Director HR.

#### **A.1.2.6 Weekly Abstract:**

- Weekly abstract gives the idea of the number of classes a faculty is supposed to take in a week and how much classes he/she has actually taken and the reason for deviation.
- Faculty should ensure that they have taken their scheduled number of classes before the start of every class test (Total of '*conducted and extra classes*' should be equal to '*scheduled classes*').
- Weekly summary of WA is to be submitted to Director by every Wednesday. Director will send it to Director HR.
- Terminology:
- Scheduled class – classes scheduled by department during college timings. If for any reason, department has suspended any class, it will not be counted as scheduled class.
- Conducted class - classes taken by faculty during college timings.
- Extra class - classes taken by faculty after college timings.
  - Faculty should take extra classes if needed for course completion/revision/ to make total of '*conducted and extra classes*' equal to their scheduled classes.
  - These extra classes are not scheduled classes, so these will not be added in attendance register. Instead, teacher should have a separate attendance sheet of extra classes of their respective subjects.
  - Student Attendance - students who have attended the extra classes, their attendance of extra class will be added to their total attendance. But students who have not attended extra class, their absence will not be counted.
  - Faculty should not take more than 2 extra classes at one time.

- If any faculty wants to conduct extra class after 4.30pm on weekdays/after 3 pm on Saturday/ on Sundays, they can ask their respective HOD to get the bus arranged by the Bus In-charge if the number of students is considerable.

### **A.1.3 By Director HR:**

#### **A.1.3.1 Staff Joining:**

**A.1.3.2 Staff Recruitment** – HR department will conduct the staff recruitment every year in the month of June and as needed as per following procedure:

- Demand of staff (faculty and technical staff by Director Academic and nonteaching staff by department) to fill sanctioned post which is vacant
- **Approval of recruitment** of vacant posts from BOG
- Advertisement- Recruitment advertisement will be published in the newspaper/website/college notice board/social media.
- Applications- All the CVs received from advertisement and received regularly in office or on email for recruitment will be maintained in proper manner.
- Listing- prepared according to eligibility, qualification, experience.
- Expert body- formed consisting of Director HR, college Director, Dean, HOD, subject expert and a university nominee
- Interview marks
- Call letters
- Merit list- prepared as per requirement of individual department
- Selected candidates- sent to BOG for approval
- **Appointment order**- issued to selected candidates
- **Joining list**

**A.1.3.3 New Joining** - All the new faculty joining in the campus is to be given:

- A cabin with name plate, 1 table, 1 faculty chair, 1 visitor chair, 1 almirah, 1 dustbin
- Official email id- every teaching, technical and office staff will be issued an official email id at the time of joining. All communications will be done on official email id only.
- ID card- to be carried all time during duty hours
- A joining kit containing pen, stapler, diary etc
- Copy of Blue Book to go through the Standard Operative Procedures of BGI
- Parichay, the annual magazine to have an idea about all activities of the campus.

**A.1.3.4 New Staff Orientation Party** – Kutumb will host a new staff orientation party to all new staff and will give them a PowerPoint presentation and orientation tour of Institute campus.

**A.1.3.5 Individual Faculty Records**- Contains faculty appointment letter, joining report, faculty resume and other documents pertaining to faculty is to be maintained of every faculty.

**A.1.3.6 Service register**- is to be maintained of every faculty.

**A.1.3.7 Appointment letter** –

- To be renewed **every two years**.
- Staff date of joining sheet (faculty and teaching staff) is to be updated and monitored regularly.

### **A.1.4 Staff List:**

**A.1.4.1 BGI committees**- Director HR will get coordinators list from every department and

will make BGI committees at start of semester after taking approval from CEO-

- Board of Directors- CEO, all college Directors and division Directors.
- Human Resource- Director HR, all college Directors and all HODs
- FDP/FAR- Chief FDP/FAR coordinator and all HODs
- Academic- Director Academic and all HODs
- Student Welfare- Director SW and all HODs
- Admission- Director Administration, Admission Incharge, all college Directors and all HODs
- Registration- Director Administration, Registration Incharge, all colleges Director/Registrar and all HODs
- Affiliation- Director Administration, Affiliation Incharge, all colleges Director/Registrar and all HODs
- Accreditation/IQAC- Accreditation/IQAC coordinator, all college Directors and all HODs
- Revenue- Director Finance and all HODs
- Placement- Director Placement, Head Startup cell, all college Head Placement and all department Placement coordinators
- Skill Development- Director SD, all college Head SD and all department SD coordinators
- Research- Director Research, Head Innovation cell, all college Head Research and all department Research coordinators
- Examination- Director Examination, all college Registrar and all department Examination coordinators
- Facility- FCO and all department Facility coordinators
- Hostel- FCO, Hostel warden boys and girls, hostel caretaker
- Bus- FCO, Bus Incharge, all bus coordinators
- Extracurricular- FCO, CEC and all club 2 faculty coordinators
- Sports- FCO, CSC, Sports teacher and all sports club 2 faculty coordinator
- Proctorial Board- Chief Proctor BGI, all college Proctor and all department Proctor
- Publicity- Publicity officer and invited members
- NSS/Punya- Chief NSS/Punya coordinator and 1 faculty from each college
- Women Empowerment Cell- chief WEC coordinator and 1 female faculty from each college.

**A.1.4.2 Authorities List** – authorities list with email id is to be updated at the start of every semester and to be sent to all departments and staff.

**A.1.4.3 Staff List** – staff list with email id is to be updated at the start of every semester and to be sent to all departments and staff.

**A.1.4.4 Staff WhatsApp group-**

- WhatsApp group is to be made of every 14 BGI division` - all college and division Directors, Registrar, HOD and committee members are to be added in it.
- WhatsApp broadcast group is to be made of all staff- all important information is to be sent to all staff

**A.1.4.5 Sanctioned and vacant Staff List** –sanctioned staff list is to be updated every month regarding vacant posts.

**A.1.4.6 Saturday club allotment-** Every teaching staff is allotted a Saturday club on

Saturdays. All departments will send their coordinators list to Director HR. Accordingly Directly HR will make a master list of Saturday club allotment and will send to all staff. Only teaching staff involved in IQAC meeting are not allotted Saturday club.

#### **A.1.4.7 Allotment of Common Faculty –**

- Director Academics will allot faculty teaching common subjects to departments at the start of every semester for 6 months (usually 1<sup>st</sup> July to 31<sup>st</sup> December, 1<sup>st</sup> January to 30<sup>th</sup> June).
- **Faculty teaching in one department** will be under that department for 6 months, faculty teaching in more than one department/college will be under parent department.
- Director Academics will give a list of faculties to Director HR to be transferred to other department for whole semester.

**A.1.4.8 Mobile and sim card-** HR office will issue and maintain mobile and sim card to sanctioned authorities and offices.

**A.1.4.9 Visiting card-** HR office will get visiting card printed and issue to all authorities in need.

#### **A.1.5 Staff Bonding/Appreciation .**

##### **A.1.5.1 Staff Get-Together –**

HR will organize a staff get together event on Saturdays when classes are not going on and on Saturdays just before sessional exams when EDA is not scheduled:

- Diwali party
- New Year party
- Holi party
- Picnic before start of new session in July
- Extracurricular events
- Sports events

HR should try to plan one event in a month (12 events in a year).

**A.1.5.2 Staff Birthdays/Important Events** – a birthday cake/sweets and greeting card is gifted to the faculty on their birthdays and important events (marriage, birth of child) by the institute.

##### **A.1.5.3 Staff Awards**

- **Best Faculty Award-** cash prize and certificate to be given to one faculty of every year of every department in every semester in Annual function.
- **Buddha Achiever's Award** – cash prize and certificate to be given to all faculty in annual function for any significant achievement under institute banner.

**A.1.5.4 Staff Personal Grievances** – will be resolved by concerned Director and Director HR.

#### **A.1.6 Staff Enrichment:**

**A.1.6.1 Internal FDP-** HR department will organize a faculty development program in the month of July and January every year before the start of classes:

- Schedule is to be made department wise and one day in the last for left out faculty who have taken prior permission from Head HR.
- It is compulsory for every faculty to attend FDP including all authorities. FDP participation is one of the qualifying criteria for Increment.

- Every faculty will give lecture in front of an expert panel (consisting of Director HR, college Director, Department Professor and HOD) and the department. The panel will give tips to the faculty regarding improvement in their teaching skills.
  - Every faculty will perform all experiments of lab allotted to them in front of an expert panel (consisting of college Director, Director HR, Department Dean and HOD).
- A.1.6.2 TA/LA Development Program** - HR department will conduct a TA/LA development program in the month of July and January every year before the start of classes. Every TA/LA will demonstrate all the experiments of the labs allotted to them in front of an expert panel (consisting of Director, Department Dean, HOD and Lab faculty). The panel will suggest to the TA/LA regarding improvement in their technical skills.
- A.1.6.3 Office staff Development Program** - HR department will conduct an office staff development program in the month of July and January every year before the start of classes. Office staff will be given training on excel, PowerPoint etc.
- A.1.7 Staff work:**
- A.1.7.1 All data of every division-** All division to get data uploaded by HODs/coordinators in google drive regularly of every work. A separate dedicated email of d series is to be made of every division eg [academicd@bit.ac.in](mailto:academicd@bit.ac.in) of Director Academic.
- A.1.7.2 Staff Suggestion Form** – suggestions from the staff regarding improvement and development of the institute will be taken before the start of the new session and will be discussed in the Appraisal meeting.
- A.1.7.3 Department Ranking** – Based on the performance during the last session, Director HR will make ranking of departments which will be announced in the Session analysis and the best department will be given a trophy. Every Division Director and college Director will give their ranking of departments, which will be combined by Director HR. Following parameters will be used for selection of the best department:
- HR
  - Faculty academic research
  - Academics
  - Student Welfare
  - Registration
  - Revenue
  - Placement
  - Skill Development
  - Research
  - Examination- exam duties, university result
  - Facility
  - Discipline
  - Infrastructure and Maintenance
  - Publicity
- A.1.7.4 Session Analysis** – in the month of July before the start of classes, CEO BGI will host a lunch party for all staff which will consist of:
- **Analysis of the Departmental Progress** - A power point presentation by every

college Director and division Director of the critical analysis of the work of all departments of all colleges/divisions throughout the previous session. Good work done by the staff will be appreciated.

- **Best Faculty Award and Buddha Achiever Award** will be given to deserving staff.
- **Department Ranking**- best department will be announced and felicitated.
- **Blue Book** for new session will be launched.
- **'Parichay'** magazine will be launched.
- **Staff with the Oldest Date of Joining** in BGI will be honored (different staff will be honored every year).
- **New Staff**- all the new staff will be called to give an introduction about themselves.

#### **A.1.8 Salary:**

**A.1.8.1 Salary Release Recommendation (SRR) sheet-** by 5<sup>th</sup> of every month, all Directors/HOD will send SRR sheet to a panel of Director HR, Director Academics and Director Student Welfare. They will check it thoroughly and will accordingly release or hold salary after approval of CEO.

**A.1.8.2** These **five sheets** to be emailed every month to Director Finance for salary distribution:

- LWP Sheet (Containing Monthly Present, CL, CO, OD and TGO)
- New staff list with their salary breakup for salary slip.
- Left staff list
- Salary changes list (increase or decrease)
- Hold salary sheet

#### **A.1.8.3 Hold Salary/LWP rules:**

- **Five or more leaves** of any kind/month when the classes are going on (Feb, March, April) in even semester and (August, September, October, November) in odd semester) will be taken as LWP unless there is a genuine reason sanctioned by CEO.
- **Five or more leaves** of any kind/month when the classes are going on (Feb, March, April) in even semester and (August, September, October, November) in odd semester) will lead to hold of salary. Salary will be released by CEO only after satisfactory explanation of staff.
- **Four or more deviation in WA** between scheduled and conducted classes in weekly abstract at the end of the month will lead to hold of salary. It will be released after maintaining of deviation. Deviation for faculty going on approved OD for important college work shall be discounted for weekly deviation.
- **Six or more deviation in DA Summary** at the end of the month will lead to hold of salary. It will be released after getting reasonable application to CEO.
- **Incomplete Work** (e.g., TES (minimum two tutorials/month), LES (minimum two LES/month), Attendance not given etc.) which was not completed in given timeline may lead to hold of salary.

#### **A.1.9 Staff Appraisal**

**A.1.9.1 Faculty Performance Appraisal and Development System**– is to be taken at the end of every semester by the Appraisal committee. File is to be maintained of every semester.

- **Faculty appraisal** – 5 faculty files, department coordinator file, Saturday club file, review from HOD and college Director, and Director HR (SRR sheet).
- **Head appraisal**- review from concerned division Director.
- **HOD appraisal**- 6 department files, review from college Director, 6 division Directors, Registration Incharge, Affiliation Incharge and Accreditation/IQAC coordinator.
- **Registrar appraisal**- registrar file, review from college Director, Director Examination, Director Administration, Registration Incharge, Affiliation Incharge.
- **Director appraisal**- Director file, review from CEO.
- **Nonteaching staff** (Technical, office, Supporting, Vocational and maintenance staff)- review from concerned HOD and Director.

**A.1.9.2 Increment** – will be given depending upon the Appraisal.

**A.1.9.3 Faculty Promotions**- A panel will be appointed by the Director HR for the same and based on panel recommendations, promotions will be granted.

#### **A.1.10 Staff Discipline:**

##### **A.1.10.1 Formal Dress and ID Card–**

- College Director ensures that their all staff are in proper formal dress and wear ID card at all times during their stay in campus.
- All staff should wear formal dress from Monday to Friday (Males – pants and shirts, formal shoes) (Females – Salwar suit, Sari or Business pants and shirts). (No Jeans, T-Shirt & Sports shoes during Mon-Friday).
- On Saturdays, staff can wear casual dress like Jeans and T-shirts.
- ½ CL will be deducted if any staff is not found in proper dress or not wearing ID card during college timings.

##### **A.1.10.2 Staff Language and Behavior –**

- It is expected from every staff to use decent polite language. Use of any abusive language will lead to a disciplinary action.
- It is expected from every staff to have a cooperating and friendly behavior with other staff.
- It is expected from every staff to have a strict professional relationship with students. Any staff found to be personally inappropriately involved with students may lead to his/her termination from service.
- No staff is allowed to be consuming pan, pan - masala, gutka / liquor during college hours in the premises.

**A.1.10.3 Staff Discipline Issues**- A panel will be appointed by the Director HR for the same and based on **panel recommendations**, action will be taken. All the proceedings of the panel will be kept in red file.

**A.1.10.4 Warning Letter**- At the end of every semester as per **staff appraisal** and as per need staff/authorities not discharging their work satisfactorily will be issued a warning letter. Warning card and all staff explanations will be kept in the red file.

**A.1.10.5 Change of Authorities** – at the end of semester as per appraisal of authorities, those who have not performed **work satisfactorily during the semester** can be given a warning letter or can be changed with another competent staff.

#### **A.1.10.6 Resignation –**

- No resignation will be accepted when the classes are going on. Any staff absconding during the classes will not be given last month salary and will not be issued any experience certificate.
- After the classes are over, resignations can be given with one month notice. Usually, resignations will be accepted in the period between 'after the classes are over' to 'one month before start of classes.'
- No Holidays/CL/CO will be given during the notice period.

#### **A.1.10.7 Staff Termination –** Staff whose work is not found satisfactory will be –

- Given warning letter from time to time.
- Given termination letter without any prior notice (if stint is less than two year) with salary up-to the last working day.
- Given termination letter with one-month notice (if stint is more than two year) with salary of the notice period.

#### **A.1.11 General Guidelines:**

##### **A.1.11.1 Staff Designations –**

- Administrative staff –
  - Director/Chief Coordinator (teaching staff)/Officer (Nonteaching staff)
  - Registrar/HOD/Head
  - Coordinator (teaching staff)/In-charge (non-teaching staff)
  - Teaching Staff: Lecturer, Assistant Professor, Associate Professor, Professor depending on UGC/AICTE/PCI/BCI/NCVT norms.
  - Technical Staff: TA – Diploma holders, LA – ITI
  - Office Staff: Office Executive – Office In-Charge, Office Assistant – other Office staff.
  - Vocational staff: Electrician, Plumber, Painter, Carpenter, Iron staff, Driver, Gardener
  - Supporting Staff: Attendant
  - Maintenance Staff: Sweeper, Cleaning staff

**A.1.11.2 Holidays:** will be declared as per common Academic Calendar of institutes. Director HR will send list of holidays to all Director before start of semester to make academic calendar.

**A.1.11.3 Institute Timings** -The college timing is from 09:00 AM to 4:30 PM (teaching staff) / 5:00 PM (non-teaching staff – all staff other than faculty). If an employee marks his attendance:

- Any TIME in between 9:00 to 9:15 AM if occurs 5 times in a month, it will be taken as ½ CL.
- Any TIME in between 9:15 to 9:30 AM if occurs 3 times in a month, it will be taken as ½ CL.
- Any TIME in between 9:30 AM and 12:00 PM will be taken as ½ CL. Staff must inform their HOD before 8:00 AM if he/she is planning to come late on ½ CL.
- After 12:00 PM, full CL will be considered.
- Any time out before 4:30 / 5:00 PM will be considered as ½ CL.
- Staff can go early after 1:00 PM on ½ CL.

**A.1.11.4 Staff Lunch Timing** – staff can have a lunch break of 45 min either before or after the lunch break timing of students (2pm – 2.45pm). During student lunch break staff should be in their office to help students.

**A.1.11.5 Paperless Work Culture (Communication on Email)** – to promote paperless work culture, every department and staff is given his/her official email id. Most of the communications between the departments and staff is to be done on official email id. It is the duty of the staff to check their email daily.

**A.1.11.6 Notices Issued from Various Department Heads –**

- All notices issued should have a proper format like College Logo, notice number (for e.g., BIT/CE/2022-23/July/1) and copy to all departments, all faculty, all students, other colleges, divisions as needed.
- Only 1 hard copy is to be printed which is to be displayed on the notice board of the department. All notices are to be circulated and kept in soft copy only.
- From 1<sup>st</sup> July of every session, new notice number will start.

**A.1.11.7 Local travel/food policy:**

- Local travel- College Car to Faculty & Authorities. For Non-Teaching Staff Petrol Expenses if going by their own vehicle, else auto/rickshaw fare.
- Local food: For Non-Teaching Staff: Rs. 70/-per person on the day of duty as assigned outcampus, for teaching staff as authorized by competent authorities.

**A.1.11.8 Outstation Travel/Lodging/Meal Policy:**

- All Reimbursements only on furnishing appropriate bills / receipts / fare tickets
- Only in case of institute nominations for FDP/MDP reimbursement shall be for Travelling, Lodging & Meals, for any other case as per the Standard Operative Procedures only travelling expense shall be reimbursed
- In case not staying in hotel then reimbursement shall be only for travelling and Meals.
- In case Bills / receipts are of more than the stipulated amount, then only the stipulated amount as per rules shall be reimbursed.

