

B.M.S. COLLEGE OF ENGINEERING
Autonomous Institute Affiliated to VTU

**GOOD
GOVERNANCE
DOCUMENT**



B.M.S. COLLEGE OF ENGINEERING, BENGALURU-560 019

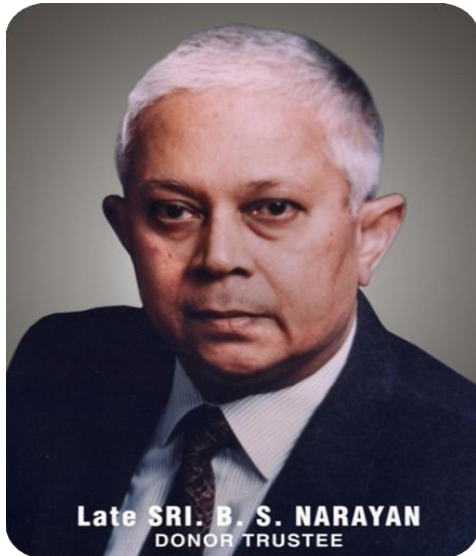
Autonomous Institute, Affiliated to VTU

FOUNDER



The College was founded by Late Sri Businayana Mukundadasa Sreenivasaiah (BMS), a great Philanthropist & Visionary Ideals for which he stood, continues to inspire his inheritors. He was honored with Raja Karya Prasaktha by the then Maharaja of Mysore in the year 1946.

DONOR TRUSTEE



The dynamic and enterprising son of the Founder Sri B. S. Narayan took over the reigns of the College after the demise of the founder Instrumental in introducing 9 UG and 9 PG programs both in conventional and emerging areas. Established International Cooperation Division in 1979 Partnered with the Melton Foundation, USA in 1991 for Cross Cultural Learning with Students from USA, Germany, Chile, China and Ghana.



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FOREWORD

It is a privilege to pen the foreword for the "GOOD GOVERNANCE DOCUMENT." The Good Governance Document is prepared to provide a framework of rules and regulations by which the Board of Governors (BOG) can ensure accountability, fairness and transparency in the Institute's relationship with all its stakeholders.

The Document has been developed based on the guidelines prescribed by various apex bodies and agencies. The governance guidelines are aimed towards effective utilization of all resources and for providing transparency and accountability in the academic and administrative processes of the Institute.

The good governance document provides information about various academic and administrative units. Apart from functions and responsibilities of statutory bodies as per the UGC guidelines for autonomous colleges, the document also depicts the details of various non-statutory committees formed by the Institute for the smooth and effective functioning in the day to day activities. The document also outlines the responsibilities of various functionaries in the academics and administration.

A robust system of governance is vital in order to enable the Institute to operate effectively and to discharge responsibilities with respect to transparency and accountability to those they serve. The Governance Document shall support the institutional development and growth at all levels and further help in satisfying the requirements of the stakeholders.

Dr. S.Muralidhara
Principal

Dr. P.Dayananda Pai
Chairman



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ABOUT THE INSTITUTION

VISION	Promoting Prosperity of mankind by augmenting human resource capital through quality Technical Education and Training
MISSION	Accomplish Excellence in the field of Technical Education through Education, Research and Service needs of Society

B.M.S. College of Engineering (BMSCE) Bengaluru has the unique distinction of being the first private engineering college established in the country. Started in the year 1946, the institution owes its existence to the vision of its beloved founders, Late Sri. B. M. Sreenivasaiah and his illustrious son Late Sri. B. S. Narayan. Over the past 75 years of its illustrious existence, BMSCE has produced more than 40,000 graduates who have enriched the world through their immense contributions as engineers or leaders for mankind. The Institution is approved by All India Council of Technical Education (AICTE) and permanently affiliated to Visvesvaraya Technological University (VTU), Belagavi. BMSCE is approved as QIP Centre in Engineering & Technology by AICTE. The Institution has achieved excellent performance rating in all phases of TEQIP (World Bank Project). The College is ranked 83rd among top engineering colleges in the country in NIRF-2022. The College is accredited by National Assessment and Accreditation Council (NAAC) with the highest grade of A++ in the Second Cycle with a CGPA of 3.83 on a scale of four. BMSCE is approved as QIP Centre in Engineering & Technology by AICTE. Currently all the UG Programs offered by the institution hold the status of Accreditation from NBA, New Delhi in tier I Format. AICTE has recognized the college under AICTE Doctoral Fellowship (ADF) during 2018-19. The College became autonomous, UGC approved, in 2008 and has been effectively practicing Outcomes-based Education. BMSCE is listed as a lead innovator for the year 2020 and 2021 by Clarivate Analytics (Web of Science) based on the Derwent World Patent Index. In the ARIIA (ATAL Rankings) 2021, the college was ranked in band-Excellent. The institution is a Beneficiary of Global Initiative Academic Network (GIAN). BMSCE is the only Partner institution in the country of the Melton Foundation, USA which promotes cross cultural learning. The College offers 17 Undergraduate & 15 Postgraduate courses both in conventional and emerging areas. BMSCE is one of the most preferred higher educational destinations for the students all across the country and also attracts students from South Asian, Middle East & African countries. More than 328 research scholars are pursuing their PhD Degree in the 14 research centres of the college. 200 PhDs and 22 M.Sc. (by research) have been produced so far through these research centres. The Institution has received many Distinctions/Awards in recognition of its contribution in the field of Technical Education. The college is being ranked consistently among the top engineering colleges in the country by various media sources. The College strives to develop technical, professional skills and individual values in its students that help to create foundation for their success.



