



# CITIZEN CHARTER

**BHAI PARMANAND INSTITUTE OF BUSINESS  
STUDIES, SHAKARPUR(EXTN.), DELHI – 110092**

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## Introduction

### Vision

*“To foster an intellectual and ethical environment in which both skill and spirit will thrive so as to impart quality education through innovative teaching methodology, training and services with the Global outlook.”*

### Mission

*“To become a World-Class State-of-the-art Centre in providing Quality Oriented Higher Education in line with the Global Standards in the field of Computer Science and Management.”*

### History

The Government of Delhi established a small institute in the year 1965. Later on, it was renamed as “Institute of Commercial Practice” in 1972, mainly for conducting vocational courses in the area of office management & secretarial practice.

Thereafter, in the year 1986, the Institute was relocated in a spacious area/building exclusively allotted to it by DDA in Shakarpur, Delhi-92 and rechristened as Bhai Parmanand Institute of Business Studies (BPIBS). The Institute was named after Sikh Martyr from Punjab. Since its inception the Institute has been functioning under the direct control of Directorate of Training & Technical Education (DTTE) Govt. of NCT of Delhi and within the ambit of All India Council of Technical Education (AICTE), New Delhi.

### OUR CLIENTS

1. Students seeking admission for formal training from Diploma level to Post Graduate level in the field of any of the disciplines offered by the institute.
2. Industries/Organizations seeking trained technical manpower.

### SERVICES PROVIDED

#### I. PROVIDING TECHNICAL EDUCATION

#### Courses Offered:

Course	Duration	Affiliation	Full Time/ Part Time
MCA (MASTER OF COMPUTER APPLICATION)	3 years	GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI	FULL TIME
MBA (MASTER OF BUSINESS ADMINISTRATION)	2 years	GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI	FULL TIME
BBA (BACHELOR OF BUSINESS ADMINISTRATION)	3 years	GURU GOBIND SINGH INDRAPRASTHA	FULL TIME

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Course	Duration	Affiliation	Full Time/ Part Time
		UNIVERSITY, DELHI	
<b>B. VOC- SD (BACHELOR OF VOCATION- SOFTWARE DEVELOPMENT)</b>	3 years	GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI	FULL TIME
<b>B. VOC-MC (BACHELOR OF VOCATION - MOBILE COMMUNICATION)</b>			
<b>MODERN OFFICE PRACTICE (ENGLISH)</b>	3 years	BOARD OF TECHNICAL EDUCATION, Delhi	FULL TIME
<b>MODERN OFFICE PRACTICE (HINDI)</b>			
<b>WCSC – WORLD CLASS SKILL CENTER (SOFTWARE TESTING ASSISTANT)</b>	1 year	BOARD OF TECHNICAL EDUCATION, Delhi In Collaboration with ITE SINGAPORE	FULL TIME

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### **MCA (MASTER OF COMPUTER APPLICATION):**

1. Affiliation: GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
2. Duration: 3 years
3. No. of Seats: 60
4. Eligibility Criteria and Admission Procedure:  
GGSSIP University directly admits students through Common Entrance Test (CET).  
Bachelor's Degree of a recognized University in any discipline with at least 50% marks in aggregate and must also have passed Mathematics and English (core, elective or functional) at least at the Senior School Certificate Examination (Class XII) of the CBSE or any other Examination recognized as equivalent thereto.  
OR  
BCA/BIT/BIS of a recognized University of at least three years duration with at least 50% marks in aggregate or any qualification recognized as equivalent thereto.  
OR  
Bachelor's Degree in Engineering or Technology or a qualification recognized as equivalent thereto with at least 50% marks in aggregate.
5. Fees : 40000/- per Annum