Category of Employee	Rail Fare (Shortest Route Only)	Bus Fare (Shortest Route Only)	Lodging (Rs. per day)			Meals (Including Breakfast+Lunch+ Dinner (Rs. per day, not including the day of travel )	Meals (during travel Rs per meal)	Outstation Local Travel Expense (Rs. per day)
			Tier 1 City (X)	Tier 2 City (Y)	Tier 3 City (Z)			
Management Representatives /Director	2nd Class AC	AC Bus fare (Deluxe)	1500 - 1800	1200 - 1400	1000 - 1200	600	Breakfast Rs 80/- and Lunch or Dinner Rs. 200	Radio Taxi or Online Taxi (Ola/Uber)
Professor/HOD/Faculty members	3rd AC	AC Bus Fare (Normal)	1200 - 1500	800 - 1000	600 - 800	400	Break fastRs 50 and Lunch or Dinner Rs. 150	Shared Radio Taxi or Shared Online Taxi (Ola/Uber)
Non-Teaching Staff	Sleeper Class (Non AC)	Normal non AC Bus Fare	800	600	500	400	Break fast Rs 50 and Lunch	Shared Radio Taxi or Shared Online Taxi (Ola/Uber)

							or Dinner Rs. 120	
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### A.1.11.9 BGI In-house Food & Refreshment

#### Policy:

#### A) CT/PUT

##### 1. Department Control Room Members

(as required subject to approval by Director & Examination Controller / Registrar)

Snacks only

- Tea + Namkeen packet

##### 2. Invigilation Duty

Per invigilator per room

Snacks only

- Tea + Namkeen packet

#### B) Semester Exam (University Exam)

##### 1. Control Room Members (as required subject to approval by Director & Examination Controller / Registrar)

- Tea

- Breakfast (Only For those reporting early before 8:00 am, in case)

- Lunch (Only For those reporting early before 8:00 am, in case + External Observer)

##### 2. Invigilation Duty

Snacks only

Per invigilator per room

- Tea + Namkeen packet

#### C) University / BTE Practical

- Tea + Namkeen ( HOD, External Examiner & Lab Faculty & TA)

- Lunch (HOD + External )

#### D) Meetings (Department wise)

##### 1. DQAC (HOD + Faculties) Mon

- Tea + Namkeen

##### 2. CR Meeting (HOD + CRs) Tue

- Tea + Namkeen

#### E) BGI Administration Meetings

- Special Lunch for BGI Admin Members

#### F) Placement Drives

#### G) Gyandeeep

- Tea for External Trainers

- Mess Lunch for External Trainers (With Prior Approval)

#### H) Guest Lecture

- Refreshment (Tea + Namkeen)

- (External Speakers+HOD+ Faculty Coordinator)

#### I) Workshop

- Refreshment (Tea + Namkeen)

- (External Speakers+HOD+ Faculty Coordinator)

- **Lunch** (If workshop is of more than 3 hours)

- (External Speakers + HOD)

#### J) Inspection / Visits / Conference

- Special Refreshment as required

- Special Lunch as required

#### K) Bonvoyage

- **Lunch only for Final year students**

#### L) Convocation

- Special Refreshment

(Guests+Director)

- Special Lunch (Guest + Directors + All assigned duties)

#### M) Dyuti& Horizon

- Special Refreshment only for Invited Guests

- Paid Food Stall for others

#### N) Parent-teacher Meeting

- Refreshment: Tea & Namkeen (Mentor + Parents)

#### Note:

All requirements to be sent in at least 2 days in advance

at [hospitality@bit.ac.in](mailto:hospitality@bit.ac.in) and in

the Hospitality BGI WhatsApp group.

- Refreshment: Tea+ Namkeen + Biscuits  
(External Recruiters, Dir Placement & Dept Placement Coordinators)
- Special Lunch (External Recruiters , Dir Placement & Dept Placement Coordinators)

#### **A.1.12 Leave:**

*Leave* is a provision to stay away from work for genuine reasons with prior approval of the authorities.

**General Leave rules to be followed while availing any sort of leaves –**

##### **1) Class Adjustment:**

- Any faculty going on CL/LWP/OD must adjust his/her class with other faculty members before going on leave and must inform the concerned HOD at least 1 day before.
- Faculty who will engage the class during the leave period is to ensure that he / she do not apply leave.
- Not engaging the class/lab will lead to non-conformance of academics and in such case strict disciplinary action will be initiated.
- Class adjustment form is to be attached with CL form.
- HOD to provide extra class to faculty who had gone for leave from faculty who has taken his/her extra class in his/her absence.

##### **2) Four leaves (CL/CO) is allowed for faculty in a month if weekly deviation of -3 or less in the month. More than 4 Leaves of any kind/month when the classes are going on (Feb, March, April in even semester and August, September, October, November in odd semester) are not allowed except in special circumstances to be approved only by CEO.**

##### **3) Leave should be taken at least one day before of date of leave:** If unavoidable to apply for leave on same day due to some emergency/sudden sickness, staff should communicate respective HOD about leave before 8:00 am so that HOD can arrange classes. Acceptance of leave on same day will be on discretion of HOD. Any communication to the HOD after 8:00 am will not be accepted.

##### **4) All leaves forms to be submitted in department office** by all staff. Department will send all leaves forms to concerned Director office. Leaves dated more than one week will not be accepted by director office.

##### **5) Sanctioning of leave** is on the discretion of Director.

##### **6) If going on official duty** the documentary evidence of the same has to be submitted to HR department.

##### **7) Leave cannot be claimed** as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.

##### **8) Leave sanctioning authority cannot alter** the kind of leave due and applied for.

##### **9) Leave will not be granted to staff under suspension.**

##### **10) Absence from duty after expiry of leave** entails disciplinary action.

##### **11) Absence without leave** will constitute an interruption in service.

##### **12) A staff on leave cannot take up any service or employment elsewhere** without obtaining prior sanction by the Director.

**13) Commencement and termination of leave:** Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.

**14) Grant of leave in the event of resignation:** If any employee of the Institute resigns, he/she shall not be granted any sort of leave during the last month of resignation. CL will be calculated based on 1 CL/month for that semester.

**15) Rejoining duty before the expiry of leave:** Except with the permission of the authority who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

**A.1.12.1 Kinds of Leave:** The following kinds of leave shall be admissible to staff:

1	Casual Leave	CL	12 days (6 days per semester)
2	Vacation	Summer vacation	12(teaching staff), 6 days (nonteaching staff)
		Winter vacation	6(teaching staff), 3 days (nonteaching staff)
3	Compensatory Off	CO	As sanctioned by Director
4	Govt. / University declared holidays	Govt. Holidays	As per institute calendar
5	Official Duty	OD	As sanctioned by Director after making necessary adjustments w.r.t academic engagements
6	Maternity Leave	MT	60 days (max.) maximum twice

**A.1.12.2 Authority empowered to sanction leave:** Applications for leave shall be addressed to the following personnel as mentioned below:

S.No.	Category	Sanctioning authority
1.	CEO BGI	Management
2.	Director	CEO BGI
3.	HOD	Director
4.	Teaching staff	HOD, Director
5.	Technical staff	HOD, Director
6.	Office staff	HOD, Director
7.	Vocational staff (Driver)	Hospitality In charge, Director HR
8.	Vocational staff (Security Guard)	Security In charge, Director Administration
9.	Vocational staff (Electrician, Plumber, painter, Carpenter, Iron staff, Gardener)	Maintenance In charge, Director Infrastructure
10.	Supporting staff	Respective HOD, Director Administration
11.	Maintenance staff (Cleaning staff, sweeper)	Maintenance Incharge, Director Infrastructure

**A.1.12.3 Leave Eligibility at a Glance:**

S.No	Staff Category	CLs	Sundays	Holidays	Vacation
1.	Teaching staff	Eligible	Eligible	Eligible	Eligible
2.	Technical staff	Eligible	Eligible	Eligible	Eligible
3.	Office staff	Eligible	Eligible	Eligible	Eligible
4.	Vocational staff	NA	Eligible	NA	NA
5.	Supporting staff	NA	Eligible	NA	NA
6.	Maintenance staff	NA	Eligible	NA	NA

**A.1.12.4 Casual Leave (CL):** A staff on CL is not treated as absent from duty.

- CL cannot be claimed as a matter of right.
- HODs are not authorized to sanction more than 4 CL in a month when classes are going on.
- CL cannot be combined with joining time.
- CL will not be carried over in the next academic session.
- Balance of CL at the end of academic session can be availed any time before start of new academic year. Balance of CL can be used with summer/winter vacation.
- Under no circumstances, whatever may be the reason, CL is limited to 12, from 1<sup>st</sup> July to 30<sup>th</sup> June of next year. Any absence other than 12 CL will be taken as LWP (after adjusting 'compensatory off' or 'official duty' if any).
- A faculty joining in the middle of the academic year is eligible for a proportionate CL for that academic year: @ 1 CL/month (teaching staff), ½ CL/month (non-teaching staff).
- Any faculty/staff going outside of campus/hostel within institute working time have to take permission of respective HOD.

**A.1.12.5 Vacation:** The following personnel are eligible for vacation.

S.No.	Category	Winter Break leave (WBL)	Summer Break Leave (SBL)
1	Teaching staff	6	12
2	Technical staff	3	6
3	Office staff	3	6

- Vacations should not be sanctioned to all staff of the department at the same time.
- Vacation can be given after last class of semester till 2 weeks before start of classes of new semester.
- No vacation to be given during examination duty.
- The sanctioning authority will be respective HOD in consultation with the Director.
- Vacation is given only when faculty has submitted all files (faculty file, coordinator file and Saturday club file) and are checked and approved.
- All new appointees in the institute will avail vacation:
- During Summer Break @ 1 vacation/month (teaching staff), ½ vacation/month (nonteaching staff).

- During Winter Break@ 1/2 vacation/month (teaching staff), 1/4 vacation/month (nonteaching staff).

#### **A.1.12.6 Compensatory Off (CO):**

- Will be given if somebody is working on holidays, Sundays.
- CO will be sanctioned only by concerned Director. This has to be brought to the notice of the Director well in advance both while working as well as while availing.
- *However, the compensatory off will not be given if somebody works after or before college hours to finish the regular work of the Department / Institution.*
- No compensatory leave will be granted if the Institute is open by notification on any Sunday/Holiday.

#### **A.1.12.7 Official Duty (OD):**

- Staff members who go on work related to the University, Institute, and Govt. only will be treated as official duty.
- Prior permission should be taken from the Director.

#### **A.1.12.8 TGO (Temporary Going out) –**

- Staff can go out of the campus/in Panache residence temporarily during college timings for maximum period of 45 minutes.
- ½ CL will be taken for any out visit from the campus for more than 45 minutes (except staff on OD).
- One full CL will be taken from any staff found to have gone out for more than 45 minutes without ½ CL.

#### **A.1.12.9 Maternity Leave:**

- Maternity Leave will be granted to a female staff with service of more than 2 years and less than two surviving children (not more than two deliveries), for a period of two months.
- During maternity leave, leave salary equal to last pay drawn is admissible.
- However, this will not be granted in cases of miscarriage or Abortion. Maternity Leave is not admissible for forced abortions.

**A.1.12.10 Leave register-** of every staff is maintained by concerned director office and emailed to all staff by 5<sup>th</sup> of every month.

## **A.2 Hospitality**

Hospitality In-Charge will ensure the following regarding -

**A.2.1 Food for Guests –** hospitality in charge will arrange good quality food and snacks for all examiners/guests as needed. Any department/staff in need of food facility must email/WhatsApp to the Hospitality in-charge at-least three days before the time and number of persons.

**A.2.2 Flower Bookey and sweets for the guests-** to be arranged as needed.

**A.2.3 Staff Pantry–** will be maintained in administrative area. It will serve tea and snacks in administrative area.

**A.2.4 Crockery –** Tea crockery set and snack plate, spoon is to be maintained in all authority's office

**A.2.5 Institute Vehicles:**

- **Log Book of Institute Vehicles –** proper log book is to be maintained of all the vehicles of the institute.

- **Maintenance of Institute Vehicles –**
  - All the institute vehicles are to be properly maintained in good condition. In time service, registration, insurance renewal is to be done as needed and all papers maintained properly in a file including drivers licence.
  - Campus loader and its driver will be under Maintenance Incharge.
- A.2.6 Transport for Guests –** is to be provided to all the guests, examiners as needed. Any department/staff in need of transport facility must email to the hospitality in-charge at-least three days before to arrange the transport.
- A.2.7 Guest Accommodation –** to be arranged in hostel or Guest house or Hotel as per the case.
- A.2.8 Guest House –** Ensures proper maintenance of the Guest house. A proper log book of the persons staying in the guest house is to be maintained. Any staff can book the guest house @ Rs 500/day with prior information through email.

### **A.3 Staff Residence (PANACHE)**

- A.3.1 Residence Allotment –**Any staff who want to reside in hostel should email an application to Hospitality Incharge. Residence will be allotted based on the availability & seniority on first come first serve basis. An allotment list should be updated regularly.
- A.3.2 Residence Discipline –** all staff residing in the Hostel residence will have to abide by all the rules of staff residence. Any staff can be asked anytime to vacate the staff residence if he/she is found violating the residence rules.
- A.3.3 Residence charges –** staff accommodation is free. Only a maintenance charge of 500/staff/month living on twin sharing basis will be charged per month.

## **B) FACULTY DEVELOPMENT PROGRAM/FACULTY ACADEMIC RESEARCH**

- B.1 Faculty Development Program (FDP) –**
- **FDP organized–**
    - **External FDP-** department will organize FDP program regularly of AICTE /AKTU /MHRD /DST /TEQIP and other reputed organizations.
    - **Department FDP –** any faculty who has been sent by institute to attend an outside FDP will organize similar internal FDP for department faculty
    - **Gyandeeep FDP-** all faculty to attend Gyandeeep summer training.
  - **FDP attended-**
    - **SWAYAM/NPTEL courses-** each faculty has to do 1 compulsory SWAYAM/NPTEL course in a semester which is approved by AICTE as FDP. Successful completion of the course will be one of the increment criteria in appraisal.
    - **Out-campus FDP–**Faculty can go for good quality FDP when classes and exams are not going on. Institute will sponsor maximum one faculty from each department in one semester. Maximum 2 unsponsored faculties (other than sponsored) can be sent on OD from each department in one semester.
    - **Online FDP-** every faculty must do minimum one good online FDP program in a semester like ATAL FDP courses.

- B.2 Faculty Academic Research-** Chief FAR coordinator will help and promote faculty to work in following fields of faculty academic research:
- B.2.1** Faculty pursuing PhD
  - B.2.2** Faculty guiding PhD
  - B.2.3** Paper publications (out-campus) in indexed and nonindexed journals
  - B.2.4** Paper publications (in-campus) in college journal
  - B.2.5** Paper publications in-campus in national conference proceedings
  - B.2.6** papers presentations (out-campus) in conferences/workshop
  - B.2.7** papers presentations (in-campus) in national conference
  - B.2.8** Projects guided
  - B.2.9** Project participation (out-campus)
  - B.2.10** Project participation (in-campus) in Techyuva
  - B.2.11** Research grants
  - B.2.12** Startups
  - B.2.13** Patent
  - B.2.14** Consultancy
  - B.2.15** book written
  - B.2.16** book chapters written
  - B.2.17** Reviewer – faculty to be encouraged to become reviewer in books, journals, etc.
  - B.2.18** Invited talks- faculty to be encouraged to give talks in other college of repute.
  - B.2.19** Professional membership- faculty to get minimum one membership of reputed organizations
  - B.2.20** Conference/workshop organized
  - B.2.21** Conferences/workshop attended
    - Faculty can go for good quality conference/workshop when classes and exams are not going on. Institute will sponsor maximum one faculty from each department in one semester. Maximum 2 unsponsored faculties (other than sponsored) can be sent on OD from each department in one semester.
    - Registration fee (to the first author) and half of the railway expenses will be reimbursed by the Institute with prior approval. Reimbursement will be done on submission of the certificate. In case of co-authors being from outside BIT, then the registration fee will be paid if the first author is from BIT.
  - B.2.22** Webinars attended
  - B.2.23 Academic Research workshops** – Chief FAR coordinator should plan minimum 1 workshop in a semester when classes are not going on, for all faculty training related to academic research.

## C) ACADEMICS

- C.1 By Director Academics:**
- C.1.1 New Faculty and TA requirement-** before start of semester will give the requirement to Director HR for recruitment.
  - C.1.2 Faculty transfer in other department-** as per subject allotment will prepare list of faculty which are to be transferred in other department for full semester and will give to Director HR to implement.
  - C.1.3 Buddha Academic Award ceremony–** certificate, citation and a gift will be given to toppers and honors of every department in Buddha academic award ceremony in Buddha Spring Festival.

**C.1.4 Common Timetable** – Director Academics will make common timetable of their departments of:

- Common faculty among departments
- Common faculty among colleges
- Computer Lab in consultation with IT Incharge
- PPC, TECHEDGE, HEC in consultation with Director Skill development

**C.2 By college Director:**

**C.2.1 Academic Calendar** – In the beginning of each semester, Director will make academic calendar for the semester based on University/Board academic calendar and will include:

- *Class test/Preuniversity exam* - There should be usually 2 CT and one Preuniversity exam. Dates of sessional exams should be such that they divide the academic working days of the whole semester into possibly 3 equal parts.
- *Lab test* - Two Lab test will be conducted during the semester after the 1<sup>st</sup> and 2<sup>nd</sup> class test.
- *Main Events* - All main events to be held in the semester (Buddha spring and winter festival) should preferably be planned possibly 2 weeks after the CT1. No mega event should be planned after CT2.
- *CT attendance eligibility*
- *CT copies Display* – In sessional display teachers will show the CT copies to student. It is to be planned possibly one week after the completion of Class test and lab test.
- *PTM* - Two Parents Teacher Meeting should be planned possibly three weeks after CT1 and CT2.

**C.3 By HOD:**

**C.3.1 Before the start of classes:**

**C.3.1.1 Evaluation Scheme-** most recent evaluation scheme of the university is to be kept in academic file.

**C.3.1.2 Subject Load** – It is the number of classes given to a subject in one week. It is to be given according to the toughness of the subject. Tough subject to be given more lectures / week and easy subject to be given less lectures / week. Total subject load should be equal to the total number of classes in a week (usually 39/week).

**C.3.1.3 Subject Allotment** – Subject allotment has to be done for the next semester at the end of the academic classes at least 3 to 4 weeks prior to the start of the next semester, so as to enable the faculty to prepare themselves for the class and the labs.

- Subject choice filling sheet- all faculty are asked to fill three subjects of their choice.
- Every teacher has to take 2-3 subjects (either different subject in different class or same subject in different class). Preferably no teacher to take 2 subjects in 1 class.
- Preferably, faculty is to be allotted the same subject that he/she has taught last year so that faculty could become an expert in that subject.