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THE COMMITTEE STRUCTURE AND THE SCHEME OF DELEGATION

The administration of BMSCE is overseen by the Board of Governors (BOG). The BOG has in place several Committees/Sub-Committees in addition to statutory and other committees to continuously monitor the academic and administrative activities of the Institution. The prime objective of these committees is effective utilization of human resource, infrastructure and other facilities and to instill transparency and accountability in the process of administration. The committees comprise of key stakeholders including government, administrators, faculty, staff, industry, employer, alumni and current students. The diversity in the composition of committees helps in making pragmatic decisions.

The committees are classified into following groups:

1. Statutory Committees (as per UGC/VTU and other statutory guidelines)
2. Non-Statutory Committees

This document provides information on the Constitution, Functions, Term, Meetings, Quorum and Responsibilities of the committees.

STATUTORY COMMITTEES

SNo	Title of the Committee
1	Board of Governors
2	Academic Council
3	Finance Committee
4	Board of Studies
5	NAAC Internal Quality Assurance Cell
6	IQAC Cell (As per VTU Statutes of Autonomous Colleges)
7	Industry Institute Interaction Cell
8	Institution Innovation Council
9	Student Grievance Redressal Committee
10	Anti-ragging Committee
11	SC/ST Cell
12	College Internal Complaints Committee



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BOARD OF GOVERNORS (BOG)

The administration is overseen by the Board of Governors (BOG). The BOG approves the Strategic Plan, the Vision & Mission, Short Term and Long Term goals and the Budget based on the Strategic Plan. The BOG ensures that all decisions on the matters such as admission quality, new programmes, infrastructure, Teaching Learning Process, Placements etc., are arrived at based on the fundamental concerns of the Institution.

The BOG, constituted as per the provisions of the VTU Autonomous College Statutes and UGC Guidelines consists of independent representatives from Government, UGC, VTU & Industry. In addition, there are two faculty members (on rotation basis) included as members of BOG. The Principal is responsible for implementation of the Strategic Plan and reporting to the BOG. The BOG periodically reviews the implementation of strategic plan in tandem with its Vision and Mission.

The BOG has established several committees (both statutory and non-statutory) for maintaining effective and efficient systems of implementation.

The BOG meeting is conducted in an open manner. The Annual Report presented by the Principal is discussed in the BOG meeting. The same is published in the College Website. The student representatives are often invited to the BOG meetings and their views are obtained and duly considered. The Minutes of BOG Meetings are also published in the College Website (www.bmsce.ac.in). The BOG ensures compliance to various regulatory bodies like UGC, AICTE, NBA, NAAC Education Department GoK, VTU and others on regular basis. The nomination/appointment of members of the BOG and its Chairman shall be as prescribed in the Statutes of the University (Visvesvaraya Technological University) and UGC Guidelines

Composition of BOG:

Number	Category	Nature
5 members	Management	Nominated by the Trust as per the constitution or byelaws, with the Chairman or President/Director as the Chairperson
2 members	Teachers of the College	Nominated by the Principal based on seniority and on rotation basis
1 member	Educationist or industrialist	Nominated by the BOG/Trust
1 member	UGC nominee	Nominated by the UGC
1 member	State Government nominee	Academician not below the rank of Professor or State Government Official of Directorate of Higher Education/State Council of Higher Education nominated by the State Government
1 member	University nominee	Nominated by the University
1 member	Principal of College	Member Secretary



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Term: The Governing Body shall be reconstituted every three years

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meetings may be scheduled as and when necessary.

Role of Member Secretary: The Principal in the capacity of Member-Secretary puts-forth proposals on all administrative/academic/finance related matters and seeks approval and ensures its apt implementation. Principal assesses the HR requirement and assists the management in making needed appointments. The Principal is the executive in-charge of all academic and administrative matters and ensures adherence of all regulations framed by the competent authority (BOG). The Member- Secretary shall with the approval of the Chairman, prepare the agenda for the meeting, record the minutes and circulate amongst the members.

Functions: The Board of Governors shall have powers to:

- Guide the college in fulfilling the objectives for which the college has been granted autonomous status.
- Institute, scholarships, fellowships, studentships, medals, prizes and Certificates on the recommendation of the Academic Council.
- Approve new programmes of study leading to degrees
- To approve annual budget of the college
- Lay down the procedure for selection/recruitment of teaching, non-teaching staff.
- Regulate and enforce discipline among the members of teaching, non-teaching staff in accordance with Rules/Procedures/Guidelines laid down in this regard.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.



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ACADEMIC COUNCIL (AC)

Constitution: The Constitution of the **Academic Council** is according to the structure given below:

SNo	Category	Nature
1	Principal of the College	Ex-officio Chairman
2	Vice Principal of the College	Ex-officio Members
3	All Heads of the Department	Ex-officio Members
4	Four Teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College to be nominated by the Principal	Members
5	Not less than four experts from outside the College representing such areas as Alumni, Industry, R&D labs, Technical Education to be nominated by the BOG	Members
6	Three Nominees of the University (VTU)	Members
7	A faculty member nominated by the Principal	Member-Secretary

Note: The Member-Secretary may invite student representatives from different programmes of study.

Term: The term of the nominated members shall be three years.

Quorum: One half of the members shall constitute the quorum.

Meetings: At Least two meetings per year. However, the meetings may be scheduled as and when necessary.

Functions: Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- Scrutinize and approve the proposals of the Boards of Studies (with or without modification) with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for the reconsideration of concerned Board of Studies or to reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the College keeping in view the policy of the University/Government.
- Frame regulations consistent with the University norms/guidelines for the conduct of examinations and initiate measures for improving the quality of teaching, students' evaluation and student advisory system in the College.
- Recommend proposals to the BOG for starting of new programmes of study at the College.
- Approve the list of successful candidates for conferment of degrees by the University and forward the same for the consideration of the Governing Body.



