

## Manual – 8

### A statement of Boards, Council, Committees and other Bodies constituted as its part

**8.1 Please provide information on Boards, Councils, Committees and other Bodies related to the public authority in the following format:**

**A. Governing Body**

- **Name and address of the Affiliated Body**

Bhaskaracharya College of Applied Sciences,  
Sector-2, Phase-I, Dwarka,  
New Delhi – 110075

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- **Type of Affiliated Body**  
**(Board, Council, Committees, other Bodies)**

Board

- **Brief Introduction of the Affiliated Body**  
**(establishment Year, Objective/Main Activities)**

The Governing Body was formed when the college was started functioning the year 1995. The term of the Governing Body Members is for a period of one year except the Member-Secretary who is Principal of the College (ex-officio). The main objective of the Governing Body **is to advise** to the college authorities from time to time in its major decision making matters and get it implemented.

- **Role of the Affiliated Body  
(advisory/ Managing/ Executive/Others)**

Executive

- **Structure and Member Composition**

One Chairman, One Treasurer, One Member-Secretary and thirteen other Members.

Principal is one Member-Secretary (ex-officio) and Two teacher representatives from the University of Delhi, two teacher representatives from the College, one non-teaching representative from the college and ten members(including Chairman and treasurer) nominated by the Govt. of NCT of Delhi, duly approved by the University of Delhi.

- **Head of the Body**

Chairman is the Head of the Governing Body

- **Address of main Office and its Branches**

Bhaskaracharya College of Applied Sciences,  
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New Delhi – 110075

No Branch

- **Frequency of Meetings**

As and when required with minimum three meetings in a year

- **Can public participate in the meetings?**

No, public cannot participate in the meetings.

- **Are minutes of the meetings prepared?**

Yes, the minutes of the Governing Body meetings are prepared.

**B. Staff Council**

- **Name and address of the Affiliated Body**

Bhaskaracharya College of Applied Sciences,  
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New Delhi – 110075

- **Type of Affiliated Body**  
**(Board, Council, Committees, other Bodies)**

Council

- **Brief Introduction of the Affiliated Body**  
**(establishment Year, Objective/Main Activities)**

Since the inception of the college, the Staff Council exists. The Principal is the Chairman of the Staff Council and Secretary is appointed by the Chairman (normally unanimously elected by teachers. The term of the Secretary is for a period of one year. The main objective of the Staff Council is to constitute different committees for various purposes for the smooth functioning of the college day to day work.

- **Role of the Affiliated Body**  
**(advisory/Managing/Executive/Others)**

Advisory

- **Structure and Member Composition**

The Principal, all the teachers and the Librarian of the College are members of the Staff Council. The Principal is the Chairman of the Staff Council and one Teacher is elected as Secretary of the Staff Council

- **Head of the Body**

Chairman, Staff Council is the Head of the Body

- **Address of main Office and its Branches**

Bhaskaracharya College of Applied Sciences,  
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New Delhi – 110075

- **Frequency of Meetings**

As and when required

- **Can public participate in the meetings?**

No

- **Are minutes of the meetings prepared?**

Yes, minutes of the meetings are prepared

**C. Purchase Committee**

- **Name and address of the Affiliated Body**

Bhaskaracharya College of Applied Sciences,  
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New Delhi – 110075

- **Type of Affiliated Body**  
**(Board, Council, Committees, other Bodies)**

Committee

- **Brief Introduction of the Affiliated Body**  
**(establishment Year, Objective/Main Activities)**

Since the inception of the college, Purchase Committee exists. The Principal is the Chairperson of the Purchase Committee. The main objective of the Purchase Committee is to make purchases for the college.

- **Role of the Affiliated Body**  
**(advisory/Managing/Executive/Others)**

Advisory

- **Structure and Member Composition**

The Principal is the Chairperson of the Purchase committee. Purchase committee includes Chairperson, Convener, Bursar and Teacher-In-Charge of all the Departments.

#### **Head of the Body**

Chairperson

- **Address of main Office and its Branches**

Bhaskaracharya College of Applied Sciences,  
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New Delhi – 110075

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

- **Frequency of Meetings**

As and when the purchases are required for the college

- **Can public participate in the meetings?**

No

- **Are minutes of the meetings prepared?**

Yes, minutes are prepared as and when the meeting is held.

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