- Tough subject to be taught by experienced faculty, easy subject to be given to fresher's.
  - Faculty teaching theory should take the lab related to that subject.
- C.3.1.4 Department lab allotment-** labs venue where all labs in the curriculum of the department will be conducted.
- C.3.1.5 Class Timetable** – It is prepared prior to the start of the semester and displayed on the class notice board and website and emailed to students before the start of semester.
- Tough subjects should be given slots of early morning as far as possible
  - As far as possible teacher should take 1 lecture in 1 day in 1 class unless teacher specifically demands for 2 lectures for that.
  - Saturdays – there will be 4 periods of 55 min from 9:05 am to 1:00 pm. Classes will run regularly up to 1:00 PM. Saturdays can be off for final semester students as decided by HOD.
  - Number of periods – there will be usually 6/7 periods depending on the University/ Board curriculum.
  - 7 periods – each of 55min duration starting from 9:05 am to 4:30 pm with a break of 15 min after 2<sup>nd</sup> period and lunch break of 45 min after 5<sup>th</sup> period.
  - 6 periods- each of 55min duration starting from 9:05 am to 3:35 pm with a break of 15 min after 2<sup>nd</sup> period and lunch break of 45 min after 4<sup>th</sup> period.
  - SD classes (Techedge, PPC, HEC, CSEP) to be included in the timetable.
  - Mock Placement- to be included in final year timetable.
  - Self-learning- 1 class to be kept for self-learning in digital library.
- C.3.1.6 Faculty Timetable–**
- Faculty Time Table consists of detailed schedule of the faculty in terms of both theory and lab work load during the course of the week.
  - Roughly every faculty should have teaching load of 20-24 classes/week; 12-14 classes in theory and 8-10 classes in labs (total load should be mentioned in the timetable).
  - The individual faculty time table is to be emailed to all faculty before the start of semester.
- C.3.1.7 Infrastructure Engagement Time table** – It is required to know that at any time, which class/lab is vacant and which class/lab is going on & in which room number.
- C.3.1.8 Lesson plan (class wise):**
- To be made before start of semester having every subject lesson plan, Lab experiments list, lesson plan of PPC, TECHEDGE, HEC in the whole semester.
  - Once the subject load and subject allotment is decided, faculty should prepare the lesson plan having Course outcome, CO-PO mapping, detailed breakup of the classes of Theory subjects, Lab experiments list in the whole semester.
  - Web references – Faculty should compile video lectures of important topics by eminent Professors/Experts and other useful web references of the subject allotted to them and mention in lesson plan.
  - Faculty must ensure that once they have finalized the lesson plan, *they must stick to it* during the semester.

- Lesson plan is to be emailed to students before start of classes.
- C.3.1.9 Student Kit** – Student kit will be finalized by Dean/HOD after taking recommendations from faculty and class representatives. A copy of student kit and a list of all items with required quantity is to be given in 1<sup>st</sup> week of November/May to the librarian to be purchased well in advance.
- C.3.2 During Classes:**
- C.3.2.1 MOOCS Courses-** department to ensure that every student who is eligible takes one MOOCS course in every semester and gives its exam. Should promote other students also to take MOOCS course.
- C.3.2.2 Evaluation sheet-**
- Dean/HOD to collect TES and LES of all faculty by Thursday containing marks up to last week, check it and send to all student’s class wise by Friday.
  - A copy of Evaluation sheet is given to student mentors by every Friday.
- C.3.2.3 Guest Lectures by visiting/adjunct/emeritus faculty–** guest lectures by eminent Academicians from reputed colleges should be planned regularly. There should be at least 1 lecture each in every year of every department in every semester related to the subjects taught in that semester.
- C.3.2.4 Changes in academics during classes-** any necessary changes in academic calendar, subject load and timetable during the classes is to be made in consultation with Director Academics and is to be kept in academic file.
- C.3.2.5 Remedial classes-** common classes open for all to be planned on Saturdays between 1pm to 3.30pm for class 12<sup>th</sup> subjects, back papers etc.
- C.3.3 During CT/Preuniversity exam:**
- C.3.3.1 Course Completion Status** – Semester is divided into 3 parts:
- 1<sup>st</sup> – from start of semester to CT1
  - 2<sup>nd</sup> – between CT1 and CT2
  - 3<sup>rd</sup> – between CT2 and Preuniversity exam
- It is ensured that course is completed at the end of every part as given in the lesson plan.
  - On the last day before sessional, department will prepare course completion status after taking feedback from class representatives (CRs will tick the topics covered in the lesson plan).
  - HOD will discuss with faculty who are lagging behind the course or are going too fast.
- C.3.3.2 CT copies display-** approximately one week after exam, theory and lab copies are to be shown to students on date mentioned in academic calendar.
- C.3.3.3 CT rank sheet–** Department will prepare CT Rank sheet from the TES and LES of all the subjects. Every faculty will send their TES and LES containing CT marks just after the date of CT copies display given in Academic Calendar. Department office will make and email CT rank sheet to all students and parents before PTM.
- C.3.4 After Classes:**
- C.3.4.1 Internal Marks:** Soft copy of Final ‘*Theory Evaluation Sheet*’ of every subject and ‘*Lab Evaluation Sheet*’ of every lab are to be prepared and submitted by all faculty in their department within one week after Preuniversity exams. HOD

will check it carefully and will get it approved by Director and will send a final copy to Registrar.

**C.3.4.2 GP Marks:** HOD will make and send final GP marks to Director within 1 week after the Preuniversity exams. GP marks will be calculated according to following breakup:

- *Skill Development* – Department SD coordinator will prepare the GP marks for SD activities:
  - PPC
  - HEC
  - CSEP
  - TechEdge
  - Saturday placement clubs
  - Gyandeeep
  - Workshop marks.
- *Research* – Department Research coordinator will prepare the GP marks for research activities:
- Outcampus paper publication
- Incampus paper publication (college journal and national conference proceedings)
- Outcampus project participation
- Incampus project participation (Techyuva)
- Outcampus paper presentation
- Incampus paper presentation (National conference)
- Patent, research grant
- Extra-curricular – will be made by department Facility coordinator:
  - Outcampus participation
  - Incampus participation (Horizon, Dyuti)
- Sports – will be made by department Facility coordinator:
  - Outcampus participation
  - Incampus participation (Esporte)
- Discipline- Department proctor will prepare the Negative GP marks for discipline.
- Others – will be sent by concerned Heads like Community Development, Women Empowerment cell, Hostel committee, etc.

**C.4 By Faculty:**

**C.4.1 Class Preparation before start of classes:**

**C.4.1.1 Syllabus-** Faculty to keep updated syllabus in their faculty academic file.

**C.4.1.2 Sample questions and answers:**

- Every faculty to prepare/update unit wise sample questions and answers in soft copy (hard copy if in Hindi) of the subjects allotted to them in the upcoming semester.
- It is to be submitted as follows:
  - Unit 1- before start of classes
  - Unit 2- before CT1

- Unit 3,4- before CT2
- Unit 5- before PUT
- Sample questions should include every question asked in previous 5 years by University/Board (Questions should mention the year in which it was asked) and all other important questions asked in various competitive exams (exam name and year to be mentioned)
- Sample questions should include almost all questions which are to be asked in CT/PUT and tutorials.

#### **C.4.1.3 Lecture Notes –**

- Lecture notes is to be prepared by every faculty according to the topics given in lesson plan.
- Lecture notes should be prepared before the topic is taught in the class.
- During faculty file review, lecture notes should be present up to the topics taught in the class as per the lesson plan.
- Faculty to get their lecture notes approved from Director/HOD.

**C.4.1.4 Lab Manual:** It is to be prepared and updated by the concerned lab faculty every year. It is to be given as soft copy to students before the lab.

**C.4.1.5 Power Point Presentations –** Faculty should prepare PowerPoint presentations of every topic according to the lesson plan. Faculty to get their ppt approved from Director/HOD.

**C.4.1.6 Video Lectures –** faculty should make videos of every topic as per lesson plan and upload on official department YouTube. Faculty to get their videos approved from Director/HOD.

**C.4.1.7 Reference material for subject preparation-** faculty to search and compile useful reference materials for preparation of subject allotted to them.

#### **C.4.2 During Classes:**

##### **C.4.2.1 Teaching Methodology and Innovations in teaching and learning-:**

- Faculty should avoid dictating notes during lectures. Instead, faculty should make student understand the topic by means of PowerPoint presentation, blackboard teaching etc.
- Lectures notes (photocopy or email of scanned copy or soft copy) and PowerPoint presentation can be given to students before or after the class as decided by the faculty.
- New innovations to be done in teaching to make students understand the subject better.

##### **C.4.2.2 Tutorials:**

- A written assessment of whatever is taught in the whole week is to be taken in the tutorial classes by all faculties to see that students are able to learn and write whatever is taught in the class. Various methods can be opted by faculty for tutorial like '*open book test*', '*announcement of questions 1 day before*' or any other method but it must be a written evaluation.
- Faculty should prepare Tutorial Question sheet of their subject before start of semester. TQS can be modified during classes as needed by the faculty.
- Tutorial questions should include questions from competitive exams like GATE/JETECH, university/board exams and Govt. exams.

- Two tutorial is to be taken of every unit. One objective in middle of unit and one subjective at end of unit *OR* Tutorial is to be taken as per the serial order of lesson plan. It is to be taken after completion of specified topics (after four topics in subjects with load of five, after five topics in subjects with load of six) irrespective of number of classes.
- C.4.2.3 Theory Evaluation sheet (TES):** faculty to make Theory Evaluation sheet (TES) containing marks of tutorials, CT, Preuniversity exam and attendance.
- C.4.2.4 Lab evaluation sheet (LES):** faculty to make Lab Evaluation sheet (LES) containing marks of every lab (CORV-Conduction, Observation, Result, Viva), lab test, attendance.
- C.4.3 During Class test:**
- C.4.3.1 CT/Preuniversity Theory Copies-** all faculties will show evaluated sessional copies to students during sessional display.
- C.4.3.2 Lab test copies-** all faculties will submit lab test copies of students in their departments at the end of semester. Department will store lab copies in concerned labs.
- C.4.4 After Classes:**
- C.4.4.1 Attainment sheet-**to be prepared as per NBA
- C.4.4.2 Tutorial Award Sheet:** all faculties will take Tutorial Award Sheet (first page of tutorial copy) from the students after the last tutorial before PUT. It is to be kept in Faculty file.
- C.4.4.3 Lab Award Sheet:** all faculties will take Lab award sheet from the student's lab copies during university lab exams. It is to be kept in faculty file.
- C.4.4.4 Best Two Tutorial Copies –** to be taken from students after theory exams and kept in faculty file.
- C.4.4.5 Best Two Lab Copies -** to be taken from students during lab exams and kept in faculty file.
- C.4.4.6 Buddha Lecture Notes Series –** every faculty will write their book on the subject allotted to them which will be published by the Institute.

## D) Student Welfare

- D.1 By Director Student Welfare:**
- D.1.1 Student Yellow Rule Book -** Is to be published and upgraded every year in the month of June to be given to the 1<sup>st</sup> year students at the time of admission.
- D.1.1.1 Student Counselors –**
- Mentors to send students to Student Counsellors as per need.
  - A notice regarding student counsellors to be sent to all students at start of semester.
- D.1.1.2 Suggestion Box –** a suggestion box in the reception area of every college will be kept for the students and staff. Director SW will take necessary action for useful suggestions.
- D.1.1.3 'Change of Guard' ceremony –**
- Students will be selected for various office bearers who will be given charge at 'Change of Guard' Ceremony during the Buddha spring festival by the outgoing student office bearers.
  - Concerned authority will conduct the Change of Guard ceremony.

**D.1.1.4 Buddha Star Award ceremony**– certificate, citation and a gift will be given to students who have won in outcampus activities in placement, skill development, research, extracurricular or sports.

**D.1.2 By college Director:**

**D.1.2.1 Meeting with Students** –Director will meet department wise three times in a semester (at start of semester, after CT1 and after CT2) with:

- All students class wise
- All class representative department wise
- Student members of department Society

**D.1.2.2 Teaching learning process feedback** – will be taken from the students having attendance more than 60%, three times in a semester during class test and Pre-University/Board test.

**D.1.3 By HOD:**

**D.1.3.1 Student welfare meeting-** HODs will take meeting with all Class representatives every Tuesday and will discuss their problems and suggestions.

**D.1.3.2 Student Mentor (SM) –**

- All faculty are allotted a group of students of class they are teaching as Student Mentors.
- Mentors will be the faculty teaching to the students, every semester mentor will be change if the mentor is not teaching in new semester.
- HOD will email list of Student Mentors to all students before the start of semester.

**D.1.3.3 Semester exit feedback-** to be taken at end of semester from all students during Pre-University/Board Exam regarding facilities, activities etc.

**D.1.3.4 Program exit feedback-** to be taken from final semester students at end of final semester during Pre-University/Board Exam.

**D.1.3.5 Mentee Exit Survey-** to be collected from the students at the end of semester. Same is to be taken from parents during last PTM.

**D.1.3.6 Class Representatives –**

- Every class will have 2 class representatives for a semester – first and second topper of last odd/even semester (odd semester CR will be made based on results of last odd semester).
- In 1<sup>st</sup> semester, top two students with highest marks in first class test will be the class representative.
- In 2<sup>nd</sup> semester, top two students with highest marks in pre-university test of the 1<sup>st</sup> semester will be the class representative.

**D.1.3.7 Attendance Register –**

- Dean/HOD will give requisition of attendance registers for new semester well in advance and will give it to all faculty before start of class.
- Students Roll No and name list is to be pasted / written in the Attendance register before start of classes.

**D.1.3.8 Extra attendance-** all extra attendance sheets are to be given by respective coordinators to department. Department will upload it in class attendance sheet.

Extra attendance sheet is to be given by:

- *Mentor-* Saturday mentor mentee meeting attendance
- *Faculty-* Extra or remedial class attendance

- *Placement coordinator*- regarding placement related activities
  - *Skill development coordinator*- regarding skill development related activities
  - *Research coordinator*- regarding research related activities
  - *Facility coordinator*- regarding extracurricular and sports related activities
  - *Chief WEC coordinator*- regarding women empowerment cell related activities
  - *Punya coordinator*- regarding community development related activities
- D.1.3.9 Weekly class Attendance**- Attendance up-to last Saturday is to be compiled by every department and to be emailed to students by Friday. It will contain –
- Academic Attendance (as per timetable) – containing all theory, lab and skill development classes attendance like PPC, TECHEDGE, HEC, CSEP.
  - Extra Attendance- Placement/Skill Development/Research/Extracurricular/Sports/Community development(Punya/NSS)/WEC attendance to be sent by respective coordinators to the department in ‘Extra attendance’ sheet
  - Deeksha attendance – by HOD
  - Director attendance – to be sent by the Director office to the department before start of class test/Pre-university exam.
- D.1.3.10 PA/TA Phone Calling Sheet** – department will provide list of students having attendance less than 75% by every Friday to department PA/TA. Department PA/TA will call the parents and will submit the phone calling sheet in department by every Friday.
- D.1.3.11 Email/SMS/WhatsApp to Students and Parents –**
- Email- Attendance up to last Saturday is to be emailed to all students by every Friday of the current week. A copy is to be sent to all faculties of that class for their information. *Faculty should monitor the attendance of students with less attendance in their subject.*
  - SMS - An SMS will be sent to parents of students having attendance less than 75% every week by every Friday.
  - WhatsApp- Attendance to be sent to the parents through WhatsApp.
- D.1.3.12 Attendance security summary–**
- Departments to make attendance security summary and give to Finance officer after completion of every Class test/PUT.
- D.1.3.13 List of Detained Students in CT/Preuniversity Exams–** List of detained students in CT/PUT due to short attendance is to be sent to Director by HOD before last date of exam form filling.
- D.1.3.14 List of Detained Students in Semester Exams–** List of detained students in university exams due to short attendance is to be sent to Director by HOD after class test/Preuniversity exam.
- D.1.3.15 Parent Teacher Meeting –**
- Parents have to come for PTM twice in a semester any day between CT1 and CT2, and between CT2 and Preuniversity exam.
  - Defaulter students may not be allowed to sit in 2<sup>nd</sup> CT/Preuniversity exam if parent do not come for PTM.
  - HOD will ensure that maximum parents should be present in for PTM. PTM phone calling sheet is to be taken from PA/TA.
  - Parents will first meet the HOD, then HOD will send them to the Mentor.

- Mentor will offer tea and biscuits to the parent and will show Mentor mentee booklet to parents and will discuss about the progress of their ward.
- After meeting the Mentor, if parents want, they can meet other teachers.
- During the PTM, parents are shown attendance and sessional marks rank sheet.
- Mentee exit survey is taken from parents during PTM.
- A summary of PTM is to be made.

#### D.1.3.16 Student committees–

- A student is allowed to be office bearer in only one committee
- Following student committees to be made by HOD and department faculty coordinators:
  - Student Welfare committee (CRs)
  - Placement committee
  - Skill development committee
  - Research committee
  - Department Society
  - Hostel committee
  - Professional Society student chapter

#### D.1.3.17 Student clubs–

- A student is allowed to be office bearer in only one club
- Following student clubs to be made by faculty coordinators:
  - Startup Club
  - Why Me club
  - Aptitude club
  - Innovation club
  - 7 extracurricular clubs
  - 15 sports clubs

#### D.1.3.18 Academic Awards – Director and HOD will conduct the distribution of academic awards of their department during Buddha spring festival conducted during even semester:

- Attendance Award** – a certificate and citation are to be given to one student of every class with maximum attendance in the class. (If it is more than 90%).
- Honor’s Award** - a certificate and a citation are to be given to all 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year students who have scored a minimum of 75% in the University/ Board examination in first attempt.
- Topper’s Award** – Rs. 2000/-, certificate and a citation given to be are given to topper of every year of every branch (4<sup>th</sup> year topper will get the award during convocation ceremony)
- Director’s Award** – Rs. 2500/-, certificate and a citation given to the *Institute topper* (any student of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year irrespective of branch).
- Vishwesaraya Award** - Rs. 2500/-, certificate and a citation to the *batch topper* in the Convocation ceremony taking into consideration marks of all semester (irrespective of the branch).
- University/ Board Topper Award** –university top 20 rank holders will get cash of Rs. 10000/-, a letter of appreciation and a citation.

#### D.1.3.19 Student’s Problems and suggestions – Mentor and HOD will act as a single window for all student’s problems. Students having any problems will contact

their Mentor or HOD. Mentor or HOD will liaise with other departments and will solve their problems as needed.

**D.1.3.20 Educational Tour –**

- 1<sup>st</sup> year local tour- students of 1<sup>st</sup> year are to be taken to educational tour once in a semester usually on Saturday.
- Outstation tour- is to be planned at end of odd and even semester for interested students.

**D.1.3.21 Student Scholarships –** students are to be informed and helped to apply for various scholarships of AICTE, UGC, Ministry of Education etc.

**D.1.3.22 Deeksha-** very promising students in Academics/Placement/Research/Higher education who can make the college proud can be allowed to study in library /work on their innovative projects / labs. Maximum 4 students in a department are allowed to enroll in Deeksha in one semester. Names to be decided by a panel of Director, Dean and HOD.