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- Recommend to the BOG for institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- Advise the BOG on suggestion/s pertaining to academic affairs made by it.
- Encourage the faculty members to undertake collaborative research, sponsored research, industrial consultancy, continuing education and related activities.
- Make regulations for sports, extra-curricular activities and proper maintenance and functioning of the playgrounds and hostels.
- Perform such other functions as may be assigned to it by the BOG.

Role of Member-Secretary: Shall convene the meeting of the Academic Council with the approval of the Principal. Shall with the approval of the Principal, prepare the agenda for the meeting. The Member-Secretary is responsible for making the minutes of the meeting and ensure compliance of the decisions of the Council.

FINANCE COMMITTEE (FC)

Constitution: The Constitution of the Finance Committee is according to the structure given below:

SNo	Category	Nature
1	Principal of the College	Ex-officio
2	One Person to be nominated by the BoG for a period of two years	Member
3	Officer Incharge of Finance	Member
4	One Senior teacher of the college to be nominated in rotation by the Principal for a period of two	Member

Term: Three years

Meetings: Meetings at least twice in a year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Functions:

- The Finance Committee shall act as an Advisory Body to the Governing body, to consider the Budget estimates relating to the grants received/receivable from the UGC and income from fees etc collected for the activities to undertake the scheme of autonomy; and the audit of related accounts.
- The Finance Committee shall scrutinize the budget submitted by the different departments/units and submit its recommendations to the Governing body for its consideration and approval.
- The Finance Committee shall also monitor the utilization of the sanctioned budget.
- The Finance Committee shall advise the BOG on all matters connected with the finances of the College.



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BOARD OF STUDIES (BOS)

Constitution: The Constitution of the Board of Studies (BOS) is according to the structure given below:

SNo	Category	Nature
1	Head of the Department	Ex-officio Chairman
2	Faculty members from each specialization	Members
3	Two subject experts from outside the University to be nominated by the Academic Council	Members
4	One expert to be nominated by the Vice Chancellor of the University from a panel of six recommended by the Principal	Member
5	One representative from industry/corporate sector/allied area relating to placement to be nominated by the Academic Council	Member
6	One Post-Graduate meritorious alumnus to be nominated by the Principal	Member

Note: The Chairperson with the approval of the Principal may co-opt additional members, from among:

- i) Experts from outside the College whenever special courses of studies are to be formulated, and
- ii) Other members of staff of the same faculty

Term: The term of the nominated members shall be three years.

Quorum: One half of the members.

Meetings: At least Twice in a year. However, the meeting may be scheduled as and when necessary but at least one in a semester. The Principal shall draw up the schedule for meetings of the Board of Studies for different departments or the Chairperson of the BOS may conduct the meeting with prior approval of the Principal.

Functions:

The Board of Studies of a department in the College shall;

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders State/National requirement for the consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for appointment as examiners; and Co-ordinate Research, Teaching, Extension and other academic activities in the department and perform any other functions that may be assigned by the Academic Council.



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NAAC INTERNAL QUALITY ASSURANCE CELL (IQAC)

The **NAAC Internal Quality Assurance Cell (IQAC)** has been constituted with the following composition:

SNo	Category	Nature
1	Principal	Chairperson
2	Teachers representing at all levels (Three to eight)	Member
3	One member from the Management	Member
4	Few Senior administrative officers	Member
5	One nominee each from local society, Students and Alumni	Member
6	One nominee each from Employers /Industrialists/Stakeholders	Member
7	One teacher as the Chief-coordinator/Director of the IQAC	Chief-Coordinator/ Director

Functions:

- Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education
- Arrangement for feedback response from students, parents, and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Documentation of the various programs/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Self-Study Report (SSR) of NAAC
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Term: The membership of nominated members shall be for a period of two years.

Meetings: The IQAC should meet at least once in a Year

Role of Member Convener: The Chief-Coordinator/Director, IQAC shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee



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IQAC CELL (As per VTU Statutes of Autonomous Colleges)

The Institution has constituted **IQAC Cell** for Monitoring, Evaluation and Continuation of Autonomy with the following composition

SNo	Category	Nature
1	Principal	Chairperson
2	Three Professors of the College drawn from different departments	Members
3	One nominee of the Governing Body	Member
4	Dean (Aca), COE and Placement Officer	Members
5	Senior Student, Recent Alumnus and Parent - One each	Members
6	Nominee of R&D laboratory, Industry and representative from IIT/NIT one each nominated by the University	External Members
7	Three Non-Teaching Staff of the College one each from different categories	Members

Objectives & Functions: Established as per VTU Statutes of Autonomous Colleges. The Roles, objectives and functions as per VTU Statutes of Autonomous Colleges (Amended) 2018.

Term: The membership of nominated members shall be for a period of three years.

Meetings: The external peer review shall be conducted at least once in a year.

INDUSTRY INSTITUTE INTERACTION CELL (IIIC)

The Industry **Institute Interaction Cell (IIIC)** has been constituted with the following composition:

SNo	Category	Nature
1	One Professor nominated by the Principal	Convener-IIC
2	One Professor nominated by the Principal	Member
3	Dean Placement (Ex-Officio)	Member
4	Chief Co-ordinator, IQAC (Ex-Officio)	Member
5	Deputy Dean Placement (Ex-Officio)	Member



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Objectives & Functions

- To promote various activities to enhance interaction between institution and industry
- To organize workshops, conferences and symposia with joint participation of the institution and the industry
- To have more mutually beneficial MoUs/linkages with industries.
- To propose enrichment of curriculum to meet the industrial needs.
- Other related responsibilities

Term: The membership of nominated members shall be for a period of two years.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Role of Member Convener :

The Convener shall with the approval of the Principal convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee. The recommendations of the Cell to be submitted to the Principal from time to time.