### **MBA (MASTER OF BUSINESS ADMINISTRATION):**

1. Affiliation: GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
2. Duration: 2 years
3. No. of Seats: 40
4. Eligibility Criteria and Admission Procedure:  
Any recognized Bachelor's Degree in any discipline with a minimum of 50% marks in aggregate.  
OR  
Bachelor's Degree in Engineering, Technology or any other subject with minimum of 50% marks in aggregate or any qualification recognized as equivalent thereto with minimum of 50% marks in aggregate.  
OR  
Passed the Final Examination of the Institute of Chartered Accountants of India or England, the Institute of Cost and Works Accountants of India or England or the Institute of Company Secretaries of India.
5. Fees : 40000/- per Annum

### **BBA (BACHELOR OF BUSINESS ADMINISTRATION):**

1. Affiliation: GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
2. Duration: 3 years
3. No. of Seats: 40
4. Eligibility Criteria and Admission Procedure:  
GGSSIP University directly admits students through Common Entrance Test (CET).  
Pass in 12th Class of 10+2 of CBSE or equivalent with a minimum of 50% marks in aggregate\* and must also have passed English (core or elective or functional) as a subject.  
Note:-  
\*Aggregate of 50% marks in the 12th class for the purpose of eligibility will be taken as the aggregate of best four subjects including one language and compulsory subject(s). These compulsory subjects will vary for various programmes. The details of compulsory subject(s) whatever applicable will be notified on university website before start of the counselling.
5. Fees : 40000/- per Annum

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### **B. VOC- SD (BACHELOR OF VOCATION-SOFTWARE DEVELOPMENT):**

1. Affiliation: GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
2. Duration: 3 years
3. No. of Seats: 60
4. Eligibility Criteria and Admission Procedure:  
GGSSIP University directly admits students through Common Entrance Test (CET).

Pass in 12th Class of 10+2 pattern of CBSE with English as a subject of study (core/ elective/ functional) in the qualifying examination. Provided the candidate has passed in each subject separately.

OR

10+2 year ITI in relevant discipline

OR

Three year diploma in any discipline

OR

NSQF Level IV in relevant discipline

5. Fees : 40000/- per Annum

### **B. VOC-MC (BACHELOR OF VOCATION -MOBILE COMMUNICATION):**

1. Affiliation: GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
2. Duration: 3 years
3. No. of Seats: 60
4. Eligibility Criteria and Admission Procedure:  
GGSSIP University directly admits students through Common Entrance Test (CET).

Pass in 12th Class of 10+2 pattern of CBSE or equivalent with Physics Chemistry and Mathematics as subject. Provided the candidate has passed in each subject separately. Candidate must additionally have passed English as a subject of study (core/ elective/ functional) in the qualifying examination.

OR

10+2 year ITI in relevant discipline

OR

Three year diploma in any discipline

OR

NSQF Level IV in relevant discipline

5. Fees : 40000/- per Annum

### **WCSC (WORLD CLASS SKILL CENTER) - SOFTWARE TESTING ASSISTANT (EXTENSION CENTRE):**

1. Affiliation: BOARD OF TECHNICAL EDUCATION  
in collaboration with  
ITE, SINGAPORE
2. Duration: 1 years
3. No. of Seats: 40
4. Eligibility Criteria and Admission Procedure:  
BTE directly admits students through Common Entrance Test (CET).  
The minimum entry qualification for admission in Software Testing Assistant Course:
  1. Passed 12 the under 10+2 system of education units equivalent with Physics, Chemistry, Maths / Biology.
  2. Knowledge of Microsoft Office is desirable.

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5. Fees : 42000/- per Annum

### **MOP (MODERN OFFICE PRACTICE):**

1. Affiliation: BOARD OF TECHNICAL EDUCATION, DELHI.
2. Specializations offered: English and Hindi
3. Duration: 3 years
4. No. of Seats: 30(English), 15(Hindi)
5. Eligibility Criteria and Admission Procedure:  
BTE directly admits students through Common Entrance Test (CET).