**D.1.4 By Faculty (Mentor):**

**D.1.4.1 Mentor mentee register:**

- To be maintained properly and to be submitted in department at end of semester with SW file.
- SM will monitor students regarding their –
  - TES and LES marks
  - Marks in semester exams.
  - Attendance.
  - Participation in Placement, Skill Development, Research, Extracurricular, Sports activities.
  - Emotional psychological behavior.
  - Mentor will maintain all above information related to students in Mentor mentee register.

**D.1.4.2 Mentor Mentee Meeting-**

- Mentor will conduct the mentor mentee meeting with their student every week on Saturdays between 3pm and 3.30pm and during whole week as needed.
- Mentor will discuss mentee attendance, TES, LES and problems if any.
- meetings are to be taken in a semester with remark written in every meeting.

**D.1.4.3 Weekly Attendance phone calling to parents –**

- Mentors will be given attendance of their students by every Friday.
- Mentor will counsel students with attendance less than 75%, will get their sign in the attendance sheet,
- Mentor will be calling parents every week and will discuss their ward's attendance and overall progress with them.
- If necessary, Mentor will ask the parents to come to college for discussion.
- Parents will be given mobile number of their ward's Student Mentor and can call or contact the student mentor regarding the progress of their ward.

**D.1.4.4 Attendance security–**

- Students with attendance less than 60% up to sessional exam have to pay an attendance security to appear in sessional exam. Security will be fully refundable if student achieves 60% attendance in next sessional exam but not in exams after that.
- Attendance security sheet should be kept in faculty SW file.

#### **D.1.4.5CT/Preuniversity marks phone calling to parents–**

- Mentors will be given CT marks rank sheet after every CT exam.
- Mentor will counsel students with poor marks, will get their sign in the rank sheet
- Mentor will call parents and will discuss their ward's marks and overall progress with them.
- If necessary, will ask the parents to come to college for discussion.

**D.1.4.6 Student Birthdays-** every student will be given a Birthday greeting card and a keychain/pen by his/her Student Mentor.

**D.1.4.7 Subject exit feedback-** to be taken from all students at end of semester.

**D.1.4.8 Attendance register-** to be maintained properly and to be submitted in department at end of semester with SW file.

## **E) ADMINISTRATION**

Director Administration will ensure proper working of following departments and will report to CEO BGI

### **E.1 Admission**

**Admission** Cell Incharge will see all the work related to admission of new students of first year and 2nd year lateral students like:

**E.1.1 Visitors** –planning proper attention to visitors, right from main road to campus visit.

**E.1.2 Counseling of the visitors** – Senior faculty should counsel the parents

**E.1.3 Admission file** – all admission related forms will be kept in it

**E.1.4 Admission data and its summary-** is to be emailed daily to concerned college and accounts

**E.1.5 Branch change-** is to be monitored

**E.1.6 Foundation Classes-** is to be done regularly. A DA is to made of the same by ASH HOD and is to be sent to Director Administration.

**E.1.7 Foundation EDA (Extracurricular and sports)-** is to be done every Saturday. A DA is to made of the same by CSC and CEC and is to be sent to Director Administration.

**E.1.8 New Admission Drop Outs** – at the start of classes, departments will send to Admission cell daily update of new student's data regarding fees deposit and class attendance to identify drop outs. Drop out student names will be forwarded to admission cell to council students who have dropped out and to give admission to students in waiting list.

### **E.2 Registration**

Registration Incharge BGI will ensure following work:

**E.2.1 By Registrar:**

**E.2.1.1 Enrollment-** All work regarding enrollment of new students will be done by Director/Registrar of concerned college.

**E.2.1.2 Student's File** – all data related to students will be kept in it, like Admission form, Registration form of every semester, ID card form, Attendance affidavit etc. Student file will be sent to ASH department after 1st semester. HOD ASH will send it to 2nd year departments after completion of 2<sup>nd</sup> semester.

**E.2.1.3 Document File** – all original documents of students will be kept in it in registrar office. Original documents will be returned by Registrar office on receiving No

dues form. Documents will be given from 5<sup>th</sup> semester onwards unless in special cases approved by Director Administration.

**E.2.1.4 Student College Email Ids** – Every student at the time of admission is given the college email id. All the notices and updates are sent to the students on their email id by the respective departments. Students have to check their email daily to get updated regularly.

**E.2.1.5 Student ID Cards** – ID cards of all new 1<sup>st</sup> year and 2<sup>nd</sup> year lateral students will be printed once which will be valid for all academic years. At the time of admission, student will fill the ID card form. Director office will send the ID card to the department for distribution. Duplicate ID card will be printed by paying Rs 50/.

**E.2.1.6 Student Input Quality** – Registrar office will compile PCM marks of the newly admitted students and give it to the ASH department to make progress report in Mentor mentee register and to have an idea of quality of students admitted.

**E.2.1.7 Induction Program** – Director will conduct the Induction program of new students.

**E.2.1.8 Parent Orientation Program of Newly Admitted Students** – Director will conduct the Orientation program of parents of newly admitted students, to be organized in the 1<sup>st</sup> PTM of the 1<sup>st</sup> semester.

**E.2.1.9 Internal Marks to be sent to University** – Department will give a final copy of internal marks to Director/Registrar. Director will monitor that all faculty have sent the internal marks to university/ board properly and have double checked it to avoid any mistake. Registrar will keep a record of all the marks sent to university/ board.

**E.2.1.10 Convocation and Degree Distribution** – Director/Registrar will conduct the convocation ceremony to be held in every even semester. Director office will keep a record of Degree distribution.

**E.2.1.11 Admission/Registration Analysis** – at the start of every session when the registration is completed, Registrar will prepare an admission analysis of that session compared to previous sessions. This analysis will show whether the number of new students is increasing or decreasing.

**E.2.2 By HOD:**

**E.2.2.1 Registration of Regular Students –**

- Department will email a notice to all students just after end of exams of previous semester regarding new semester registration dates, start of classes, fees deposit and mandatory attendance.
- Phone calling to be done to all parents minimum 1 week before start of classes regarding *registration date, fees deposit and mandatory attendance*.
- Registration of regular students other than 1<sup>st</sup> semester will be done at the start of every semester by respective departments. Students will take the registration form from the department, will get the stamp of accounts on it and will submit the form in the department. Account's stamp is a must on the registration form. Along with *registration form, attendance affidavit and anti-ragging affidavit* is to be signed & submitted by the student.
- Usually, following registration policy is to be followed–
  - Up to CT1 – No fine, all students allowed to sit in classes.
  - After CT1 – Late fees fine starts, student allowed to sit in classes.
  - After CT2 - fine continues, student not allowed to sit in classes.
- All 3 documents of each student -registration form, attendance affidavit, anti-

ragging affidavit are to be kept in student file.

**E.2.2.2 Students Not Registered** –HOD will keep a track of students not getting registered. Counselling will be done of passed students who are not getting registered up to CT1. A list of such students is to be given to Registration Incharge.

**E.2.2.3 Pending examination forms**- calling is to be done of students who have not filled examination form. A list of such students is to be given to Registration Incharge.

**E.2.2.4 Failed students**- failed students are motivated to take readmission or ex admission. A list of such students is to be given to Registration Incharge.

**E.2.2.5 WhatsApp group**- WhatsApp groups are to be made of every class: student group and parent group separately. Every student and parent are to be included in the group.

**E.2.2.6 Student Orientation Program at start of semester**- in second week of start of classes of new semester usually on Friday, orientation program of all year students to be organized separately of every year by every department explaining them in detail about every aspect of the coming year like:

- Academics, Student welfare, Registration, Fees, Infrastructure- by HOD
- Placement – by Placement coordinator
- Skill development activities- by SD coordinator
- Research activities- by research coordinator
- Examination rules – by exam coordinator
- Facilities available- by facility coordinator
- Discipline rules- by department proctor

**E.2.2.7 Parent Orientation Program at start of semester**- in second week of start of classes of new semester usually on Saturday, orientation program of all year parents to be organized by every department explaining them in detail about every aspect of the coming year like:

- Introduction and key points- Director
- Academics, Student welfare, Registration, Fees, Infrastructure- by HOD
- Placement – by Placement coordinator
- Skill development activities- by SD coordinator
- Research activities- by research coordinator
- Examination rules – by exam coordinator
- Facilities available- by facility coordinator
- Discipline rules- by department proctor

**E.2.2.8 BON VOYAGE (Farewell Party)**- will be organized by every department society for passing out students before Preuniversity exams of last semester.

**E.2.2.9 Enrollment Ratio** – when registration is complete, enrollment ratio is to be made as per NBA.

**E.2.2.10 Student File** – department will maintain a file of each student having all his/her records- Registration form, attendance affidavit of every semester etc.

**E.2.2.11 Issue and Record of Certificates** –

- Issue of certificates (Bonafide/ Character certificate for bank loan etc.) will be done by the HOD.
- All departments should maintain a list of all certificates issued to students by their department.

## E.3 Affiliations

Affiliation Incharge will ensure following work:

- E.3.1 UGC/AICTE/PCI/BCI/NCVT** – all work related to UGC/AICTE/PCI/NCVT will be observed/supervised by Director/Principal. All notices and circular from UGC/AICTE/ PCI/ NCVT will be marked and followed by Director/Principal.
- E.3.2 AKTU/DDU/BTE/SMF/SCVT** – all work related to AKTU/DDU/BTE/SMF/SCVT will be observed/supervised by Director/Principal. All notices and circular from AKTU/DDU/ BTE/SMF/SCVT will be marked and followed by Director/Principal.

## E.4 Accreditation/Quality Control

Chief Accreditation coordinator will explain, guide and monitor College Directors and their HOD regarding all work related to NBA/NAAC accreditation and quality control of their college or department.

## E.5 Future

Future Incharge will take care of all the matters related to the following:

- E.5.1 Land Purchase** – will do all work related to purchase of surrounding land for Institute expansion.
- E.5.2 Affiliations** – will monitor work of all colleges regarding all work related to their affiliating bodies like UGC/AICTE/PCI/NCVT and AKTU/DDU/BTE/SMF/SCVT etc.
- E.5.3 New Courses** – will do all work related to approval of new courses like –
- All requisite paperwork.
  - Coordination with PRO regarding liaising with concerned government departments.
  - Coordination with Director Infrastructure regarding development of requisite infrastructure.

## E.6 Public Relations

### E.6.1 SK Loan:

- SK Loan file - Students who are given SK loan are to be asked to fill SK loan form and deposit all relevant documents
- Master sheet- is to be updated regularly.
- SK loan summary-is to be made. Number of students in summary should match with account data.

### E.6.2 Public Relations officer ensures liaise with the following:

- Media
- Affiliating bodies – UGC, AICTE, PCI, BCI, NCVT and AKTU, DDU, BTE, SMF, SCVT etc.
- Revenue – Samaj Kalyan Department, Bank
- Administration - Police, Administration, Politicians
- Staff – EPF, ESI, Labor Department, Employment Department
- Land – GIDA, yearly lease rent and maintenance to be deposited on time
- Building – GIDA, Electricity department, Fire department (will get regular fire renewal done every year)

### E.6.3 Visitors – take care of all the visitors in the institute

**E.6.4 Railway Concession Forms** – to be provided to students whenever needed.

**E.6.5 Reception** will be under PRO.

## **F) FINANCE**

Director Finance will ensure proper working of following departments and will report to CEO BGI.

### **F.1 Revenue (By HOD)**

**F.1.1 Fees** – HOD will ensure that students deposit their fees within time and will take necessary action against students with pending fees. Director Finance will regularly provide list of students with pending fees.

**F.1.2 Samaj Kalyan Dues** –HOD will ensure that students deposit their Samaj Kalyan dues within time and will take necessary action against students with pending dues. PRO will regularly provide list of students with pending dues.

**F.1.3 Hostel and bus dues**-HOD will ensure that students deposit their hostel dues within time and will take necessary action against students with pending dues. Director Finance will regularly provide list of students with pending dues.

**F.1.4 SK form not filled**- will call students to get it filled. PRO will regularly provide list of students who have not filled SK form.

**F.1.5 Phone calling**- to be done for all revenue dues (Fees, hostel, bus, SK loan, SK form) before every CT/Preuniversity exam.

### **F.2 Accounts**

**F.2.1 Salary Sheet** – After receiving *LWP sheet, New staff list, left staff list, salary changes list, hold salary list* of all employees from HR department, Director Finance will get salary sheet prepared and will disburse salary to all employees after approval from CEO BGI. All queries regarding LWP and salary release are to be made to Director HR and all queries regarding salary calculation are to be made to Director Finance.

**F.2.2 Fees Notice** – before the start of session Director Finance will finalize fees structure with all Directors. All Directors will send notice of fees structure to all their students well in advance.

**F.2.3 Pending Fees** – Director Finance will ensure that fees is deposited by all the students in time and will regularly send departments list of students with pending fees.

**F.2.4 Late fees fine**- Rs 100/day will be charges as late fees fine after CT1.

**F.2.5 Fees Installment** – Director Finance will keep track of date of fees installment given to students and will cancel the registration of defaulter students.

**F.2.6 Payments** – all cash payments of more than Rs 10,000/- are to be made only after approval of CEO BGI.

**F.2.7 Imprest amount**- to be given to all Directors for regular small expenses. Next installment is to be given after receiving justified expenses and bills of previous amount.

**F.2.8 Advance:** All applications regarding advance is to be sent to Director Finance. Staff can be given maximum advance as follows –

- Advance of maximum  $\frac{1}{2}$  the salary after 30<sup>th</sup> of every month. Advance to be deducted from the salary. It can be availed three times in a year.

- Advance of maximum full salary. Advance to be deducted in 3 installments (1/3 salary every month for 3 months). It can be availed once in a year. To be given to staff with more than 2 years of service.
- No new advance will be given until old advance is adjusted completely in the salary

### F.3 Purchase

- F.3.1 Indent** – Purchase department ensures that all the indents given from the Central Store are purchased within time. A summary of pending Indent is to be emailed to Director Finance every Monday.
- F.3.2** Director Finance will have the power to sanction purchase of items below Rs. 10,000/- from market. For items above Rs. 10,000/- quotation should be invited by Director Finance and sanction of the CEO BGI is to be taken before purchase.
- F.3.3** Purchase In-charge will purchase the items on cash/bill basis and send it to Central Store for proceedings of payments as per institute procedures.
- F.3.4 Purchase Order-** is to be sent to accounts within 1 day of ordering purchase of any material. A summary of Purchase order is to be emailed to Director Finance every Monday.
- F.3.5 Bill** – is to be sent to accounts by Store officer if it comes with the material. If bill is not received along with the material, purchase in charge should get it from the vendor and give to accounts department.

### F.4 Store

Store Incharge will ensure the following regarding –

- F.4.1 Issue of Items –**
- Any department in need of any item must give the requisition to Central Store.
  - Items will be issued only after receiving proper requisition slip signed by the concerned HOD and Director after approval by Director Finance.
  - Items will be issued only if details of previous items issued are properly maintained in the stock register.
  - HOD will ensure that the item issued on his/her recommendation should not be misused.
- F.4.2 Indent –**
- Any college in need of any item must send the requisition to Central Store atleast one week before the date of requirement. Requisition at the last moment will not be entertained.
  - Indent will be made by the central store if item is not available in central store and will be given to purchase department.
  - All indents are to be approved by the Director Finance.
  - A summary of pending requisition is to be emailed to Director Finance every Monday.
- F.4.3 College/Department Stores –** Director Finance will monitor all colleges' stores and departmental stores regularly.
- F.4.4 Inspection Report –** of every item received in the central/stationery store, central store will get an Inspection report made from the competent authority. If inspection report says that the item is not up to the mark, then the item will be returned to the purchase department.
- F.4.5 Gate Pass, Inspection Report, Incoming Voucher –**

- Store will send the Gate Pass, Inspection report, Incoming voucher of every item received to accounts department within 2 days of receiving material.
  - Bill if received is to be sent along with it.
  - Gate pass must be made only at time of incoming of material. Inspection report should be made within 1 day of receiving item.
- F.4.6 Stock Registers –**
- Store Incharge will update stock registers list regularly.
  - Director Finance will ensure that stock registers of all colleges and their departments are maintained properly and are updated regularly and will randomly verify the physical stock from the stock register.
- F.4.7 Audit and Physical Verification of Store of all Colleges and Departments–** will be done once in a year of all colleges central and departmental stores in the month of June/July by a committee made by Director Finance. Director Finance will randomly verify the physical stock in central store and college/departmental stores during the semester.
- F.4.8 Audit and Physical Verification of Central Store–** will be done once in a year in the month of June/July by a committee made by Director Finance.
- F.4.9 Bulk Purchase before the start of semester –** at the start of new session, all the items which are used regularly like Stationery (tutorial copies, lab copies, lab files, attendance registers, all stationary requirements of all departments, Certificates), Mementos, maintenance items, dress requirements are to be purchased/printed in bulk so as to enable to get at reasonable price and *to be made available before start of classes*.
- F.4.10 Items to be printed-** design and text of all items to be printed to be updated as needed every year in June before start of new session.
- F.4.11 Items Received and Issued –** list is to be emailed to Director Finance daily.

## F.5 Buddha Consultancy Services (BCS)

Head BCS will try to do maximum utilization of college infrastructure to generate extra revenue for e.g., online exams in CSE/IT department, lab testing in civil department etc.

## G) PLACEMENT

### G.1 By Director Placement:

**G.1.1 Weekly Meetings-** Every Wednesday at 2pm, placement committee meeting is to be held and as per need.

#### G.1.1.1 Meeting with Students –

- Placement committee will meet student Placement coordinators once a month (1<sup>st</sup> Wednesday of the month)

#### G.1.1.2 Entrepreneur (Startup cell)–

- *Saturday events-* will organize events every Saturday for all students related to Entrepreneurship, Startup, career guidance, soft skills, resume building, grooming, personal interviews, IAS preparation etc. Following to be made-
  - Lesson plan
  - Student President and Secretary to be made at start of semester
  - Every event- Attendance, Feedback, Summary, 4 pictures

- Class test- question paper, rank sheet, e-certificate (two test to be taken in semester based on which e-certificate to be issued. Test can be online or offline to be decided by club faculty coordinator)
- *Techbuddy*- will promote development of research labs in various schools in and around Gorakhpur.
- *Will apply for funds*- of all research ideas received from Innovation cell in various fund related government and private organizations related to:
  - Technology transfer
  - Building a prototype
  - Startup

**G.1.2 By college Head Placement/Department Placement coordinator:**

**G.1.2.1 Recruitment partners:**

**G.1.2.2 On campus companies**-maintain list of companies in which placement has been done through Placement cell

**G.1.2.3 Off campus companies**- maintain list of companies in which students have got placed by their own efforts.

**G.1.2.4 2<sup>nd</sup> job onwards companies**- maintain list of companies in which students have switched after 1<sup>st</sup> placement and which are not in on and off campus list.