INSTITUTION INNOVATION COUNCIL (IIC)

The **Institution Innovation Council (IIC)** has been constituted as per the directions mandated by Innovation Council, Ministry of Education, Govt. of India with the following composition:

1	One faculty nominated by the Principal	President
2	One faculty nominated by the Principal	Convener
3	One faculty nominated by the Principal	ARIIA Coordinator
4	Two faculties nominated by Principal	IPR Activity Coordinators
5	One faculty nominated by the Principal	Innovation Activity Coordinator
6	One faculty nominated by the Principal	Internship Coordinator
7	Eight faculty nominated by the Principal	Member/Student Activity Coordinators
8	One faculty nominated by the Principal	Start Up Activity Coordinator
9	Student representatives	Student Co-ordinators



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Functions:

- To create entrepreneurial ecosystem through various activities that facilitate innovation and creativity.
- To facilitate transfer of technology for commercialization through multidisciplinary approach.
- To create a platform for different stakeholders to contribute towards taking the center towards excellence infrastructure and social entrepreneurship
- To promote start-up culture for the growth of local economy. Connect Start-ups through motivational talks about their experiences and provides internship opportunities.
- Conducts start-up awareness activities such as workshops, idea competition, field visits, innovation center/startups labs visits round the year as specified by MOE guidelines.
- Encouraging students to participate in events and competitions from Smart India Hackathon, IIDC.

Term : Three Years

Quorum : Minimum four meeting per year. However, the meeting may be scheduled as and when necessary.

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

The Institution has constituted **Student Grievance Redressal Committee** with the following composition:

SNo	Category	Nature
1	Principal of the College	Ex-officio Chairperson
2	Vice Principal of the College	Member
3	Two Teachers of the College to be nominated by the Principal	Members
4	A Student representative Nominated by the Principal	Member
5	One Teacher of the College to be nominated by the Principal	Member-Convener

Functions: To redress the grievances of students. The aggrieved student/s may represent their grievance to the Chairman of the Committee either in writing or email to grieveredressal@bmsce.ac.in or register their grievance online through the link <http://bmsce.ac.in/cell/grievance>. The SGRC shall submit monthly Online Grievances Processed by the institute on the AICTE Portal.

Term: Two Years

Quorum: One half of the members

Role of Member Convener: The Member-Convener shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee



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ANTI-RAGGING COMMITTEE (ARC)

The Institution has constituted **Anti-Ragging Committee** with the following composition:

SNo	Category	Nature
1	Head of the Institution/Principal	Chairperson
2	Civil & Police Administration	Member
3	Representatives from HODs/ Faculty nominated by Principal	Members
4	Representative from parents	Member
5	Representative from NGO	Member
6	Representative from Local Media	Member
7	Student Representatives – 4 Nos. (two girls & two boys) (freshers and seniors)	Member
8	Non-Teaching staff member	Members
9	One faculty nominated by Principal	Member - Convener

Functions: AICTE guidelines on Prevention and Prohibition of Ragging as per-APPENDIX-12 & UGC Procedure for students to file online Anti-Ragging Affidavit (www.antiragging.in and www.amanmovement.org)

Term : Two Years

Meetings : At least two meetings per year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Role of Member Convener : The Member-Convener shall with the approval of the Principal convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

SC/ST CELL

The institution has constituted **SC/ST Cell** with the following composition:

SNo	Category	Nature
1	Vice Principal	Chairperson
2	Vice-Principal (Admn)	Member
3	Two faculty members nominated by the Principal	Member
4	Two Non-Teaching Staff Members Nominated by the Principal	Member



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Aim and purpose of the Cell

1. Scholarships – distribution to the beneficiaries.
2. Address any problems occurred during their educational career.
3. Arrange for sending statistical information required by University/ Government authorities
4. To redress any issues relating to discrimination experienced by the students in the college.
5. The Cell shall meet atleast twice in an academic year.

Students may register their complaint in the 'complaint register' maintained at the office of the Registrar of the college or submit their grievance online at <http://bmsce.ac.in/cell/scst> The Cell shall review the complaints (if any) and make recommendations.

COLLEGE INTERNAL COMPLAINTS COMMITTEE (CICC)

The Institution has constituted **College Internal Complaints Committee (CICC)** with the following composition:

SNo	Category	Nature
1	Professor (Woman Faculty) nominated by the Principal	Chairperson
2	NGO Nominee	Member
3	Two faculty members	Members
4	Two Non-Teaching Staff Member	Member
5	Three students (Comprising of at least one girl student of pre-final / Final year at UG/PG Level)	Members
6	One teacher nominated by the Principal	Member - Convener

Functions:

As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No.F.AICTE/WH/2016/01dated 10th June, 2016.

Term: Three Years

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meeting(s) may be scheduled as and when necessary.

Role of Member Convener: The Member-Convener shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee



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Non-Statutory Committees	
1	Board of Appointments
2	Deans Council
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5	Board of Examiners
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8	Student Feedback Implementation Committee
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NON-STATUTORY COMMITTEES

BOARD OF APPOINTMENTS (BOA)

FOR AIDED POSTS:

SNo	Category	Nature
1	Donor Trustee & Member-Secretary BMSET	Chairperson
2	Management Nominee (nominated by the Chairman, BOG)	Member
3	DTE Nominee	Member
4	Subject Experts	Members
5	University Nominee	Member
6	Vice Principals	Members
7	Principal of the College	Member-Secretary

FOR UNAIDED POSTS:

SNo	Category	Nature
1	Donor Trustee & Member-Secretary BMSET	Chairperson
2	Management Nominee (nominated by the Chairman, BOG)	Member
3	Subject Experts	Members
4	University Nominee	Member
5	Vice Principals	Member
6	Principal	Member-Secretary

Functions: To select suitable candidates for appointment to teaching, non-teaching and other posts in the college. Recommend candidates for recruitment to the BOG. The quorum, advertisement, scrutiny, interview as per the orders of the management on office note dated 31.10.2022.