For candidates applying for  
Diploma in Modern Office Practice (English)

**The candidate should have passed Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education (CBSE), Delhi in any stream of 10+2 (Academic) or any other examination recognized as equivalent to the Senior Secondary School Certificate with minimum 45% marks (40% for SC/ST) in aggregate of best three subjects including English.** The subject English is compulsory for Modern Office Practice (English) and the candidate should have obtained passing marks in this subject.

For candidates applying for  
Diploma in Modern Office Practice (Hindi)

**The candidate should have passed Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education (CBSE), Delhi in any stream of 10+2 (Academic) or any other examination recognized as equivalent to the Senior Secondary School Certificate with minimum 45% marks (40% for SC/ST) in aggregate of best three subjects including Hindi/Sanskrit.** The subject Hindi/Sanskrit is compulsory for Modern Office Practice (Hindi).

6. FEES:

Category	Annual Fee		
	Govt. Fund	Non-Govt. Fund	Total
SC/ST/PWD/TFW (Boys/Girls)	Rs.3200/-	Rs.800/-	Rs.4000/-
All other categories (Girls)	Rs.4200/-	Rs.800/-	Rs.5000/-
All other categories (Boys)	Rs.5200/-	Rs.800/-	Rs.6000/-

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## CENTRAL FACILITIES

### ECO FRIENDLY CAMPUS

The Institute has its own Independent building with a friendly and enriching ambience equipped with beautifully landscaped In-door and Outdoor Park, neatly maintained round-the-clock by the Department of Horticulture, Govt. of Delhi. The Institute is located at the heart of East Delhi with pollution free environment.

### CLASSROOMS

Classrooms are meant to provide a conducive environment for learning. In BPIBS, Classrooms are large and capable of accommodating a large number of students without cramping. They are surrounded by large, spacious corridors for the students to move around freely. Faculty is dedicated to make classroom learning and transfer of knowledge a dynamic and focused process. To aid the faculty and make classroom learning interesting and for better understanding by students, in BPIBS, Classrooms are equipped with Overhead LCD Projectors, Slide Projectors, Wifi Projectors etc.

To develop the professionals skills of the students and to make them perfect fit for the corporate world, the faculty focuses on problem raising and solving methodologies through case studies, rol plays, power point presentations etc. Classrooms, like all other sections of BPIBS are connected to internet and intranet. One desktop is provided in each classroom.

### LABORATORY

BPIBS has been well-equipped with various Laboratories as per the mandatory requirements of the regulatory bodies consisting of 06 [Six] State-of-the-Art Computer laboratories installed with the latest i-7 Intel Processor [totalling around 200 Desk-Top Systems], Language Laboratory, Tutorial Room, CISCO Laboratory, Digital Electronics Laboratory, EDUSAT Room – all are provided with the latest sophisticated electronic equipment/gadgets in accordance with the requirement.

### CONFERENCE ROOM AND MULTIPURPOSE HALL:

The institute has one conference room and one MPH theatre, equipped with ultramodern audio and visual system with a sitting capacity of 50 and 150 persons respectively.

### CENTRAL LIBRARY

1.	Total Number of Titles	14895
2.	Total volume of Books	34333
3.	No of Journals	31 (12 National, 16 International and 3 online)
4.	Computerization	YES [Library fully automated by E- Granthalaya Software with barcode facility
5.	Internet Connectivity	YES [ Through 8 mbps Lease Line and Optical Fiber Installation for 1:1, Broadband (10) from NKN, WIFI facility & DS WAN ]
6.	Book Bank Facility	YES
7.	Photocopy Facility	YES ,[One Digital Multifunctional photocopier ]
8.	Book-Binding Facility	YES
9.	Reading Room	YES, [Digital Reading Room having 25 no. of systems with E learning facility]

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The well furnished automated BPIBS library has stacks of more than 30000 volumes and subscribes, more than 30 periodicals, covering all aspects of technical and managerial education.