**G.1.2.5 Potential companies**- maintain list of companies in which students have yet not been placed.

**G.1.2.6 Companies visit:**

- Regular visits to companies locally.
- Outstation visit once in a semester.
- Liaise – phone calling, emails, SMS, social media, E-greetings on all occasions.

**G.1.2.7 On and off Campus Placement Drive** – ensures:

- Students' preparation – timely information, proper CV, dress etc.
- Transport – of companies for on campus placement and students for off campus placement
- Accommodation - of companies for on campus placement and students for off campus placement
- Food - of companies for on campus placement

**G.1.2.8 Placement opportunities**- department placement coordinators will motivate students to apply in all opportunities provided by the Placement cell and will keep a track of it.

**G.1.2.9 Offer letters**- will keep a record of all offer letters

**G.1.2.10 MOUs**- effort to be made to have maximum MOUs with industries regarding training and placement.

**G.1.2.11 Employers feedback**- will take feedback regularly from all employers.

**G.1.2.12 Guest Lectures** – for grooming of students, professionals/experts are invited from industry regularly to give students an idea about current trend in the industry so as to equip the students with required skills/knowledge etc. Minimum one lecture is to be organized by every department in every semester.

**G.1.2.13 Placement tips seminar**- to be planned in even semester by final year students for prefinal year students.

**G.1.2.14 Mock Placement**-

- To be organized regularly for final year students having technical test, quant and aptitude, group discussion, personal interview etc.
  - 2 classes to be kept every week in final year timetable.
  - To be taken by department faculty Placement coordinators.
  - Lesson plan is to be made.
  - Test marks rank sheet to be sent to students.
- G.1.2.15 Mela-** Mela to be organized around Diwali and Holi festival related to their department for e.g.:
- Mechanical department- automobile mela
  - EC, Electrical department- electronics mela
  - CS, BCA- apps and computers mela
  - Pharma- medical camp
  - Economics, Commerce and management- investment, Loan mela
- G.1.2.16 Conclave/Summit-** to be organized once a year related to their department like:
- Civil department- builders, engineers, architects, construction material supplier's conclave (BEAM)
  - Hotel Management- Hotel, restaurant, tourism industry conclave (FIESTA)
  - MBA/BBA/BCA- BIMFEST
  - Pharma companies' conclave
- G.1.2.17 Industrial Visits** – industrial visits should be planned for all year students except 1<sup>st</sup> year of all departments at least once in a semester.
- G.1.2.18 Summer Training** –
- Ensures that every prefinal year student gets reputed organization for summer training. The request applications to the companies for the training of 3rd year students are to be sent well in advance.
  - Proper summer training evaluation is to be done.
- G.1.2.19 RENDEZVOUS** – Academia Corporate Interaction to be done every year usually in the month of December/January.
- G.1.3 Improvement** –
- G.1.3.1 Current and Improved Placement details** –proper record is to be updated and emailed to Director Placement regularly and a copy to all staff and departments.
- G.1.3.2 Current and Improved Higher Studies**– proper record is to be updated and emailed to Director Placement regularly and a copy to all staff and departments.
- G.1.3.3 Current and Improved Entrepreneur details** – proper record is to be updated and emailed to Director Placement regularly and a copy to all staff and departments.
- G.1.4 Alumni** -
- G.1.4.1 Alumni Association** –
- Will be made college wise and will consist of two alumni from each department as its President and Secretary.
  - Registration of Association is to be done.
  - Alumni WhatsApp group is to be updated batch wise. Final year student group name is to be changed to alumni group after they pass out.
- G.1.4.2 Alumni Details**– proper record of all alumni regarding their job profile, email, mobile no and address is to be kept and regularly updated.
- G.1.4.3 Lectures by Alumni**- Alumni are to be invited to take lectures minimum once in a semester by every department.
- G.1.4.4 Alumni Feedback**- feedback is to be taken from every Alumni.

**G.1.4.5 Alumni Meet** - will ensure that their maximum alumni attend Alumni meet every year held usually on Saturday just before Deepawali holidays.

## **H) SKILL DEVELOPMENT**

### **H.1 By Director SD:**

**H.1.1 Weekly faculty Meetings-** Every Tuesday at 2pm, SD committee meeting is to be held and as per need.

**H.1.1.1 Meeting with Students** –SD committee will meet SD student coordinators once a month (1<sup>st</sup> Tuesday of the month)

#### **H.1.1.2 Why Me club-**

- Director SD will organize an event related to soft skills every Saturday; event will be open for all students.
- Will promote English speaking and vocabulary enhancement among the students (English Chaupal).
- New 'Word of the Day' will be written with meaning on a board in the reception every day.
- Following to be made-
  - Lesson plan
  - Student President and Secretary to be made at start of semester
  - Every event- Attendance, Feedback, Summary, 4 pictures
  - Class test- question paper, rank sheet, e-certificate (two test to be taken in semester based on which e-certificate to be issued. Test can be online or offline to be decided by club faculty coordinator)

#### **H.1.1.3 Aptitude and Reasoning Club-**

- Director SD will organize an event related to Aptitude and Reasoning every Saturday; event will be open for all students.
- Following to be made-
  - Lesson plan
  - Student President and Secretary to be made at start of semester
  - Every event- Attendance, Feedback, Summary, 4 pictures
  - Class test- question paper, rank sheet, e-certificate (two test to be taken in semester based on which e-certificate to be issued. Test can be online or offline to be decided by club faculty coordinator)

**H.1.1.4 Skill development activities timetable-** Make timetable of PPC faculty, Techedge, HEC along with Director Academics.

**H.1.1.5 Saturday EDA schedule-** to be sent to publicity office by Thursday every week to be circulated to all students.

### **H.1.2 By college Head SD/Department SD coordinator:**

**H.1.2.1 TECHEDGE** – other than curriculum, students are to be taught latest technologies as per recommendation of the Placement department.

- TechEdge classes are to be conducted from 2<sup>nd</sup> year to final year.
- Lesson plan is to be made before the start of semester. Lesson plan is to be made as per certificate exam of reputed agencies.
- Online courses can be conducted with good vendors.
- Class test to be taken during academic class test:
  - Exam paper is to be submitted to Registrar one week before exam.

- Rank sheet to be emailed to all students.
- Feedback from students, Summary, 4 pictures to be submitted at the end of Techedge classes.

#### **H.1.1.2 Higher Education Cell –**

- Competitive exam preparation classes– prefinal and final year students should be prepared technically for GATE/IES/GPAC/JE TECH exams by the college faculty teaching that particular subject.
- Lesson plan is to be made before the start of semester.
- SD coordinator will organize regular events and guest lectures to motivate students to go for higher studies.
- List of students enrolled in higher education is to be maintained.
- Class test to be taken during academic class test:
  - Exam paper is to be submitted to Registrar one week before exam.
  - Rank sheet to be emailed to all students.
- Feedback from students, Summary, 4 pictures to be submitted at the end of HEC classes.

#### **H.1.1.3 Placement preparation classes (PPC) –**Nontechnical training in English, professional communication, quant and aptitude will be given to all year students under PPC program.

- A lesson plan is to be made of PPC before start of semester.
- Class test to be taken during academic class test:
  - Exam paper is to be submitted to Registrar one week before exam.
  - Rank sheet to be emailed to all students.
- Feedback from students, Summary, 4 pictures to be submitted at the end of PPC classes.

#### **H.1.1.4 Communication Skill Enhancement Program (CSEP) –** a topic among the subjects taught is to be presented by every student in front of the class. One class of CSEP is to be kept every week in timetable.

- Topic allotment sheet is to be prepared at the start of semester.
- Summary, 4 pictures to be submitted at the end of PPC classes.

#### **H.1.1.5 SD clubs-** every department society will have clubs based on latest technologies and will have activities in it every Saturday and as needed. Following to be made-

- Lesson plan
- Student President and Secretary to be made at start of semester
- Every event- Attendance, Feedback, Summary, 4 pictures
- Class test- question paper, rank sheet, e-certificate (two test to be taken in semester based on which e-certificate to be issued. Test can be online or offline to be decided by club faculty coordinator)

#### **H.1.1.6 GYANDEEP Summer Training Program –**

- During every summer vacation, training programs is to be organized for students who haven't got opportunity for outcampus summer training in good organization. It's better to give quality in-house training to these prefinal year students instead of substandard quality training outside. Efforts should be made to attract students from other colleges for the summer training.
- Trainer selection to be done 1 month before start of Gyandeeep.
- All faculty of the department have to attend the training program

- Gyandeeep DA is to be emailed to Director SD daily by department SD coordinator during its conduction.
  - Feedback from students, summary, 4 pics is to be taken at the end of Gyandeeep classes.
- H.1.2.7 TECH-WIZARD (Annual Technical Fest):** will be organized along with in Buddha Spring and Winter Festival in every semester. Proper planning and conduction are to be done:
- Event details- date, events list, venue, faculty coordinators, student coordinators, mobile number
  - Invitation to chief guest
  - Publicity in other colleges
  - Student motivation and registration
  - Evaluation sheet
  - Purchase and printing of Trophy and other materials required, printing of certificates
- H.1.2.8 Workshop –**
- One major technical workshop is to be planned in every semester based on latest technology.
  - Trainer and date should be decided at start of semester.
  - Every student of the department to be motivated to participate.
  - Brochure is to be circulated in other colleges also for participation from other colleges.
  - Attendance, summary, 4 pics, student feedback to be taken.
- H.1.2.9 Professional Membership (student chapter) –**
- Every department should open a student chapter and get their student enrolled in membership of renowned professional societies and organize events under these societies.
  - Student President and Secretary to be made at start of semester
  - Renewal is to be monitored.
- H.1.2.10 Out Campus technical competition participation –**
- Students are to be encouraged to participate in outcampus technical competition of reputed colleges.
  - Winners to be rewarded by the college in terms of reimbursement of registration fees, travel, cash prize.
- H.1.2.11 Departmental Society's Student Elections –** every department will have a society which will be responsible for all the events of the department. Elections will be held for the President and Secretary of all department societies in even semester before the Spring festival. New office bearers will take charge from the previous office bearers in Change of Guard ceremony.
- President to be from prefinal year, will continue to be president in final year.
  - Secretary to be from 4th sem., will continue to be secretary in 5th sem.
- H.1.2.12 SD GP Marks-** department SD coordinator will prepare GP marks of SD to be added in final GP marks.

## I) RESEARCH

### I.1 By Director Research:

**I.1.1 Weekly Meetings-** Every Friday at 2pm, Research committee meeting is to be held and as per need.

**I.1.1.1 Meeting with Students –**

- Research committee will meet student research coordinators once a month (1<sup>st</sup> Friday of the month)

**I.1.1.2 Innovation club-**

- Research cell will organize an event related to innovation and research every Saturday; event will be open for all students.
- Following to be made-
  - Lesson plan
  - Student President and Secretary to be made at start of semester
  - Every event- Attendance, Feedback, Summary, 4 pictures
  - Class test- question paper, rank sheet, e-certificate (two test to be taken in semester based on which e-certificate to be issued. Test can be online or offline to be decided by club faculty coordinator).

**I.1.1.3 Buddha Museum -** All good models/prototypes prepared in the institute are to be displayed and maintained in the Buddha Museum.

**I.1.2 By college Head Research/Department research coordinator:**

**I.1.2.1 Project Orientation Program-** to be held along with department orientation program of 2<sup>nd</sup> year, and 3<sup>rd</sup> and 4<sup>th</sup> year orientation program. Before allotting projects, department to give a brief idea to students of various fields for selecting the project ideas. Every faculty will give a presentation about their specialization.

**I.1.2.2 Project allotment-**

- Students are to be given mini projects from 3<sup>rd</sup> semester onwards. Preferably students are asked to choose similar topic for mini project, seminar leading to their major project.
- List of previous year projects to be sent to students to avoid repetition and to encourage students to enhance previous good work.
- Students are free to choose any guide of their choice. Faculty to stop accepting project as guide when there required number of projects to be guided as decided by department is completed.
- Faculty to accept project based on their specialization.
- Project topic should be chosen which can be applied practically in real world.
- Not more than four students are to be kept in one project group.

**I.1.2.3 Project timeline-**

- Project work timeline to be finalized at the start of the new semester and to be emailed to all students before the start of classes:
  1. Project batch and guide allotment
  2. Project title finalization
  3. Synopsis submission
  4. First review
  5. Second review
  6. Final demonstration in front of Central Research Committee
  7. Final project submission
  8. Project internal marks announcement

- Major project work of 4<sup>th</sup> year should be completed by the end of seventh semester.
- I.1.2.4 Project Assessment**-Project marks will be allotted by an expert panel consisting of HOD, Department Research Coordinator and Project Guide.
- I.1.2.5 TECH-YUVA (Incampus project Competition)** – a model/ project competition is to be organized in every year in Buddha winter festival in which students of all years will display their models/projects.
- I.1.2.6 Project Participation (out campus)-**
- Students are encouraged to participate in various reputed model/project competitions.
  - Project guide will go along with students whose model is selected.
  - It is compulsory for all faculty to submit in every good competition at least one project from among all student projects they are guiding.
- I.1.2.7 Paper Publications (out campus) –**
- it is compulsory for all final year students to get their paper of the project allotted to them published.
  - It is compulsory for all faculty to publish at least one paper in a semester in indexed journal from among all student projects they are guiding.
- I.1.2.8 College Journal** – It is compulsory for all faculty to submit at least one paper in a semester in college journal from among all student projects they are guiding.
- I.1.2.9 National conference proceedings (paper publication in campus)-** all projects which are not selected in out-campus publications and college journal, will be published in National conference proceedings organized by the institute.
- I.1.2.10 Out-campus Paper Presentations –**
- All students to be encouraged to present the papers of the projects that are allotted to them in reputed conferences. Registration fees and half of the railway travelling fare will be reimbursed.
  - It is compulsory for all faculty to present at least one paper in a semester in reputed conferences among all projects they are guiding along with students.
- I.1.2.11 International/National Conference in collaboration with external organization–** will try to organize conferences in association with reputed external organizations like IEEE etc.
- I.1.2.12 National Conference** – will be organized once in a year in every even semester in Buddha spring festival. Following to be prepared:
- Brochure
  - Guest speakers
  - Every student to present paper
  - Scientific program
  - Memento and certificate printing
  - Best paper result
  - Summary with pics
- I.1.2.13 Invention Centre/Research Lab/Centre of Excellence–** minimum one research lab/COE is to be established in every department and updated every year with the latest technology.

- I.1.2.14 Companies' in campus Labs-** will invite companies to start their live project labs
- I.1.2.15 Product Development** (innovate, incubate and startup):
- Innovation cell- will motivate students to develop new ideas
  - Incubation cell- will provide guidance and all infrastructure needed for product development
  - Startup cell
- I.1.2.16 Research Grants and Schemes** (of AICTE/DST/MHRD/AKTU/TEQIP etc.) – every department will try to get at least one sponsored scheme in every semester.
- I.1.2.17 Patents-** every department will try to apply for minimum one patent in every semester.
- I.1.2.18 Research GP Marks-** department research coordinator will prepare GP mark sheet of research and will send HOD.
- I.1.2.19 Project keeping-** All the projects made by the students of the final year to be kept in department library (1 copy) and central library (1 copy).

## J) EXAMINATION

Director Examination BGI will ensure the following in every college and department:

### J.1 **CT/Preuniversity examination:**

**J.1.1 Common Timetable** – Registrar will send timetable of examination of common subjects to all departments before CT/Preuniversity exams. Also include exam of Techedge, PPC, HEC classes in common timetable.

**J.1.1.1 Exam timetable-** to be made two weeks before exam and sent to students

**J.1.1.2 Exam papers in prescribed format-** moderated with moderation report sent by department exam coordinator to Registrar five days before start of exam.

**J.1.1.3 Scheduled and conducted duty list**

**J.1.1.4 Seating plan**

**J.1.1.5 Reporting sheet**

**J.1.1.6 Copy collection sheet**

**J.1.1.7 Shift wise attendance sheet**

**J.1.1.8 Class attendance sheet**

**J.1.1.9 Students' attendance summary-** summary is to be made after the exams and to be submitted to Director Examination.

**J.1.1.10 Exam rules:**

- Department will ensure that all faculty irrespective of authority & seniority are given equal duty hours. Only Director is exempted from exam duty.
- Will send answer sheet copies requisition to stationary store well in advance
- Question paper setting- is to be as per NBA and Bloom's taxonomy to be followed.
- Every faculty should ensure that their Conducted duties are equal to Scheduled duties at the end of exam.
- No leaves will be granted to any faculty or staff during the examination period whatever may be the reason. Staff found absent during examination period without prior permission from the Department exam coordinator will be given 2 LWP for one absent. A list of such staff is to be sent to Director Examination to be sent to Director HR.

- Improvement Test- can be given to genuine student who is unable to give CT/Preuniversity exam.
- J.1.2 Lab test:**
- Department exam coordinator will conduct the lab test and will communicate with Director/Registrar regarding all matters related to lab examinations.
- J.1.2.1 University Theory exam:**
- Registrar will be the Central Superintendent of university exams and will form examination cell which will do all work related to university/board exams.
- J.1.2.2 Examination Forms-** department will ensure that all students have submitted university examination form correctly and within time.
- J.1.2.3 University Admit Card Distribution –** Director will give admit cards of all students to departments. Departments will give admit cards to registered students with attendance equal or more than 60% and will hold admit cards of students with attendance less than 60% and with due fees.
- J.1.2.4 Semester Result Analysis and Result Graph:** Department will prepare result analysis and results graph of every semester as soon as University/Board result is announced.
- J.1.2.5 List of Toppers-** to be maintained of every semester/year.
- J.1.2.6 List of subject toppers-** to be maintained of every semester/year.
- J.1.2.7 List of Honors-** to be maintained of every semester/year.
- J.1.2.8 Success rate without backlog in any semester/year of study-** to be maintained of every semester/year.
- J.1.2.9 Success rate with backlog in stipulated period of study-** to be maintained of every semester/year.
- J.1.2.10 Academic performance in third year-** to be maintained of every semester/year.
- J.1.2.11 Academic performance in second year-** to be maintained of every semester/year.
- J.1.2.12 Academic performance in first year-** to be maintained of every semester/year.
- J.1.2.13 Student's Marks Record:** Department will keep record of university/board marks of students throughout the course.
- J.1.2.14 University lab exam:** to be conducted by department exam coordinator.

## (K) FACILITIES

Facilities officer will ensure proper working of following departments and will report to CEO BGI.

### K.1 Hostel

- K.1.1 Student Hostel committee-** is to be made at start of semester by FCO and Hostel wardens consisting of 2 student representatives from each floor irrespective of college and branch and year.
- K.1.2 Hostel committee meeting –** will be held every Saturday.
- K.1.3 Hostel Room Allotment –**
- Any student who wants to stay in hostel should get the hostel fees deposited in accounts section and will get the account stamp on hostel form. Hostel form will be provided by the accounts to student.