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: Need based; the meeting may be scheduled as and when necessary.



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DEANS COUNCIL (DC)

The **Deans Council** has been constituted with the following composition

SNo	Category	Nature
1	Principal of the College	Chairman
2	Vice Principal (Aca)	Member
3	Vice-Principal (Admn)	Member
4	All Deans	Members

Functions: To consider, discuss & decide on academic/administrative matters of the College.

Quorum: One half of the members.

Meetings: Minimum four meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member-Convener: Shall with the approval of the Principal, convene the meeting(s). Shall prepare the agenda for the meeting and recording minutes. Shall circulate the minutes of the meeting amongst the members of the committee/others concerned and ensure its compliance

COLLEGE COUNCIL (CC)

The **College Council** has been constituted according to the following structure:

SNo	Category	Nature
1	Principal	Chairman
2	Vice-Principal (Aca)	Member-Convener
3	Vice-Principal (Admn)	Member
4	All the Deans	Members
5	Controller of Examination (COE)	Member
6	All Head of the Departments	Members
7	Librarian	Member
8	Chief Co-ordinator, IQAC	Member
9	Physical Education Director	Member

Term: Three years and shall continue to be in force until reconstitution.

Function: To discuss & decide on the academic and administrative activities of the College. To notify the upcoming events of the college to discuss the preparedness for the same.

Quorum: One half of the members.

Meetings: At least four meetings per year. However, the meeting may be scheduled as and when necessary

Role of Member-Convener: Shall with the approval of the Principal convene meeting(s), prepare the agenda, recording minutes. Shall circulate the minutes of the meeting amongst the members of the committee and also ensure its compliance.



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RESEARCH & DEVELOPMENT COMMITTEE (R&D)

The **Research & Development Committee** has been constituted with the following composition:

SNo	Category	Nature
1	Principal	Chairperson
2	Teachers to represent all level (10 to 14)	Members
3	Head-R&D	Member-Convener

Objectives & Functions

- To monitor smooth and efficient co-ordination of research activities in the Institution
- To Identify new Research avenues and Opportunities
- To propose measures to enhance research outcomes in terms of quality research publications, Research Projects/ grants, Patents, Collaborations, Doctoral program and Faculty development.
- To identify potential collaborators and to facilitate collaborations with researchers from premier Institutions to encourage joint research venture in the latest technology
- To propose augmentation of Research infrastructure and establish necessary support system for utilization of facilities.
- Conducting SWOC Analysis of Research in the Institution
- To develop an Institutional Research Information System for sharing the status of ongoing/ completed research projects/Programmes, expertise & resources, etc.

Term: The membership of nominated members shall be for a period of two years.

Meetings: At least Two meetings per year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Role of Member Convener: The Member-Convener shall with the approval of the Principal/Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee



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BOARD OF EXAMINERS (BOE)

The **Board of Examiners** is constituted for each Programme/cluster according to the following structure:

SNo	Category	Nature
1	Head of the Department	Chairperson
2	Senior Faculty Members	Members
3	Subject Expert - External	Member

The number of members for S.No. 2 & 3 shall depend on the size of the Programme/specialization offered by the Department/Cluster. The Chairperson may with the approval of the Principal, co-opt expert from outside the College for special courses, if any.

Functions: The Board of Examiners of each Programme/cluster in the college is responsible for all matters connected with planning and conduct of examinations and evaluation including periodical tests; Have powers to review and finalize examination results and to take remedial measures whenever considered necessary; Analyze the performances of students and report its findings to the Academic Council for consideration and necessary action, if any; May appoint sub-committees to assist in discharge of its functions.

Term: Two years.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meetings may be scheduled as and when necessary.

COLLEGE PROCUREMENT COMMITTEE (CPC)

The **College Procurement Committee** has been constituted with the following composition:

SNo	Category	Nature
1	Vice Principal	Chairperson
2	Director (Admn), BMSET	Member
3	Registrar, BMSCE	Member
4	Concerned HOD	Member
5	One Faculty from the department	Invitee
6	Procurement Manager, Stores Section	Member Convener
Note	The Director (admn), BMSET may nominate Finance Officer suitably in lieu.	



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Functions:

- Administering procurement process so as to maintain uninterrupted flow of materials/ services.
- To Recommend the purchase of items and ensure correctness in all respects.
- Create a procurement policy and procedure manual with an aim to streamline procurement processes and improving the organizational administrative efficiency.
- To oversee and supervise that the budgetary allocations towards procurement (Equipment, Systems, Furniture etc.,) is being aptly utilized as approved.
- Procurements with estimated value of Rs.3.00 lakhs or above (both at the department and Institution level) are vetted through the CPC.
- To ensure that the procurement policies and procedures are strictly enforced.
- Any other related works.

Quorum: One half of the members

Meetings: Meeting may be scheduled as and when necessary

Term: Two Years

Role of Member Convener: The Member-Convener shall, with the approval of the Principal, convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of decisions of the Committee

INFRASTRUCTURE WORKS COMMITTEE (IWC)

The **Infrastructure Works Committee** has been constituted with the following composition:

SNo	Category	Nature
1	Principal	Chairperson
2	Vice-Principal	Member-Convener
3	Finance Officer 1	Member
4	Three Teaching Staff	Members

Note: Concerned HOD and Site Engineers shall be invited as and when necessary.