The library is fully automated by E-Granthalaya software with barcode facility incorporated with content modules like admin., books requisition, cataloging, indexing and circulation of serials/periodicals, articles, budget, search, OPAC etc. The features of E-Granthalaya software are LAN base data entry, automated in-house activity, automated users services, automated purchasing process with Indian flow, member registration with specific entitlement, due days and fine system, well integrated database in user friendly style, in compliance with international standards. The library is having INTERNET and DELNET facility for the students as well as for the faculty members.

### **READING ROOM WITH NPTEL SERVER**

Establishment of Reading Room is very much essential for the students of any educational institution as it connects the Books and the Students during their leisure hours. In line with this concept, BPIBS took necessary initiative to establish an impeccable Reading Room adjacent to its Library to create an absolute literacy enriched environment. NPTEL(National Programme on Technology Enhanced Learning) server has been incepted to ensure free access of all NPTEL lectures and other e-learning resources to students.

### **SPOKEN TUTORIAL:**

The institute has collaborated with IIT Bombay under their Spoken Tutorial Project. The Spoken Tutorial Project is about teaching and learning a particular FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, PHP & MySQL, Java, C/C++, LibreOffice etc. via an easy Video tool - Spoken Tutorials. SELF (Spoken Tutorial based Education and Learning through Free FOSS study).

### **DELNET**

BPIBS is the Member of DELNET. This DELNET facility is with the prime objective of promoting resources-sharing amongst the libraries and provide on line access to renowned Journals. The facility of DELNET enables the Institute for the establishment of Research Centre and maintaining a Central On-line Union Catalogue of Books, Serials and Non-Book Materials of all the participating Libraries.

### **E-LEARNING USING EDUSAT**

BPIBS has established a Satellite Interactive Terminal - 'EDUSAT' in a separate Room specially earmarked for this purposes in its premises. The EDUSAT Room has been fully equipped with Excellent Infrastructure comprising the latest Electronic Gadgets/Equipments, as a Cutting-Edge initiative. Each classroom is facilitated with the learning management client software. Through Two Ways VSAT, the students listen, interact and respond to the lectures delivered by various Experts both from Academia and Industry in different Training, Technical, Managerial, and Technological disciplines at different intervals.

### **INTERNET LEASED LINE**

BPIBS has now been equipped with leased line of **8 MBPS** facilitated through New Optical Fibre based Circuit from MTNL.

### **MEDICAL ROOM**

Medical room facility is available. A visiting medical expert is also engaged.



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## **STUDENT LIFE @ BPIBS**

### **CULTURAL AND RECREATIONAL FACILITIES**

The institute has facilities for cultural and recreational activities including a gym, sports room, tennis court, girls/boys common room etc.

### **STUDENT PARTICIPATION IN INSTITUTE ACTIVITIES**

The students of the institute are very active partners in various curricular and co-curricular activities

### **SAKSHAM**

SAKSHAM, the Entrepreneur Development Cell of BPIBS was officially launched on 7<sup>th</sup> November, 2016 by the co-ordinated and dedicated efforts of students as well as faculty. The EDC cell at BPIBS aims at inculcation of Entrepreneurship mindset among the youth and to develop an innovative streak in them. Its prime objectives are to encourage, develop, train and educate the students regarding entrepreneurship.

### **STUDENTS' SERVICES**

A senior faculty is appointed as Faculty Incharge for Students' Affairs, who, with the help of two Associate Faculty Incharge( one for Sports and another for Cultural & Seminars etc.) interacts with students intensively in all extracurricular activities.

### **SCHOLARSHIPS**

BPIBS has the vision to provide Quality Education to all sections of the society and observes the fact that monetary problems should not hinder the growth of the students, BPIBS provides various Scholarships to the students enrolled. These scholarships are sponsored by Delhi Government and Directorate OF Training and Technical Education, Delhi. These are Merit-Cum-Means based scholarship and Merit scholarships based on excellent past academic records.