- After seeing the account stamp, boys'/girls' warden will get the *Hostel form, Guardianship form, Dues form, Attendance affidavit* filled from the student, will issue a *hostel pass* and will allot the room.
  - Hostel allotment summary is to be sent to FCO every Saturday.
- K.1.4 Pending hostel fees-**
- Hostel fees is to be submitted at start of classes in two installments in odd and even semester.
  - Those students who does not submit hostel fees will be fined Rs 100/day after CT1 exam.
  - Pending hostel fees students list is to be taken from account every week and phone calling done to parents and reminder given to students.
- K.1.5 Student leaving hostel-** dues form to be properly verified physically and if there is any damage, its amount to be sent to account. Account will collect it along with fees.
- K.1.6 Student Hostel Attendance** – student's attendance is to be taken daily in attendance register. Every student leave is to be confirmed from the parents.
- K.1.7 Student Academic Attendance** – hostel warden will weekly monitor student's academic attendance. Department facility coordinator will send hostellers attendance to warden every week. An affidavit will be signed by the student that if his/her attendance is less than 75%, he/she will be expelled from the hostel
- K.1.8 Student Problems** – Hostel warden will resolve the problems if any and maintain a register and will show it to the FCO regularly.
- K.1.9 Student Leaves-** all student leave applications are to be kept in a file and student leave is to be cross checked with the parent.
- K.1.10 Hostel Maintenance-** Warden will coordinate with Maintenance Incharge for all issues related to maintenance.
- K.1.11 Hostel allotment during Gyandeeep-** hostel will be allotted after seeing hostel permission slip from Director SD.
- K.1.12 Hostel Discipline –**
- **Student Yellow Rule Book** - Warden will ensure that proper discipline is maintained in the hostel. Warden will ensure that students follow all hostel rules as given in student Yellow Rule Book.
  - **No Stay in Hostel During Classes** – Warden will ensure that no students stay in hostel when the classes are going on except students with genuine reasons having proper application approved by the HOD or department facility coordinator.
- K.1.13 Girls Hostel Timings–** Summers (1st March to 31st October) – 6am to 7pm (girls hostel campus)/ 8 pm (girls hostel building); Winters (1st November to 28th Feb) – 6 am to 6 pm (girls hostel campus) / 7 pm (girls hostel building).
- K.1.14 Hostel EDA** – Every Sunday, from 4pm there will be a hostel EDA. A mic to be kept for the same.
- K.1.15 Hostel round-** FCO will take full round of boys and girls hostel with warden and caretaker minimum once in a week.
- K.1.16 Hostel Facilities –**
- **Gym** - Chief Sports Coordinator will ensure proper maintenance of gym.

- **Newspapers-** newspapers, both English and Hindi will be provided daily in the common room at both boys' and girls' hostel.
- **TV with Dish Connection** - will be provided and maintained in the common room in both boys and girls hostel.
- **Washing machine-** to be maintained in proper working condition.

## K.2 Mess

- K.2.1 Mess Menu** – will be decided by FCO and Warden at the start of every semester and will be displayed in mess.
- K.2.2 Mess Food Quality** – FCO and Warden will ensure that:
- Raw Material – quality is maintained and quantity is adequate.
  - Cooked Food – quality is maintained and quantity is adequate.
- K.2.3 Purchase of Mess Items** – FCO and Warden will ensure that all items purchased for the mess are of good quality:
- Mess utensils
  - Raw material
- K.2.4 Mess Maintenance-** FCO and Warden will ensure that mess dining hall and kitchen are properly maintained, regular cleaning is done.
- K.2.5 Mess Staff** – FCO and Warden will ensure that adequate staff are hired in the mess and will monitor their working.
- K.2.6 Mess Discipline** – FCO and Warden will ensure that proper discipline is maintained in the mess. Mess in-charge will ensure that students follow all mess rules as given in student Yellow Rule Book.
- K.2.7 Mess round-** FCO will take full round of boys and girls mess with warden and Director BIHM minimum once in a week.

## K.3 Bus

- K.3.1 Bus Allotment** –
- Any student who wants to use bus facility should get the bus fees deposited
  - in accounts section and will get the account stamp on bus form. Bus form
  - will be provided by the accounts to student.
  - After seeing the account stamp, bus incharge will get the *Bus form*,
  - *Guardianship form* filled from the student, will issue a *bus pass* and will allot
  - the bus.
  - Bus allotment summary is to be sent to FCO every Saturday.
- K.3.2 Bus Pass**– ensures that every student in the bus carries the valid bus pass. If any bus coordinator finds any student using bus facility without having a valid bus pass, he/she will be charged full bus fees for the whole year plus a fine of Rs 500/- and then issue a valid bus pass.
- K.3.3 Bus Timings**– ensures that bus drivers follow proper bus timings while coming to and going out of the institute. Any change in the timings will only be intimated by the Bus In charge after getting due approval by the FCO.
- K.3.4 Bus Maintenance**– ensures that buses are properly cleaned and maintained in good condition.

**K.3.5 Bus Advertisement** – will ensure that buses are properly painted and college name and Logo is written properly on the buses.

**K.3.6 Bus Discipline** – ensures that proper discipline is maintained in the bus while commuting.

## **K.4 Library**

**K.4.1 New Books and Journals** –

- Before start of new session, Librarian will get requirement of new books and journals from every department.
- FCO and Librarian will finalize books and journals list and will send its requisition in store.
- Faculty recommended books (in Lesson Plan) are to be purchased by the students and all reference books are to be made available in the library.

**K.4.2 Library Catalogue** – a catalogue of all books and projects in the library is to be updated at the start of the semester and to be emailed to all students and faculty. A hard copy is to be kept in the library for students.

**K.4.3 Physical Stock audit** – after end of classes in every semester, physical stock verification will be done of all the books by a team decided by Director Finance. Team will prepare list of books not returned, lost, damaged, outdated and will give it to Director Finance.

**K.4.5 Library Software** – Librarian ensures proper functioning of the library software.

**K.4.6 Projects** – All projects of 4<sup>th</sup> year students will be kept centrally in the library.

**K.4.7 Publications** – 5 copies of all publications will be kept in the library.

**K.4.8 Library Rules and Regulations** – Librarian ensures that students follow all Library rules and regulations as given in student Yellow Rule Book.

**K.4.9 Student Dues** – students who have not returned books at the end of semester or having any other dues, their names and amount will be given to account office to take their dues with their fees.

**K.4.10 Library Card** – will be valid for all academic years.

**K.4.11 Late book submission fine**- library will charge Rs 5/day on late book submission. Library will send fine slip to accounts to be charged from the student.

**K.4.12 Department Library** - Department library to have adequate:

- Books
- Journals

**K.4.13 Photocopy and printing facility** -to be maintained in the library.

**K.4.14 Reference section** -will contain 2 copies of each reference book

**K.4.15 Book donation**- college faculty, alumni, students, outside people to be encouraged to donate books in library. An appreciation certificate to be given.

**K.4.16 Digital Library** –every college website to have:

- Previous year question papers of university/board
- Syllabus
- Lesson Plan
- PowerPoint presentations of all faculty

- Video lectures of all faculty

**K.4.17 Yearly Report-** before the start of every session library to make data as per NBA:

- Total number of titles and volumes
- Titles and volumes added last year
- Details of library expenditure last year
- Details of journal subscription
- Details of digital library

**K.4.18 Library Timing** – 9:00 AM to 5:00 PM.

## **K.5 Extra-curricular**

**K.5.1 By FCO/CEC:**

**K.5.1.1 Faculty Extracurricular committee meeting-**will be held once a month usually on first Thursday of the month and as per need.

**K.5.1.2 Student Extracurricular committee-** is to be made at start of semester by FCO and CEC consisting of President and Secretary of 7 extracurricular clubs (Crazy Moves dance club, Dhun music club, Voice of Buddha singing club, Mona Lisa painting club, Bhartendu writing club, Vivekananda orator club, Mukhauta drama club) and 1 hobby club (Pixel club).

**K.5.1.3 Student Extracurricular committee meeting** - is taken on first Tuesday of the month and as needed.

**K.5.1.4 Saturday EDA schedule-** to be sent to publicity office by Thursday every week to be circulated to all students.

**K.5.2 By extracurricular coordinators:**

**K.5.2.1 Saturday EDA Activities (EDA- Extended Day Activities) –**

- Every club will be conducting their Saturday EDA events between 1.30PM to 3.30PM and will prepare students for in campus major events and out campus competitions After five days of rigorous studies, students are encouraged to participate in extracurricular activities to create a balance between studies and other activities.
- EDA schedule for the semester will be prepared by every club and will be emailed by CEC to all students and staff.
- First three Saturdays of the month usually should have practice and last Saturday of the month should have competition.
- Euphony band to perform in stage during EDA.

**K.5.2.2 Outcampus participation-** talented students (winner in Saturday EDA competitions) are encouraged to participate in good Outcampus competitions.

**K.5.2.3 Incampus participation-** talented students (winner in Saturday EDA competitions) are encouraged to participate in incampus events like Horizon and Dyuti.

**K.5.2.4 Club Magazines-**

- **Painting Club** - Painting club will publish an e-magazine once in a semester and will invite paintings/art and craft from all students and staff. E-magazine will be circulated among all students and staff. Best painting/art and craft of the magazine will be awarded.
- **Writing Club** – will publish an e-magazine once in a semester and will invite non-technical write up from all students and staff. E-magazine will be circulated among all students and staff. Best write up of the magazine will be awarded.

- **Pixel Club** - will publish an e-magazine (PIXEL) once in a semester and will host a competition inviting original pictures from all students and staff. E-magazine will be circulated among all students and staff. Best pic will be awarded.

#### **K.5.2.5 Odd Semester Events –**

- DYUTI (Fresher’s Party) – to be organized in Buddha winter festival.
- Hunar- extracurricular competition for all students and students of other colleges to be organized in Buddha Winter festival.
- Dandiya night during Navratri
- Diwali celebration

#### **K.5.2.6 Even Semester Events –**

- HORIZON (Annual Function) – to be organized in Buddha Spring festival.
- Holi celebration

**K.5.2.7 Extracurricular Club’s Student Elections** – elections will be held for the office bearers of all extracurricular societies in even semester before the Spring festival. New office bearers will be given charge from the old office bearers in Change of Guard ceremony in spring festival.

**K.5.2.8 Foundation Classes** – EDA to be done of new students every Saturday.

**K.5.2.9 Extracurricular GP Marks** – CEC to collect extracurricular GP marks from all extracurricular club coordinators and will send them to all FCO. FCO will make it department wise and will send to department facility coordinator.

#### **K.5.2.10 Extracurricular Facilities-**

- CEC will ensure proper maintenance of all Extracurricular facilities like Euphony room, Dance room, singing room, Stage (performing arts) and Painting room (visual arts).
- Extracurricular facilities round- FCO will take full round of all extracurricular facilities with CEC minimum once in a week.

## **K.6 Sports**

### **K.6.1 By FCO and CSC:**

**K.6.1.1 Faculty Sports committee meeting-** will be held once a month usually on third Thursday of every month and as per need.

**K.6.1.2 Student Sports committee-** is to be made at start of semester by FCO and CSC of 15 sports clubs Captain and Vice-Captain (LEANDER PASE LAWN TENNIS CLUB, JIMMY VOLLEYBALL CLUB, RAM KUMAR BASKETBALL CLUB, SACHIN CRICKET CLUB, MILKHA ATHLETICS CLUB, BAICHUNG BHUTIA FOOTBALL CLUB, SWAMI VIVEKANAND YOGA CLUB, BODY BUILDING CLUB, JOSHNA CHINAPPA SQUASH CLUB, SANIA NEHAWAL BADMINTON CLUB, SHARAT KAMAL TABLE TENNIS CLUB, VISHWANATHAN ANAND CHESS CLUB, MARIA CARROM CLUB, , KABADDI CLUB, KHOKHO CLUB).

**K.6.1.3 Student sports committee meeting -**is taken on third Tuesday of every month and as needed.

**K.6.1.4 Saturday EDA schedule-** to be sent to publicity office by Thursday every week to be circulated to all students.

### **K.6.2 By sports club’s faculty coordinators:**

**K.6.2.1 ESPORTE (Annual Sports):** to be held in even semester in Buddha Spring Festival.

**K.6.2.2 Saturday EDA Activities (EDA- Extended Day Activities) –**

- Every club will be conducting their Saturday EDA events between 1.30PM to 3.30PM and will prepare students for In-campus major events and out-campus competitions. After five days of rigorous studies, students are encouraged to participate in extracurricular activities to create a balance between studies and other activities.
  - EDA schedule for the semester will be prepared by every club before start of semester and will be emailed by CSC to all students and staff.
  - First three Saturdays of the month usually should have practice and last Saturday of the month should have competition.
- K.6.2.3 Outcampus participation-** talented students (winner in Saturday EDA competitions) are encouraged to participate in good Outcampus competitions.
- K.6.2.4 Incampus participation-** talented students (winner in Saturday EDA competitions) are encouraged to participate in incampus events like Esporte.
- K.6.2.5 NCC Chapter-** will organize regular events as per NCC calendar.
- K.6.2.6 Morning Assembly** – Daily from 6am to 7am, morning assembly will be held for the hostel students. On occasions, refreshments like Milk, Jalebi, Chana, Fruits etc. will be provided to students.
- K.6.2.7 Sports Clubs’ Student Elections** – elections will be held for the office bearers of all sports clubs in even semester before the Buddha winter festival. New office bearers will be given charge by the old office bearers in Change of guard ceremony.
- K.6.2.8 Foundation Sports** – Morning assembly & evening sports to be done daily of newly admitted students in hostel.
- K.6.2.9 Sports GP Marks** – CSC to collect extracurricular GP marks from all extracurricular club coordinators and will send them to all FCO. FCO will make it department wise and will send to department facility coordinator.
- K.6.2.10 Sports Facilities-**
- Sports teacher will ensure proper maintenance of all sports facilities of all 15 sports clubs.
  - Sports facilities round- FCO will take full round of all sports facilities with CSC and sports teacher minimum once in a week.

## K.7 Other facilities

FCO ensures the following:

### K.7.1 Buddha Bazaar –

- Regulates the rate and quality of items of all shops in Buddha Bazaar.
- Ensures proper maintenance of all the shops.
- Timely rent to be taken

### K.7.2 Canteen (Octopus/Velvet) –

- Regulates the rate and quality of items
- Ensures proper maintenance of the canteen
- Timely rent to be taken

**K.7.3 ATM** – all work related to ATM will be seen by FCO in consultation with Director Finance.

**K.7.4 Temple** – Ensures proper maintenance of the Temple.

**K.7.5 First Aid Box and medical facility-** First aid box will be kept in all colleges in director office, library, computer lab complex, workshop/lab complex, boys' and girls' hostel, BCS and will be regularly refilled. Medical facility will be provided by Pharmacy college to all staff.

**K.7.6 Cleaning staff-** should be hired separately by maintenance department for cleaning of all campus facilities.

## **K.8 Department Facility coordinator:**

### **K.8.1 By FCO:**

**K.8.1.1 Facility meeting-**FCO will take meetings with all department Facility coordinator as per need.

### **K.8.2 By Facility coordinator:**

#### **K.8.2.1 Hostel-**

- Hostellers attendance- department will give hostellers academic attendance to facility coordinator by Friday. Facility coordinator will call hostellers with attendance less than 75% and will talk to their parents.
- Permission to stay in hostel- will give permission to genuine students to stay in hostel during class timings
- Will take regular feedback of hostel facilities from hostellers.

**K.8.2.2 Mess-** will take feedback of mess services from hostellers

**K.8.2.3 Bus-** will motivate students to come by college bus and will take feedback of bus services from students travelling in college bus.

#### **K.8.2.4 Library –**

- Central library – will provide updated catalogue of central library to students regularly
- Will get requirement of new books for central and department library from faculty and CR and send requisition to Librarian at least one month before start of new semester
- Department library – will maintain department library.

#### **K.8.2.5 Extracurricular activities-**

- Every student of the department is to be enrolled in one extracurricular club
- Good students are to be motivated and facilitated to participate in outcampus competitions
- Will give GP marks for extracurricular activities to the HOD.

#### **K.8.2.6 Sports activities:**

- Every student of the department is to be enrolled in one sports club.
- Good students are to be motivated and facilitated to participate in outcampus competitions.
- Will give GP marks for sports activities to HOD.

## **L) Discipline**

### **L.1 By Chief Proctor:**

**L.1.1 Proctorial board meeting-** will be held once a month usually on second Thursday and as per need.

**L.1.1.1 Proctorial round timetable-** timetable is made and its monitoring is to be done.

### **L.1.2 By College Proctor/Department Proctor:**

- L.1.2.1 Discipline** – strict discipline is to be maintained among the students. Department ensures that students follow all disciplinary rules of the institute given in Institute Yellow Rule Book.
- L.1.2.2 Prevention of Ragging:** no ragging activity is allowed inside or outside the institute.
- L.1.2.3 No Roaming During Class Hours** -When classes / labs are going on, no student should be roaming in the college building corridor, canteen, mess, campus field, Buddha Bazar, outside campus etc.
- L.1.2.4 No Staying in Hostel During Class Hours** – When classes / labs are going on, students are not allowed to stay in hostel (unless written permission is taken from the department facility coordinator or HOD). Random checking of the hostel will be done regularly to check whether there is any student staying in the hostel without permission.
- L.1.2.5 Dress Code** –every student must be in proper Uniform. No student is allowed to enter the college without a proper institute uniform. Students found in the campus in improper Uniform will be imposed a fine of Rs 100/-.
- L.1.2.6 College ID Card** -All the students must wear their college ID card while they are in the institute.
- L.1.2.7 Disciplinary Slip** –any student involved in any disciplinary act will be issued a disciplinary slip with a fine (amount depends upon the severity of the in-discipline-Rs 100 to Rs 500, approval from Chief Proctor BGI is necessary for amount more than Rs 500). A copy of disciplinary slip is to be sent to Director Finance within one week. The fine will be taken from the student by the account department.
- L.1.2.8 Indisciplinary event-** a panel is to be made which will make the decision regarding the event.
- L.1.2.9 Negative GP marks-**Will give negative GP marks for discipline to HOD.

## **L.2 Security**

- L.2.1 Campus Security** – Security In charge ensures proper security in the campus especially in the Girls’ hostel.
- L.2.2 Students** - No student will be allowed to exit from the college gate before 4:30 PM on weekdays and 3.30pm on Saturday unless a written permission is granted from the concerned HOD/Department proctor.
- L.2.3 Faculty/Staff** - Any faculty/staff going out from the college gate before 4:30 PM must sign the faculty/staff register. Entry/Exit will be given on showing the ID card.
- L.2.4 Visitor** - Any visitor coming inside the college must endorse his/her identity along with name of person/department to whom he/she want to meet on the visitor register. All visitors to wear visitor card inside the campus.
- L.2.5 Vehicles** – Registration number of vehicles coming inside and going outside the college must be entered in the vehicle register.
- L.2.6 Material In** - Gate pass is to be made for any material of any type brought inside the college.
- L.2.7 Material Out-** Entry in the ‘material outgoing’ register is to be made of any item of any type taken outside the college.