Functions: To discuss new project/works to be taken up in the college premises; shall periodically review the status of ongoing works; upkeep of maintenance requirements and other related issues. Any new project/work to be taken up by the Building Section of the college shall be vetted by the Infrastructure Works Committee.

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: At least three meetings per year. However, the meeting may be scheduled as and when necessary



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Role of Member-Convener: The Member-Convener shall, with the approval of the Principal, convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of decisions of the Committee

STUDENT FEEDBACK IMPLEMENTATION COMMITTEE (SFIC)

The **Student Feedback Implementation** Committee is constituted according to the following structure:

SNo	Category	Nature
1	Dean (Student Affairs)	Chairman
2	Faculty Coordinators (UG/PG) nominated by the concerned HODs	Members

Functions: Shall ensure the effective implementation of feedback process. Shall coordinate with the service provider. Shall document and maintain feedback statistics.

Quorum: One half of the members.

Meetings: Atleast two meetings per year. However, the meeting may be scheduled as and when necessary.

FEEDBACK COUNSELING COMMITTEE (FBCC)

The **Feedback Counseling Committee (FBCC)** is constituted according to the following structure:

SNo	Category	Nature
1	Principal	Chairperson
2	Two External Experts	Members
3	Vice-Principal (ADMN)	Member
4	Vice-Principal (ACA)	Member
5	Concerned Head of the Department	Member

Functions: To counsel faculty and suggest ways/means to improve performance and competency.

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.



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TEACHING LEARNING CENTRE

The **Teaching Learning Centre** has been constituted with the following composition:

SNo	Category	Nature
1	One faculty nominated by the Principal	Chairperson
2	Four faculty members nominated by the Principal	Members

Functions:

- To groom young teachers into digitally proficient educators through training by leading academicians and professionals
- To collaborate with National and International Institutes / forums of technical education
- To organize programmes for capacity enhancement, knowledge up-gradation and exposure to emerging technological developments for the faculty
- To facilitate Sharing of best pedagogical practices among teachers across disciplines
- Other relevant activities / Programmes

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

ACADEMIC AUDIT COMMITTEE (AAC)

The **Academic Audit Committee** is constituted according to the following structure:

SNo	Category	Nature
1	Dean (Academic)	Chairperson
2	Four faculty members nominated by the Principal	Members
3	Chief Co-ordinator (IQAC)	Member-Convener

Functions: Shall conduct academic audit/visits and ensure proper maintenance of academic records - lesson plan, syllabus coverage attendance registers, CIE, AAT deployed by the faculty, course file, CO-PO mapping and remedial measures offered to slow learners.

Term: Two years and shall continue to be in force until reconstitution.



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Quorum: One half of the members.

Meetings: At least one meeting per semester. However, the meeting may be scheduled as and when necessary.

Role of Member Convener: Shall with the approval of the Chairperson of the committee prepare schedule and circulate among the Departments/Units. The audit report shall be submitted to the Principal for information and needful action.

PLANNING & EVALUATION COMMITTEE (PEC)

SNo	Category	Nature
1	Principal of the College	Ex-officio Chairperson
2	Vice Principals of the College	Ex-officio Members
3	Four Teachers of the College by rotation nominated by the Principal	Members
4	A faculty member nominated by the Principal	Member-Convener

Functions:

- To prepare, implement and execute strategic plan.
- Propose timely Report to BoG on the extent of compliance to the Strategic Plan.
- To plan and execute various activities to be conducted in a year
- Other related activities with the Permission of the Chairperson.

Term: Two years

Quorum : One half of the members

Meetings: At least Two meeting per year. However, the meeting may be scheduled as and when necessary.

Role of Member Convener: The Member-Convener shall with the approval of the Principal Convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

E-Governance Committee (EGC)

The **e-Governance Committee** is constituted with the following composition:

SNo	Category	Nature
1	One faculty nominated by the Principal	Working Chairman
2	One faculty nominated by the Principal	Member
3	One faculty nominated by the Principal	Convener



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Functions:

- To take care of institutional website and Enterprise resource planning (ERP) System
- Create an Institutional Enterprise resource planning Policy along with e-Governance policy document.
- Testing and analyzing critical elements and customizations for changes
- To propose necessary infrastructure/software support.
- Any other related activities

Term: Three years

Quorum: One half of the members.

Meetings: Minimum two meeting per year. However, the meeting may be scheduled as and when necessary.

DEPARTMENTAL ADVISORY BOARD (DAB)

Constitution: The Constitution of the Departmental Advisory Board is according to the structure given below:

SNo	Category	Nature
1	Head of the Department	Ex-officio Member
2	One Dean Nominated by the Principal	Member
3	Two Industry Experts	Members
4	One Academic Expert - External	Member
5	One Alumnus	Member
6	Accreditation Coordinator	Member-Convener

Functions: Review implementation of OBE & NEP and suggest improvements and provide guidance and leads towards projects / research / consultancy.

Meetings: The Committee should convene meeting at least once in a year

Tenure: Two years.

Quorum: One half of the members.

Role of Member-Convener: Shall with the approval of the Principal, convene meeting(s). Shall prepare the agenda, record the minutes and circulate the same amongst the members. Also mark a copy to the Personal Section of Principal for the kind information to the Principal.



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DEPARTMENTAL ACADEMIC COMMITTEE (DAC)

The **Departmental Academic Committee (DAC)** has been constituted with the following composition:

SNo	Category	Nature
1	Head of the Department	Chairperson
2	Senior Professor/Associate Professor	Members
3	Senior Assistant Professors from each specialization	Members

Functions: To prepare the Departmental Work Plan/Calendar, to verify proper maintenance of the academic records such as attendance registers/entry of Internal marks, to counsel & advise the students, if need be, to oversee all academic activities in the department, to establish professional body contacts, to facilitate academic audit and approve the development plans etc.,

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

DEPARTMENTAL PROCUREMENT COMMITTEE (DPC)

The **Departmental Procurement Committee (DPC)** is constituted according to the following structure:

SNo	Category	Nature
1	Head of the Department	Chairperson
2	One Faculty member	Member
3	One Faculty/Staff Member	Member
4	Expert (Internal/External)	Member
5	Departmental Procurement Coordinator	Member-Convener

Note: The proposer of the equipment/requirement shall be invitee for that meeting.