### **TRAINING AND PLACEMENT CELL**

**Incharge-** Mr. Kaushal Mehta

The Training and Placement Cell is actively engaged in placing students for Jobs and Training in the local industry. The cell has established links between the institute and industries in Delhi/NCR as well as outside Delhi under the supervision of a Placement Officer.

The final year student project and industrial training is often arranged through the cell with the local and outside industries. Campus interviews are organized regularly to find appropriate placement for passing out students.

### **WEBSITE COMMITTEE**

**Incharge-** Mr. Shrikant Patel

This committee holds the responsibility for making up of website of the college and maintaining it.

### **SPORTS COMMITTEE**

**Incharge-** Mr. Shrikant Patel (GGSIPU) & Mr. Ashok Kumar(DTTE)

This Committee is responsible for organizing all the inter college and intracollege sports events. The committee is also responsible for sports meet at GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI.

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## **CULTURAL COMMITTEE**

**Incharge-** Mr. Shrikant Patel

This committee is one step ahead of academic work. It rather focuses on extra cultural activities/ events, so that the students, don't bury themselves into academics only, but also polish up their talent(s). This society manages all these types of activities in the techno cultural fest AMOGH as well as other events like ANUGOONJ.

## **DISCIPLINE COMMITTEE**

**Incharge-** Respective class proctors

This committee is responsible for maintaining the discipline in the college premises. Two days in the week, Wednesday and Friday are observed as formals' day. Students are required to come in formals on these two days.

## **INDUSTRIAL VISITS COMMITTEE**

**Incharge-** Mr. S.K. Awasthi

This committee has been given the responsibility to make students aware of the latest developments in the industry. For this purpose, Industrial visits are arranged for the students to concurrent their knowledge with Industry standards & expectations.

## **ECO CLUB COMMITTEE**

**Incharge-** Mr. Dinesh Kumar

This committee is constituted for maintaining an eco friendly environment in the college. Under the banner of this committee, various in-house competitions like debates, essay writing and poster making etc. are held in the college from time to time to spread the message and inculcate the belongingness and sensitivity towards environment.

## **RED RIBBON CLUB COMMITTEE**

**Incharge-** Ms. Ruchika Singh

This committee is constituted for spreading awareness about AIDS among youth. This club also organizes blood donation camps and interact with various blood banks and agencies related to this activity. Blood donation camps are also arranged in the college and various other competitions are organized throughout the year to serve the purpose.

## **LIBRARY COMMITTEE**

**Incharge-** Mr. S.K. Awasthi

Library is one of the most important aspects of any institution. Keeping this in view, the library committee helps the students to follow the code of conduct in the library and reading room. The committee also guides students related to availability of various online and offline resources. They are the catalyst that helps learning process become easy and systematic. This committee also helps the staff members with bringing up the additional resources of learning.

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### **ALUMNI**

Alumni play a very important role in developing the goodwill for the institute. Students and staff member put in earnest efforts to network with them and consistently seek their support for development of the students. All departments maintain a proper team of student coordinators to maintain the records of the alumni. The institute often organizes alumni meets and also invites various well established alumni to interact with students and deliver expert lectures.

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## **DEPARTMENT PROFILE**

### **MCA (MASTER OF COMPUTER APPLICATION) DEPARTMENT:**

MCA department is the premier department of the institute. The department is located in the academic block. It has ultramodern computing facilities, various well-equipped lab facilities (Software lab, Linux Lab, TOC lab, Programming Lab etc.)

The department was started in the year 2000 with an intake of 30 students. Subsequently, the intake has increased to 60. Department has produced almost 700 postgraduates till now. The department is having 6 regular faculty members with 4 visiting faculty. Ms. Pooja Arora has been awarded the President medal for standing first in the university in the year 2003.