- L.2.8 Stray Animals** – security should ensure to keep away stray dogs and cows from the Institute campus.
- L.2.9 Insects** – regular fogging in hostel is to be done.
- L.2.10 Fountain** – fountain timings: 8.45am to 9.45am, 10.45am to 11.45am, 1.45pm to 2.45pm, 4pm to 5pm.
- L.2.11 Campus Lights** – security in charge will ensure that
  - All building lights/fan/AC are switched off after working hours usually 5pm
  - All campus lights are switched on after dark and switched off after dawn usually 5.30am(summers)/6.30am (winters)

## (M) INFRASTRUCTURE

Director Infrastructure will ensure proper working of following departments and will report to Director BGI.

### M.1 Maintenance

- All staff should email/WhatsApp Maintenance department for any maintenance related problem. All maintenance related problems will be solved by the Maintenance Incharge as quickly as possible.
- Staff can meet Director Infrastructure officer if problems are not entertained by Maintenance Incharge.
- Maintenance Incharge ensures that all maintenance work is completed in time and ensures proper monitoring of following maintenance subdivisions:
  - M.1.1 Cleaning** – ensures that the whole campus is properly cleaned and maintained.
  - M.1.2 Toilets** -ensures proper maintenance & cleanliness of all the toilets in the campus
  - M.1.3 Electricity-**
    - Ensures proper maintenance/rectification of:
      - Tube lights
      - Fans
      - Switch boards
      - Street Lights
      - Pole lights
      - Transformer, electric cable, panel
      - All electrical faults
    - All attendants must ensure that on their floor A.C, lights and fans are switched off when not in use. ½ absent will be made if AC/fan/light on are found in his floor when not in use.
    - It is the duty of every staff not to waste electricity.1/2 CL will be deducted of any staff found AC/fan on when not in room.
    - Ensure proper log book and maintenance of Generator.
    - Ensure regular filling and proper maintenance of all firefighting equipment.
    - Ensure proper earthing of all buildings and its regular maintenance.
    - Check electricity bill every month for any mistake or fine.
  - M.1.4 Plumbing-**
    - Ensures proper maintenance of all the plumbing work in the campus
    - Ensures that proper and adequate drinking water is available to all students and staff

- Ensures proper maintenance of Fountain.
  - Ensures regular cleaning of water tank
  - It is the duty of every staff not to waste water.
- M.1.5 Paint** – ensures that proper painting is maintained of all the walls in the campus including class rooms.
- M.1.6 Iron Work** – ensures proper maintenance of all iron work.
- M.1.7 Wood Work (Wood, Aluminum, Glass)** – ensures proper maintenance of all wood work
- M.1.8 Furniture** –Ensures proper maintenance of all the furniture in the campus:
- Table – tables are to be maintained in all offices, classrooms and labs
  - Stools – adequate quantity (usually 30) are to be maintained in all labs
  - Podium – a Podium is to be maintained in every classroom, Library, Seminar Hall, Euphony (for stage)
  - Name Plates – are to be made for all authorities, faculty and all rooms.
  - Almirahs – are to be maintained in all offices, labs, faculty cabins, store and hostel rooms
  - Water Jugs – are to be maintained in all faculty rooms and offices
  - Wall clock – Buddha wall clock is to be maintained in every room & class
  - Calendar– Buddha Calendar is to be maintained in every room & class
  - Dustbin – is to be maintained in every room and every faculty cabin
  - Chairs - Distribution of all chairs is done as follows -
    1. *Director chair- to all Directors*
    2. *HOD Chairs – to all HODs*
    3. *Revolving chairs -*
      - Computer lab
      - All computer operators - office assistants
    3. *Deluxe Chairs –*
      - (a) All Faculty
      - (b) 3 pieces to all administrative authorities for visitors
      - (c) 3 pieces to all HODs for visitors
      - (d) 2 pieces to Professors for visitors
      - (e) Conference hall
    4. *Black iron chairs-*
      - (a) Classes - 1 for faculty
      - (b) Labs - 2 piece - 1 for faculty and 1 for TA
      - (c) Faculty cabin – 1 for visitor
      - (d) Panache – 1 for each resident.
      - (e) Hostel - 1 to each student
    5. *Plastic chairs with handrest-*
      - Library
      - Society Rooms
      - Board rooms
    6. *Plastic chairs without handrest-*
      - Seminar Halls
      - Events
- M.1.9 Electronic Items** – takes care of the maintenance of all the electronic items/gadgets in the campus like –

- AC
- Photocopy machine- one in every college, SK office, Admission cell
- Intercom
- Video camera
- Biometric system
- Fridge
- Mike and speakers – in all seminar halls, library, stage (to be kept in Euphony), singing room
- Pressure Pump
- Grass cutter machine
- Blue tooth speaker – Gym, Mess, Octopus, Buddha bazar, Stage, Dance room
- Fancy lights – stage, Buddha bazar

**M.1.10 Linen** – ensure maintenance and regular washing of following:

- Curtains
- Towel
- Sofa cover
- Bed sheets and pillow cover

**M.1.11 Horticulture** – ensures proper horticulture in the campus.

**M.1.12 Display** – ensures that proper display of all the useful information is done around the campus:

Vision and Mission- to be displayed at all places as per NBA

1) *Colleges:*

- *Director Office* – Director’s list
- *Colleges Reception* –
  - Selfie point
  - Academic awards
  - Top Placement
  - Top Achievements
  - College committees
  - Latest Events notice board
  - Upcoming events notice board
  - Word of the Day

2) *Department:*

- *HOD Office* – Result Analysis, HODs list
- *Society Rooms* – Office bearers of department societies
- *Classrooms* – Timetable notice board, General notice board, Topper’s list of last five years
- *Corridors* – Curriculum related important topics
- *Labs and Workshop* - Curriculum related important topics
- *Department Reception*–
  - Academic awards
  - Top Placements
  - Top Achievements
  - Department committees
  - Faculty Board
  - Evaluation scheme

- Notice boards (Academic, Placement, Skill Development, Research)
- 3) *HR* –
  - BGI Authorities list
  - BGI committees
  - Quotations
  - Panache – Panache Rules
- 4) *FAR* –
  - Research publications
  - Patents
  - Research Grants
- 5) *Academic cell*
  - *Teaching learning process*
- 6) *Student Welfare cell* –
  - *Student Welfare committee*
- 7) *Admission Cell* –
  - Hall of Fame
  - Top Placements
  - Top Achievements
  - Newspaper cuttings
  - Events –
- Winter festival- Tech-Wizard, Techyuva, Dyuti
- Spring festival-Esporte, National conference, Convocation, Award ceremony, Horizon (Annual function)
  - Buddha Publications
  - Academics – Lesson plan, Lab Manual, Buddha Series
  - Student Welfare – Yellow Book
  - Research – Buddha Journal, Conference souvenir
  - Library – Books Catalogue
  - HR – Blue book
  - Advertisement – Formula Book
  - Publicity - Parichay
- 8) *Placement Cell* –
  - Top placements
  - Alumni meet
  - Startups
- 9) *Skill Development cell-*
  - *Skill Development activities*
- 10) *Research cell* –
  - Research achievements
  - *Invention Centre* – Quotations
- 11) *Examination cell*
- 12) *Facilities:*
  - *Hostel* – Hostel committee, Important Female Personalities (girls hostel)
  - *Mess* – Mess Menu, Mess Rules, Mess Committee
  - *Bus* – Bus Committee
  - *Library* – Important Personalities
  - Wall of fame- Office bearers of Extracurricular and Sports clubs
  - *Euphony* – Music Related Flex
  - *Dance room-* dance related flex

- *Singing room*- singing related flex
- *Octopus* – Rate List
- *Temple* – Important Prayers/Hymns

13) *Proctor* –

- *Security* – Security Rules

14) *Publicity* –

- *Stairs* – Achievements, Placements, Director’s award
- *Campus Roads* – Colleges Logo, Quotations, Placements, Achievements, Director’s award

**M.1.13 Key Rules** – all department attendants will lock all the rooms of their department and will hand over the keys to the Director Infrastructure office. Director Infrastructure office keys will be given to Security in charge. A spare key of all the locks will be with the Maintenance Incharge.

**M.1.14 Daily Work file**- Maintenance Incharge will get it signed daily from Director Infrastructure.

**M.1.15 Pending Maintenance registers** – Maintenance officer will get it signed every Saturday from Director Infrastructure.

**M.1.16 Material out Register** – all items sent outside the campus are to be entered in the Material out register and are to be monitored regularly.

**M.1.17 Items to be Repaired** – all items to be repaired are to be sent to Maintenance Incharge, to be kept in a separate room, and to be repaired quickly after rate approval from Director Finance.

**M.1.18 Scrap items**- scrap items and stationary are to be kept in a separate room and to be sold after rate approval from Director Finance.

**M.1.19 Shifting of items-**

- Items to be kept only at its place where it is supposed to be.
- Shifting of items is to be as done as needed by maintenance department.

## M.2 Construction

**M.2.1** Regular construction will be going on as the institute progresses. Construction Incharge will take care of all construction related work in the institute like:

- Civil work- monitoring the work of labor contractors and procurement of construction material like Cement, Sariya, Bricks, Maurang, White sand, shuttering material, bamboo etc.
- Flooring – tiles and Kota stone
- Water proofing
- Elevation work
- False ceiling
- Road work

**M.2.2 Daily Work Register**- Construction in charge will update the register and will get it signed by Director Infrastructure daily.

**M.2.3 Pending construction register** - Construction in charge will update the register and will get it signed by Director Infrastructure every Saturday.

**M.2.4 Construction Designs** – designs of all buildings by Architect/civil engineer/GIDA/Fire department to be maintained properly.

## M.3 Labs/Workshop

**M.3.1 Lab Incharge**- will be overall responsible for maintenance of their lab complex.

**M.3.2 Lab complex/Workshop Allotment** – All HODs to convey allotment of their department lab to all lab Incharge in their lab complex one month before start of classes. Accordingly, Lab complex allotment will be made.

**M.3.3 Labs working condition-**

- Lab Incharge will make working condition of their lab complex in coordination with lab faculty and lab TA/LA just after classes are over, and will show it to Director Infrastructure.
- Will maintain and upgrade labs before start of classes of next semester.

**M.3.4 Lab complex/Workshop Timetable –**

- Lab complex/Workshop allotment:
    - Computer lab complex- IT Incharge
    - Mechanical lab complex- BIT ME department
    - Workshop- BPC ME department
    - Electrical lab complex- BPC Electrical department
    - Civil lab complex- BIT Civil department
    - Drawing hall- BPC Civil department
    - Applied science lab complex- BDC Science department
    - Pharma labs- BIP
    - Hotel Management labs- BIHM
    - Paramedical labs- BPMC
    - The individual lab/workshop time table is to be displayed on the Lab/Workshop notice board before the start of semester.
    - Lab/Workshop timetable is to be made such that first years get labs in last slot, middle years get lab in middle slot, final years gets lab in first slot, for e.g. in B.Tech: – 1st year – 4 sections in 5th,6th period and other 4 sections in 3rd,4th period; 2nd year – 6th&7th period; 3rd year – 4th&5th period; 4th year - 1st&2nd period.
- However, HOD can alter it depending on lab availability.

**M.3.5 TA/LA Timetable –**

- TA/LA Time Table consists of the detailed schedule of the TA/LA in terms of lab workload during the course of the week.
- Roughly every TA/LA should have lab load of 6 labs/day. When there is no lab, TA/LA should go in the department office and do department work (office should be mentioned in timetable).
- The individual TA/LA time table is emailed to all TA/LA before the start of semester.

**M.3.6 Lab Daily Abstract –**

- If any LA / TA is absent then Lab Incharge should make alternate arrangements and ensure that another TA/LA is available in the lab.
- Daily abstract (if made separately of lab) is to be submitted to HOD by lab Incharge after the last lab before leaving the campus every day.
- HOD is responsible for conduct of all labs properly in their lab complex. If a faculty is absent, alternate faculty should be sent by concerned department to lab.

**M.3.7 Lab's maintenance-** Director Infrastructure along with Dean/HOD will regularly check maintenance of all labs.

**M.3.8 Lab data-** is to be updated at the start of every semester as per NBA.

**M.3.9 Lab Record-** lab records of all students every year are to be maintained in labs only.

**M.3.10 Lab manual-** to be updated every year by concerned faculty as per NBA standards and kept in lab.

**M.3.11 Vishwakarma Puja –** Workshop will organize Vishwakarma Puja every year.

## M.4 IT HELP DESK

**M.4.1 Computer lab complex timetable-** to be made at start of semester before start of classes in consultation with Director Academics after getting computer labs requirement from every department of upcoming semester.

**M.4.2 Daily abstract-** is to be made of computer lab complex daily and sent to Director Academic.

**M.4.3 IT Maintenance –** IT Incharge will take care of –

- Maintenance of all computers, printers, scanners, Projectors, Laptop.
- Maintenance of all hardware and its updation.
- Software Licensing, installation and its regular updation.
- Antivirus Licensing, installation & its regular updation.
- Monitoring all IT Infrastructure.
- Maintenance of Internet connection and Wi-Fi, checking speed of internet connection regularly.
- Internet security – all the social networking sites like face book, movies and songs downloads sites etc are to be blocked during working hours between 9:00am to 5:00 pm.

## N) Publicity

Publicity officer will ensure following work:

### N.1 Publicity

**N.1.1 By Publicity Incharge:**

**N.1.1.1 Adds for social media-** adds are to be made regularly regarding:

- Placements
- Alumni
- Achievements- research, skill development, extracurricular, sports
- Activities
- Courses
- Infrastructure
- Facilities
- Academic awards

**N.1.1.2 Video –** is to be made of:

- All Directors and HODs explaining advantages of their branch and plus points about their department.
- Virtual tour of campus
- Student speak videos
- Alumni speak videos

- Mini videos regarding courses, placements, achievements, activities, infrastructure, facilities

**N.1.1.3 College Website** - ensures regular update of college website. All departments will regularly send a copy of notices issued by them and summary of events conducted in their departments for display on website.

**N.1.1.4 Social Networking Sites (Facebook, LinkedIn, Twitter, Instagram)** – Ensures regular update of official institute Facebook, LinkedIn, Instagram and Twitter account.

**N.1.1.5 YouTube Channel**- videos of all important events to be uploaded regularly.

**N.1.1.6 Google reviews**- will see that good reviews are given regularly in google and other educational sites to improve star rating like shiksha, college dunia etc.

**N.1.1.7 Social media Promotion**- to be planned for maximum coverage of:

- College website on search engine
- College adds on social networking sites
- College adds on famous YouTube channels

**N.1.1.8 Student Mobile Data Collection** – mobile data to be collected from:

- school visits
- visits at important exams venue
- from every staff
- students visit in college during TechGenesis, YMA etc.
- student visit in college during online exams organized by BCS
- Mobile data to be converted into excel as soon as it is received.

**N.1.1.9 Principal/Teachers/Coaching/Agents Mobile Data** – to be collected during school visits and updated regularly route wise.

**N.1.1.10 WhatsApp**- regular WhatsApp of all important achievements, placements and courses to be sent to all numbers collected.

**N.1.1.11 Phone Calling**

- Staff to be trained properly to do phone calling during admission time to all students whose data has been collected throughout the year
- *Principal/teachers/coaching/agents*- by publicity committee members
- *Phone Call Receiving* – staff to be trained properly to receive call during admission time.

**N.1.1.12 SMS** –regular SMS of all important achievements, placements and courses to be sent to all numbers collected.

**N.1.1.13 Newspaper-**

- **Coverage** – All event coordinators to send write up of all important events to Head Publicity for newspaper coverage.
- **Advertisement** – will make proper ads for newspaper at the time of admission.

**N.1.1.14 News channels**- getting video coverage regularly of our achievements.

**N.1.1.15 Flex**- flex to be installed near the gate of all schools, poles of important roads, behind auto, book shops and important public places

**N.1.1.16 Sticker** – to be pasted at all stationary shops, temples, schools and all public places.

**N.1.1.17 Radio**- making of proper ads for radio during admission time.

**N.1.1.18 Printing Material**- Parichay, leaflet, registration file to be printed well in advance of time of need.

**N.1.1.19 Gifts-**

- Gifts to be given to
  - Principals, teachers, office staff, sports teacher during school visit
  - Guests and visitors coming to college
  - Important dignitaries of the city during visit to them during Holi, Diwali etc.
- Gifts can be: Buddha statue, Wall clock, Showpiece, Buddha T-shirt, pen stand, diary, book, tea coaster, religious calendar, Table calendar, date calendar, paper weight, mobile stand, Pen, keychain etc.

**N.1.1.20 School Visits-**

- to be planned in schools of Gorakhpur, surrounding districts, Bihar and Nepal in September/October during TechGenesis (CBSE/ICSE schools) and YMA (UP Board schools).
- Schools should be gifted printing material which is useful to schools like chemistry lab periodic table, formula book, carrier guidance chart etc.
- Techbuddy and Carrier guidance workshops- to be planned in schools related to establishment of research labs.
- Flex and sticker to be pasted inside and outside school.

**N.1.1.21 Visit in Exam's venue** – sending team at all important exams like 10<sup>th</sup>, 12<sup>th</sup> board exam of all subjects, BTech (JEE main and advance), Diploma entrance, DDU exam, Pharma exam, Paramedical exam etc. and any other important events.

**N.1.1.22 Class 11<sup>th</sup> and 12<sup>th</sup> students visit to college**- to be planned regularly.

**N.1.1.23 School List** – school list district wise to be updated every year of all schools from where students have taken admission in the Institute and all schools visited. To be updated by Director office every year and to be given to publicity department. Publicity department to update it as per color coding of green, yellow, blue and red.

- Green- visited school, admission present
- Yellow- not visited, admission present
- Blue- visited school, no admission
- Red- not visited, no admission

**N.1.1.24 Communication** –all important information, notices and achievements is to be sent to all-

- Staff group
- Students group
- Parents group

**N.1.1.25 Liaising with Principals/Teachers/Coaching/Agents** – Liaising to be done regularly throughout the year by calling, social networking and visits during festivals and new year.

**N.1.1.26 Liaising with Important Dignitaries of the City** – Liaising to be done regularly throughout the year by calling, social networking and visits during festivals and new year.

**N.1.1.27 Principals meet (MILAAP)** – to be organized in December/January every year.

**N.1.1.28 Teachers felicitation** – to be organized for teachers of Gorakhpur and surrounding districts on 5<sup>th</sup> September on Teachers’ day every year.

**N.1.1.29 Photography** – Will arrange photography of all events and write up for the same. A good camera will be kept & maintained in the Publicity office and will be issued to the departments as per the need. Program Convener should give prior information to publicity department 2 days before scheduled program for the arrangement of Photography.