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Functions: After receiving the proposal, the HOD will place it before the DPC. The DPC shall evaluate & ensure that the proposal made conforms to the procurement guidelines of the Institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation and return the proposal seeking resubmission or recommend for calling quotations. The Stores Section shall invite quotations from the vendors identified by the DPC and prepare the comparative statement of quotes received. The DPC shall verify the specifications & comparative statement, record its observations/recommendations for further process by the College Stores. The DPC/stores section shall ensure that Procurements with estimated value of Rs.3.00 lakhs or above (both at the department and Institution level) are vetted through the CPC.

Term: Three Years.

Quorum: One half of the members.

Meetings: As per requirement of the Department.

Role of Member-Convener: The Member-Convener shall with the approval of the Chairman of the Committee convene the meeting. Shall prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

B.M.S. ENGINEERING CONSULTANCY CENTRE (BMSECC)

The **B.M.S. Centre for Engineering Consultancy (BMSCEC)** is constituted with the following composition:

1	One Faculty Nominated by the Principal	Adviser
2	One Faculty Nominated by the Principal	Chairperson
3	Four faculty members nominated by Principal	Members

Functions:

- To provide an inclusive environment for promotion and support of consultancy activities
- To Liaise between the institute and industry/ government / non-government agencies to undertake projects with specific problem of short- and long-term duration. To enter into necessary MOU and agreements
- To initiate measures to enhance the outcomes/ revenue generation through consultancy
- To create and maintain database for expertise of the College faculty and facility by getting inputs from respective departments
- To have consultancy Brochure (both Institution level and Department level). The Brochure shall contain facilities, core service areas, expertise available in carrying out necessary testing and consultancy services etc.
- To propose dedicated / exclusive laboratories
- Any other related activities



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Term: Three years

Quorum: One half of the members

Meetings: Minimum two meeting per year. However, the meeting may be scheduled as and when necessary.

EQUIVALENCE COMMITTEE (EC)

SNo	Category	Status
1	Head of the Department	Ex-officio Chairperson
2	Four faculty members of BOS nominated by HOD	Members

Functions: To consider student's request for change of branch; change of college; change of University etc., and compare the programme study of their institution with BMSCE programme and suggest the equivalence.

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: Minimum one meeting per year. However, the meeting may be scheduled as and when necessary.

BMSCE-KSCST IP CELL (IP CELL)

The **BMSCE-KSCST IP Executive Committee** is constituted with the following composition:

SNo	Category	Nature
1	Principal, BMSCE	Chairperson
2	One Member for KSCST Cell	Member
3	IP attorney from college	Member
4	Head-R&D	Member
5	Dean-Innovations	Member
6	One faculty nominated by the Principal	Member
7	One faculty nominated by the Principal	Convener

Functions:

- Assist in the conduction of workshops /awareness programs for promotion of IPRs
- Identify projects in their department having IP potential
- Assist in Patent search and prior art search of the identified projects
- Any other related responsibilities



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Term: Three years

Quorum: One half of the members

Meetings: Minimum two meeting per year. However, the meeting may be scheduled as and when necessary.

ALUMNI EXECUTIVE COMMITTEE (AEC)

The **Alumni Executive Committee (AEC)** has been constituted with the following composition:

SNo	Category	Nature
1	Three Trustees—one of them to be the Chairperson	Nominated by BMSET
2	Principal	Working President
3	Vice Principal (Admn)	Vice President
4	Vice Principal (Aca)	Vice President
5	One nominated Alumni faculty member	Secretary
6	One nominated Alumni faculty member	Joint Secretary
7	One nominated Alumni faculty member	Treasurer

Functions: As per the Byelaws of BMSCE Alumni Network.

Term: Three years and shall continue to be in force until reconstitution.

Meetings: At least two meetings per year. However, the meeting may be scheduled as and when necessary.

Quorum: One half of the members.

Role of Secretary: Shall with the approval of the Working-President convene the meeting, prepare the agenda, record the minutes and circulate the same amongst the members. Secretary shall ensure compliance of all decisions of the Committee.

LIBRARY COMMITTEE (LC)

The **Library Committee** has been constituted with the following composition

SNo	Category	Nature
1	One Professor nominated by the Principal	Chairperson
2	Nine Faculties Nominated by the Principal	Members
3	Chief Librarian	Member-Convener

Functions:

- To suggest measures for improvement and development of the library resources & services
- To advising, developing and monitoring Budget, purchase of books, e-resources, access, working hours, library automation, stock checking and other activities.
- To maintain liaison between Central Library and various departments
- Any other related activities.



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Term: The term of the nominated members shall be of two years

Quorum: One half of the members

Meetings: Minimum one meeting per year. However, the meeting may be scheduled as and when necessary

Role of Member Convener: The Member-Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

WOMEN CELL (WC)

The institution has constituted **Women Cell** with the following composition:

SNo	Category	Nature
1	Professor (Woman Faculty) nominated by the Principal	Chairperson
2	NGO Nominee	Member
3	Two Teaching staff	Members
4	Two Non-Teaching Staff	Members
5	One teacher nominated by the Principal	Member - Convener

Functions: To consider and redress the grievances of women (staff & students).