### **MBA (MASTER OF BUSINESS ADMINISTRATION) DEPARTMENT:**

The 2-Year Regular MBA Programme had made its debut in Bhai Parmanand Institute of Business Studies [BPIBS] in the Academic Year 2007 with the affiliation to Guru Gobind Singh Indra Prastha University [GGSIPU, DELHI]. To begin with, an intake of 40 Plus students were admitted to this Professional Programme through a Common Entrance Test [CET] conducted by GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI. Most of the meritorious students from CET have sought admission in BPIBS due to its pedagogical system, impeccable infrastructure, conducive teaching-learning and serene atmosphere, besides a battery of highly qualified, devoted, dedicated, and committed teaching community. The final year students have the liberty to opt for their Electives from three major disciplines like Finance, HRM and Marketing. At the end of Third and Fourth Semesters, they have to prepare and present Research Projects to develop their knowledge and skills in Management and Allied areas. So far, the Department, through its yeomen service, has shaped, moulded, graduated and supplied around 360 students to the Society/Job Market as the best assets. Many MBA Students have brought laurels in the Term-End University Examinations at different spells. From MBA Department, Ms. Mahima Mathur of MBA [Roll No.02311403910] ,2010-12 Batch had secured Third Rank [91.25%] at the University Level in her Final Semester Examinations conducted in May-June 2012 by GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI. With the state-of- the-art infrastructure and a reservoir of well qualified and dedicated faculty combined with its conducive teaching-learning atmosphere, the students show excellent results and bring laurels to the institute and themselves.

### **MOP-MODERN OFFICE PRACTICE (ENGLISH / HINDI) DEPARTMENT:**

Diploma in Modern Office Practice (English & Hindi) aims at enabling the students to attain proficiency in subjects like computer application, personality development and human relations, law, business environment, communication skills etc. Training is given to the students to handle office machines, telecommunication and other office equipments. They are also trained to process data in various applications as per current office practices. Students, thus trained have various job opportunities as personal secretaries, executives, receptionist, telephone and telex operators, stenographers, typist and personal assistants in Govt. departments, public and private sector organizations.

### **BBA (BACHELOR OF BUSINESS ADMINISTRATION) DEPARTMENT:**

The department prepares the students for positions in the management of complex and diversified organizations by providing them with a broad, fundamental and specialized education, thereby enabling them to perform successfully, ethically, and professionally in a rapidly changing, interdependent, competitive business world. The students undergo summer training in the second Year. The curriculum is focused towards overall development of students with subjects like Personality development, entrepreneurship development, marketing, etc and also undertakes three

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research based projects through out the program. The department is driven towards meeting the challenges and dynamic evolution in the business world and enabling students to take the world in their stride. The current intake is 40.

### **BVOC (BACHELOR OF VOCATION) DEPARTMENT:**

The department of BVOC was launched in the year 2015. The course aims at providing skilled manpower specific to the industry. The Bachelor of Vocation (B.Voc.) Degree has multiple exit and entry options to a Diploma/Advanced Diploma or Bachelors Degree, under the NSQF (National Skills Qualifications Framework). The course content is developed based on NVEQF (National Vocational Educational Qualification Framework), NSQF, CBCS (Choice Based Credit System), Industry requirements and achieves the following objectives:

1. To develop a holistic personality by imparting human centric learning.
2. To impart skill based education.
3. To promote Entrepreneurship among students.

The Institute is currently running BVOC in Software Development and Mobile Communication. The current Intake of the institute is 60 per course.

### **WCSC(WORLD CLASS SKILL CENTRE) DEPARTMENT:**

WCSC-ITE Singapore extension centre at BPIBS has been started for Software Testing Assistant (STA) Course. It is an initiative to address the shortage of skilled manpower in the field of testing.

Students who have 10+2 as minimum qualification are required to get through a designed pattern of selection. The selected ones are trained to make them acquainted with a gamut of fields, starting from coding, automation, performance and manual testing, and employability skills. We have the best facilities like Labs, workshops, smart-class rooms available for the students. Also, the students are made to go through a rigorous schedule to imbibe in them the skills required to perform at par with the industry requirements.

### **Contact Us:**

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**Website:** <http://bpibs.in>

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