**N.1.1.30 Annual College Magazine (Parichay)** – Every department will send a copy of photographs and summary of all events held throughout the year in their department to be added on website, social media and in PARICHAY. Annual magazine will be published every year in the month of May. Summary of all the events is to be sent in this format –

- Name of event –
- Aim and Objective-
- Date –
- Venue –
- Event description –
- Judges –
- Number of students participated –
- Name of winners –

**N.1.2 By Department Publicity coordinator:**

- Send summary, video, pictures of all activities, achievements of department to Publicity Incharge to post on social media, website
- Update website page of their department
- Upload reviews by students of their department on social sites like Shiksha, College dunia, google reviews etc.
- Send information related to Parichay of their department

## **N.2 Community Development (Punya)(NSS)**

**N.2.1 By Chief Community Development/College Community development (Punya/ NSS) Coordinator:**

**N.2.2 Punya committee-** is to be made at start of semester by Chief CD coordinator consisting of one faculty and two students from each college.

**N.2.3 Punya committee meeting** -is to be held as needed.

**N.2.4 TECH-GENESIS (Interschool competition of English medium schools)** - to be held in the month of September/October depending on preboard exam dates. Will ensure proper event management like:

- Event date and schedule
- Leaflet printing
- Advertisement in schools
- Chief guest finalization
- Event venue
- Purchase of prizes, gifts, certificates and requirements of coordinators
- Finalization of staff and students’ duties

- Transport of students
  - Tent, furniture, mike and sound
  - Food arrangement for students
  - Food arrangement for guests
- N.2.5 Young Mathematician Award (Interschool competition of Hindi medium schools)**-to be held in the month of October/November depending on preboard exam dates.
- N.2.6 TechSrijan (ITI student's competition)**- to be held in the month of June depending on ITI final year exam dates.
- N.2.7 Arranging seminars/webinar on important topics**
- Inviting article for news papers
  - Medical Camps
  - Blood Donation Camps
  - Tree Plantation- by new students
  - Adopting nearby villages and providing help as needed like:
    - School adoption- daily DA of classes is to be made
    - Health camps – to be organized regularly
    - Clothes distribution during winter
    - Lunch in college of village children during festivals (Holi, Diwali), important days (15<sup>th</sup> August, 26<sup>th</sup> January)
    - Swachh Bharath Abhiyan
- N.2.8 Buddha Institute of Computer Sciences** – will establish computer center in every surrounding district with help of local organizations.
- N.2.9 NSS Chapter**- will organize regular events as per NSS calendar.

### **N.3 Women Empowerment Cell**

- N.3.1 Women Empowerment cell**- is to be made at start of semester by Chief WEC coordinator consisting of one female faculty and two female students from each college.
- N.3.2 WEC meeting** -Meeting of WEC will be held once a month usually on fourth Thursday and as per need.WEC will take care of all personal problems of female students.
- N.3.3 WEC event**-WEC will conduct minimum one female oriented event every semester.

### **O) CEO BGI**

- O.1. BGI Board of Directors**- will be chaired by CEO BGI with Directors of all colleges and 14 central division Directors as members. CEO BGI will take meeting of board every Thursday and as needed.
- O.1.1 Monitoring of all Colleges/Divisions** – CEO BGI will be monitoring work of all colleges and all divisions and will be ultimately responsible for the entire campus. CEO will ensure that all work written in blue book is properly implemented. CEO will report to the management.
- O.1.2 Meetings with Staff and students**- CEO BGI will take meeting with all staff at least once in a semester. Meeting will be taken with-
- Students - meeting with CRs department wise

- Faculty and TA/LA – department wise
  - Office staff- college/division wise
  - Authorities - college/division wise
- O.1.3 Achievements-** will keep a record of all achievements in Academics, Placement, Research, Skill Development, Extracurricular, Sports etc. at:
- @International level
  - @National level
  - @State level
  - @Regional level
- O.1.4 Buddha Winter festival-** to be organized in odd semester after CT1. It will have:
- Day 1 - TechWizard (Technical competition)
  - Day 2,3 - TechYuva (Project competition), DJ night
  - Day 4 – Hunar (Extracurricular competition), Dyuti (Fresher’s party)
  - Mela- on all days
- O.1.5 Buddha Spring festival-** to be organized in even semester after CT1. It will have:
- Day 1 - TechWizard (Technical competition)
  - Day 2 - Esporte (Sports competition)
  - Day 3 - Academic Award ceremony, Change of Guard ceremony, Buddha Star award
  - Day 4,5- National Conference, DJ night
  - Day 6- Convocation, Horizon (Annual function)
  - Mela on all days
- O.1.6 Event Organization** -In Buddha Spring or Winter festival or any other event, CEO BGI will ensure coordination among all related departments:
- Director Finance– issue of funds in advance on approval from CEO BGI and to see that all items needed are purchased and issued well within time.
  - Director Infrastructure - to see all maintenance related work like stage preparation, lighting, tent, chairs arrangement, DJ etc.
  - Publicity officer- Chief guest and other guest invitation, to arrange proper media coverage.
  - Facility officer: to arrange stay of students/staff in boys’/girls’ hostel for preparations, if needed.
  - Hospitality Incharge:
    - To arrange food and refreshments (snacks/meals) for guests.
    - To arrange stay of staff/guests in guest house/hotel for preparations.
    - To arrange for guest transportation.
  - Mela- to be organized for students having student related activities:
    - Food stalls- to be managed by BIHM
    - 2 wheelers expo
    - Education loan stalls
    - Mobile stalls
    - Laptop stalls
  - Bus In-charge: to see bus transport related work.
  - Security In-charge: to see all work related to parking and security.
  - Chief Proctor - to ensure that proper discipline is maintained.

- Event Coordinator – to send a list of students (participants / volunteers / coordinators) to Director Student Welfare to be sent to the concerned department allowing them leave from the classes for preparations

## BGI Administration Committee

CEO BGI will take advice regularly from the BGI Administration Committee before making policies for all important matters. Committee will be giving suggestions regularly for the progress of the organization. The members of the Committee will be:

<b>(A) Colleges</b>							
College / Division	Authorities	Meetings		WhatsApp Group			E-mail
		With Staff	With Students	With CEO	With Staff	With Students & Parents	
BIT	Director	4 Times in a semester	3 Times in a semester	BIT Office	IQAC BIT	CR (BIT)	director@bit.ac.in
	Registrar	Saturday (IQAC)			IQAC BIT	CR (BIT)	<a href="mailto:registrar@bit.ac.in">registrar@bit.ac.in</a>
	HOD ASH-1	Monday (DQAC)	Tuesday		DQAC ASH1 BIT	-Year, Section, Department, College -Parents Year, Section, Department, College	ash-1@bit.ac.in
	HOD ASH-2	Monday (DQAC)	Tuesday		DQAC ASH2 BIT	-Year, Section, Department, College -Parents Year, Section, Department, College	ash-2@bit.ac.in
	HOD Civil	Monday (DQAC)	Tuesday		DQAC CIVIL BIT	-Year, Section, Department, College -Parents Year, Section, Department, College	civil@bit.ac.in
	HOD ME	Monday (DQAC)	Tuesday		DQAC ME BIT	-Year, Section, Department, College -Parents Year, Section, Department, College	me@bit.ac.in
	HOD EC	Monday (DQAC)	Tuesday		DQAC EC BIT	-Year, Section, Department, College -Parents Year, Section, Department, College	ec@bit.ac.in
	HOD CSE	Monday (DQAC)	Tuesday		DQAC CSE BIT	Parents Year, Section, College (Class)	cs@bit.ac.in
	HOD IT	Monday (DQAC)	Tuesday		DQAC IT BIT	-Year, Section, Department, College -Parents Year, Section, Department, College	it@bit.ac.in
	Head Placement	Wednesday	1st Wednesday				tp@bit.ac.in
	Head SD	Tuesday	1st Tuesday				sdbit@bit.ac.in
	Head Research	Friday	1st Friday				research@bit.ac.in
	Head Discipline	2nd Thursday					proctor@bit.ac.in
Director	4 Times in a semester	3 Times in a semester	BIP Office	IQAC BIP	CR (BIP)	director@bip.ac.in	

<b>College / Division</b>	<b>BIP</b>	Registrar	Saturday (IQAC)			IQAC BIP	CR (BIP)	registrar@bip.ac.in
		HOD B. Pharm	Monday (DQAC)	Tuesday		DQAC BPHARM BIP	-Year, Section, Department, College -Parents Year, Section, Department, College	bpharm@bip.ac.in
		HOD D. Pharm	Monday (DQAC)	Tuesday		DQAC DPHAEM BIP	-Year, Section, Department, College -Parents Year, Section, Department, College	dpharm@bip.ac.in
		<b>Authorities</b>	<b>Meetings</b>		<b>WhatsApp Group</b>			<b>E-mail</b>
			<b>With Staff</b>	<b>With Students</b>	<b>With CEO</b>	<b>With Staff</b>	<b>With Students &amp; Parents</b>	
	<b>BIP</b>	Head Placement	Wednesday	1st Wednesday				placement@bip.ac.in
		Head SD	Tuesday	1st Tuesday				sd@bip.ac.in
		Head Research	Friday	1st Friday				research@bip.ac.in
		Head Discipline	2nd Thursday					proctor@bip.ac.in
	<b>B.D.C.</b>	Director	4 Times in a semester	3 Times in a semester	BDC Office		IQAC BDC	CR (BDC)
Registrar		Saturday (IQAC)				IQAC BDC	CR (BDC)	registrar@bdc.ac.in
HOD (Science)		Monday (DQAC)	Tuesday			DQAC Science BDC	-Year, Section, Department, College -Parents Year, Section, Department, College	science@bdc.ac.in
HOD (Management & Commerce)		Monday (DQAC)	Tuesday			DQAC BBA/COMMERCE BDC	-Year, Section, Department, College -Parents Year, Section, Department, College	commerce@bdc.ac.in
HOD (BCA)		Monday (DQAC)	Tuesday			DQAC BCA BDC	-Year, Section, Department, College -Parents Year, Section, Department, College	bca@bdc.ac.in
HOD (Art)		Monday (DQAC)	Tuesday			DQAC ART BDC	-Year, Section, Department, College -Parents Year, Section, Department, College	art@bit.ac.in
Head Placement		Wednesday	1st Wednesday					placement@bdc.ac.in
Head SD		Tuesday	1st Tuesday					sd@bdc.ac.in
Head Research		Friday	1st Friday					research@bdc.ac.in
Head Discipline		2nd Thursday						proctor@bdc.ac.in
<b>BIHM</b>	Director	4 Times in a semester	3 Times in a semester				CR (BIHM)	bihm@bit.ac.in
	HOD	Monday (DQAC)	Tuesday	BIHM Office		IQAC BIHM	-Year, Section, Department, College -Parents Year, Section, Department, College	hodbihm@bit.ac.in
	Director	4 Times in a semester	3 Times in a semester	BPC Office		IQAC BPC	CR (BPC)	director@bpc.ac.in
	Registrar	Saturday (IQAC)					CR (BPC)	registrar@bpc.ac.in

<b>B.P.C</b>	HOD ASH	Monday (DQAC)	Tuesday		DQAC ASH BPC	-Year, Section, Department, College -Parents Year, Section, Department, College	ash1@bpc.ac.in
	HOD ME (P & A)	Monday (DQAC)	Tuesday		DQAC ME BPC	-Year, Section, Department, College -Parents Year, Section, Department, College	me@bpc.ac.in
	HOD Electrical	Monday (DQAC)	Tuesday		DQAC Electrical BPC	-Year, Section, Department, College -Parents Year, Section, Department, College	electrical@bpc.ac.in
<b>College / Division</b>	<b>Authorities</b>	<b>Meetings</b>		<b>WhatsApp Group</b>			<b>E-mail</b>
		<b>With Staff</b>	<b>With Students</b>	<b>With CEO</b>	<b>With Staff</b>	<b>With Students &amp; Parents</b>	
<b>BPC</b>	HOD Civil	Monday (DQAC)	Tuesday		DQAC Civil BPC	-Year, Section, Department, College -Parents Year, Section, Department, College	civil@bpc.ac.in
	Head Placement	Wednesday	1st Wednesday				placement@bpc.ac.in
	Head SD	Tuesday	1st Tuesday				sd@bpc.ac.in
	Head Research	Friday	1st Friday				research@bpc.ac.in
	Head Discipline	2nd Thursday					proctor@bpc.ac.in
<b>BPMC</b>	Principal	4 Times in a semester	3 Times in a semester	BPMC Office	IQAC BPMC	CR (BPMC)	bpmc@bit.ac.in
	HOD	Monday (DQAC)	Tuesday			-Year, Section, Department, College -Parents Year, Section, Department, College	hodbpmc@bit.ac.in
<b>B.P.I.T.I.</b>	HOD	Monday (DQAC)	Tuesday	BPITI Office	IQAC BPITI	-Year, Section, Department, College -Parents Year, Section, Department, College	iti@bit.ac.in
<b>(B) Central Divisions</b>							
<b>HR</b>	Director HR	Wednesday with HOD's		HR Office BGI	BIT Human Resource BIP Human Resource BDC Human Resource BIHM Human Resource BPC Human Resource BPMC Human Resource BPITI Human Resource		hr@bit.ac.in
	Hospitality Incharge			Hospitality Office BGI	Hospitality / Peon BGI		hospitality@bit.ac.in
	Panache Incharge			Panache Office BGI	Panache BGI		panache@bit.ac.in
<b>Faculty Academic Research</b>	Chief FAR Coordinator			FAR Office BGI	FAR BGI		far@bit.ac.in
<b>Academic</b>	Director Academic			Academic Office BGI	ACADEMIC BGI		academic@bit.ac.in

<b>Student Welfare</b>	Director SW		One's A Semester	SW Office BGI	STUDENT WELFARE BGI		dsw@bit.ac.in
<b>Administration</b>	Director Administration			Admin Office BGI			ao@bit.ac.in
	Admission Incharge			Admission Office BGI	Admission BGI		admission@bit.ac.in
	Registration Incharge			Registration Office BGI	Registration BGI		registration@bit.ac.in
	Affiliation In-charge			Affiliation Office BGI	Affiliation BGI		affiliation@bit.ac.in
	PRO Incharge			PRO Office BGI	PRO BGI		pro@bit.ac.in
<b>College / Division</b>	<b>Authorities</b>	<b>Meetings</b>		<b>WhatsApp Group</b>			<b>E-mail</b>
		<b>With Staff</b>	<b>With Students</b>	<b>With CEO</b>	<b>With Staff</b>	<b>With Students &amp; Parents</b>	
	<b>Administration</b>	Accreditation/IQAC Coordinator			Accreditation Office BGI	Accreditation BGI	
	Future Coordinator			Future Office BGI	Future BGI		future@bit.ac.in
<b>Finance</b>	Finance Officer	Wednesday with HOD's		Finance BGI	Finance Office BGI		finance@bit.ac.in
	Account Incharge			Account Office BGI			
	Purchase Incharge			Purchase Office BGI			
	Store Incharge			Store Office BGI			
	BCS Incharge			BCS Office BGI	BCS BGI		bcs@bit.ac.in
<b>Placement</b>	Director Placement	Wednesday	1st Wednesday	Placement Office BGI	Placement BGI	Placement Coordinator BGI	placement@bit.ac.in
	Head Startup Cell		1st Tuesday				
<b>Skill Development</b>	Director SD	Tuesday	1st Tuesday	SD Office BGI	Skill Development BGI	SD Coordinator BGI	sd@bit.ac.in
<b>Research</b>	Director Research	Friday	1st Friday	Research Office BGI	Buddha Innovation Council		research@bit.ac.in
	Head Incubation Cell						iccubation@bit.ac.in
<b>Examination</b>	Director Examination			Examination Office BGI	Examination Cell BGI		coe@bit.ac.in
<b>Facilities</b>	Facilities Officer			Facility Office BGI	Facility BGI		fco@bit.ac.in
	Girls Hostel Warden		Saturday	Hostel Office BGI	Hostel and Mess BGI	HR BGI	hostel@bit.ac.in
	Boys Hostel Warden		Saturday	Hostel Office BGI		HR BGI	bhostel@bit.ac.in
	Bus In-charge			Bus Office BGI	Bus BGI		bus@bit.ac.in
	Librarian			Library Office BGI	Library BGI		library@bit.ac.in
	Chief Extracurricular Coordinator	1st Thursday	1st Tuesday	Extracurricular Office BGI	Extracurricular BGI	Extracurricular Coordinator BGI	extracurricular@bit.ac.in

	Chief Coordinator Sports	3rd Thursday	3rd Tuesday	Sports Office BGI	Sports BGI	Sports Coordinator BGI	sports@bit.ac.in
<b>Discipline</b>	Chief Proctor	2nd Thursday		Proctor Office BGI	Proctorial Board BGI		proctor@bit.ac.in
	Security Incharge			Security Office BGI	Security BGI		security@bit.ac.in
<b>Infrastructure College / Division</b>	Director (Infra)	Wednesday with HOD's		Infrastructure Office BGI	Infrastructure BGI		io@bit.ac.in
	Maintenance In-charge			Maintenance Office BGI	Maintenance BGI		maintenance@bit.ac.in
	<b>Authorities</b>	<b>Meetings</b>		<b>WhatsApp Group</b>			<b>E-mail</b>
		<b>With Staff</b>	<b>With Students</b>	<b>With CEO</b>	<b>With Staff</b>	<b>With Students &amp; Parents</b>	
	Construction In-charge			Construction Office BGI	Construction BGI		construction@bit.ac.in
	In-charge – ME Lab Complex			Lab Office BGI	Labs/Workshop BGI		mlc@bit.ac.in
	In-charge – CE Lab Complex			Lab Office BGI			clc@bit.ac.in
	In-charge – EE Lab Complex			Lab Office BGI			elc@bit.ac.in
	In-charge Pharma Lab Complex			Lab Office BGI			plc@bip.ac.in
	Workshop Superintendent			Lab Office BGI			workshop@bit.ac.in
IT In-charge			IT Office BGI	IT Help Desk BGI		ithelpdesk@bit.ac.in	
<b>Publicity</b>	Publicity Officer			Publicity Office BGI	Publicity Committee BGI		publicity@bit.ac.in
	Publicity In-Charge				Publicity BGI		publicityoffice@bit.ac.in
	Chief Community Development/Punya/NS S Coordinator			Punya Office BGI	Community Development BGI	Punya Coordinator BGI	cd@bit.ac.in
	Chief Women Empowerment Cell Coordinator			WEC Office BGI	Women Empowerment Cell	WEC Coordinator BGI	wec@bit.ac.in

### Events summary

- January- New Year party, MILAAP, RENDEZVOUS
- February- Community Development
- March- Buddha Spring festival (TechWizard, ESPORTE, Award ceremony, National Conference, Mela, DJ night, HORIZON), Holi celebration
- April- Women Empowerment Cell
- May- Bon Voyage
- June- BGI Session Analysis, TechSrijan, Community Development
- July- New staff orientation program, Tree plantation
- August- New students orientation program
- September- Parents orientation program, PTM, Women Empowerment Cell

- October- Buddha Winter festival (Tech-Wizard, Techyuva, DJ night, Mela, Hunar, Dyuti), TechGenesis, Buddha young mathematician award
- November- Dandiya night, Diwali party
- December- Community Development