- To sensitize the Faculty and students on gender equity issues by organizing sensitivity programs like seminars, publishing handouts etc,.
- To promote general harmony and prevent discrimination of women in the campus by proposing measures to the administration from time to time.
- To make students aware of Gender Equity, Women Health, Self Defense, Sanitation & Hygiene, Literacy, Women Entrepreneurship, Legal Awareness and other activities listed as part of AICTE Lilavati Award.
- Other related activities.

Term: Two years

Quorum: One half of the members

Meetings: At least two meetings per year. However, the meeting(s) may be scheduled as and when necessary.

Role of Member Convener: The Member-Convener shall with the approval of the Chairperson convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee



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HOSTEL COMMITTEE (HC)

The **Hostel Committee** has been constituted according to the following structure:

SNo	Category	Nature
1	Chairman, BoG, BMSCE	Honorary Chairman
2	Donor Trustee & Member-Secretary, BMSET	Member
3	Trustee & Chairman, BMSCA	Member
4	One Trustee nominated by BMSET	Member
5	Director (Admn), BMSET	Member
6	Principal, BMSCE	Working Chairman
7	Director-Projects, BMSET	Member
8	Vice-Principal (Admn)	Member
9	Vice-Principal (Aca)	Member
10	Director-Finance, BMSET	Member
11	Secretary, Intl Hostel	Member
12	Secretary, BMSETH	Member-Secretary

Functions: Approve Annual Hostel Budget, Review the Annual Audit Report & Audited statements of accounts, make policies/rules from time to time necessary on general administrative matters related to Hostels. To approve developmental/improvement works taken up for the welfare of hostilities. To consider/approve staff welfare measures proposed by the Hostel Administration. The Hostel Committee is the final disciplinary authority. It sanctions/authorizes initiation of disciplinary proceedings. It is the final authority to impose punishment on proved misconduct

Term: Two years and shall continue to be in force until reconstitution.

Quorum: One half of the members.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary

Role of Member Secretary: The Member-Secretary shall with the approval of the Working-Chairman convene the meeting, prepare the agenda for the meeting and also record the minutes and circulate amongst the members. The Member Secretary shall ensure compliance of all decisions of the Committee



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EMPLOYEES FAMILY WELFARE FUND COMMITTEE (EFWFC)

The **Employees Family Welfare Fund Committee (EFWFC)** has been constituted with the following composition

SNo	Category	Nature
1	Principal, BMSCE	Chairman
2	Vice Principal (Aca)	Member
3	Vice Principal (Admn)	Member
4	Sr. Manager, Finance -II	Member
5	Two faculty members nominated by the Principal	Member
6	One Non-Teaching (Admn) Staff Member	Member
7	One Non-Teaching (Tech) Staff Member	Member
8	Registrar, BMSCE	Member Convener

Functions:

To manage and administer the Family Welfare Fund (FWF), to promote the welfare of the staff as per norms laid down from time to time, to publish annual statement of Accounts (FWF) for the information of staff.

Term: The term of the nominated members shall be of two years

Quorum: One half of the members.

Meetings: Minimum one meeting per year. However, the meeting may be scheduled as and when necessary.

Role of Member Convener: The Member-Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

Role of Member Convener: The Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee



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CAMPUS DISCIPLINE COMMITTEE (CDC)

The **Campus Discipline Committee** has been constituted with the following composition

SNo	Category	Nature
1	Vice-Principal (Admn)	Chairperson
2	Three faculty members nominated by the Principal	Members
3	One faculty member Nominated by Principal	Member-Convener

Functions: To ensure calm and peaceful academic atmosphere in the campus. To ensure the students obey rules and maintain discipline, dignity and decorum in the college. To guide the Anti-ragging and other disciplinary Committees

Term: Two years

Quorum: One half of the members.

Meetings: At least Two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member Convener The Member-Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

INTERNAL COMMITTEE FOR THE STUDENTS WITH DISABILITIES (ICSD)

The institution has constituted **Internal Committee for the students with Disabilities** with the following composition:

SNo	Category	Nature
1	Professor nominated by the Principal	Chairperson
2	Four Teachers of the College nominated by the Principal	Members
3	Registrar	Member
4	Director (Projects)	Member
5	Student Counselor	Member
6	One Non-Teaching Staff of the College nominated by the Principal	Member
7	Two Students representatives Nominated by the Principal	Member
8	Two Parent representatives	Member
9	One teacher nominated by the Principal	Member - Convener



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Functions:

- Taking care of day to day needs of differently abled students at the college
- Oversee the implementation of Govt. schemes existing and to be devised in future for the benefit of the disabled students in the college.
- Any other related responsibilities

Term: Two years

Quorum: One half of the members

Meetings: Atleast Two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member Convener: The Member-Convener shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee

SPORTS & CULTURAL COMMITTEE (SCC)

The **Sports & Cultural Committee** has been constituted with the following composition

SNo	Category	Nature
1	One Professor nominated by the Principal	Chairperson
2	Nine Faculties Nominated by the Principal	Members
3	Two Non-Teaching Staff Members	Members
4	Physical Education Director (PED)	Convener

Functions:

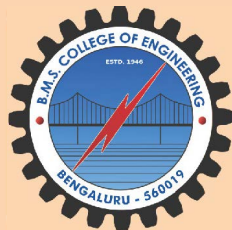
- To plan conduct of Sports and Cultural events.
- Encourage active participation of students and staff in sports events and fests
- To arrange for coaching facilities
- To promote health, physical well-being through activities like Gym, Yoga, Self-defense etc.
- To propose up gradation of sports infrastructure and upkeep.
- Other related activities/events

Term: Two years

Quorum: One half of the members.

Meetings: Minimum two meeting per year. However, the meeting may be scheduled as and when necessary.

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