

**Manual 1**  
**Particulars of organization, functions & duties**  
**[Section 4(1)(b)(i)]**

**1. Aims & Objectives of the Organization:**

The main aims and objectives of BPIBS are to impart and inculcate quantitative and quality oriented Technical Education in Management/Business Administration, Information Technology and Modern Office Management/Practice to the present and future aspirants in order to make them more skill-oriented and transform them into Leaders of Tomorrow, mainly to meet the formidable challenges/tasks prevailing in the National and International arena of Business Environment. Since its inception, the Institute is making all its endeavors for providing excellent pedagogical methodology with the intention of moulding “Best Technocrats” of the world.

In this direction, the Institute is offering MBA, MCA, BBA and Diploma in Modern Office Practice [English and Hindi] to enable the students community in a larger measure to attain maximum proficiency in the areas of Human Relations, Personality Development, Management Ethics, Managerial Skills, Business Environment, Business Communication, besides providing full exposure on the entire areas of Computer Application, arranging Guest/Special Lectures in the field of Business Studies & Information Technology with the fervent help extended by Outside Talents in the respective fields, in addition to providing vibrant learning environment as-a-whole to make the courses a total success.

The Institute also boasts of a well established Training and Placement Division of its own for each Programme, to provide a wide spectrum of job opportunities to graduated students in the areas of Management, Computer Applications and Modern Office Practice.

**2. The Mission/Vision:**

To foster an intellectual and ethnical environment in which both skill and spirit will thrive so as to impart higher quality education, imbibing disciplines in students and providing excellent training and placement services with the intention and outlook of international technological requirements.

**The Vision:**

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 Business Administration, IT and Secretarial Practice and to nurture social, cultural and ethical values of the Indian Society amongst the students.

**3. Brief History & Background for its Establishment:**

“Education Eradicates Illiteracy”

“Education is the Mirror of a Society”

“Education is the pace-setter of Modern Economy”

From the above sayings, it is quite evident that education permeates in the overall development of a society.

In the Post-Independent period, with the advancement of Science & Technology coupled with information explosion, the importance of technical education has gained momentum /rapid strides in our country. While the emergence of computer has glowingly replaced the entire traditional systems on the one side, the whole earth is surging forwarded to touch another world of moon & mars in communication with the help of science & technology.

At this juncture, the important role of technical education has been increasingly felt to lading up more and more prospective technocrats and business executives in their respective fields.

As a first step in this direction, the Government of Delhi had paved way for establishment of 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. There after, in the year 1986, the Institute was relocated in a spacious area/building exclusively allotted to is 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 with the able guidance of All India Council of Technical Education (AICTE), New Delhi & NITTR, Chandigarh.

The Institute offers a 3 years Diploma Course in Modern Office Practice (MOP) with the approval of AICTE from the year 1998 and also conducts a 3 year MCA, PG course with the affiliation of Guru Gobind Singh Indra Prastha University, Delhi form 2000. While the admission to Diploma in Modern Office Practice is made through common entrance test (CET) conducted by the Board of Technical Education, Delhi the admission for MCA, PG course

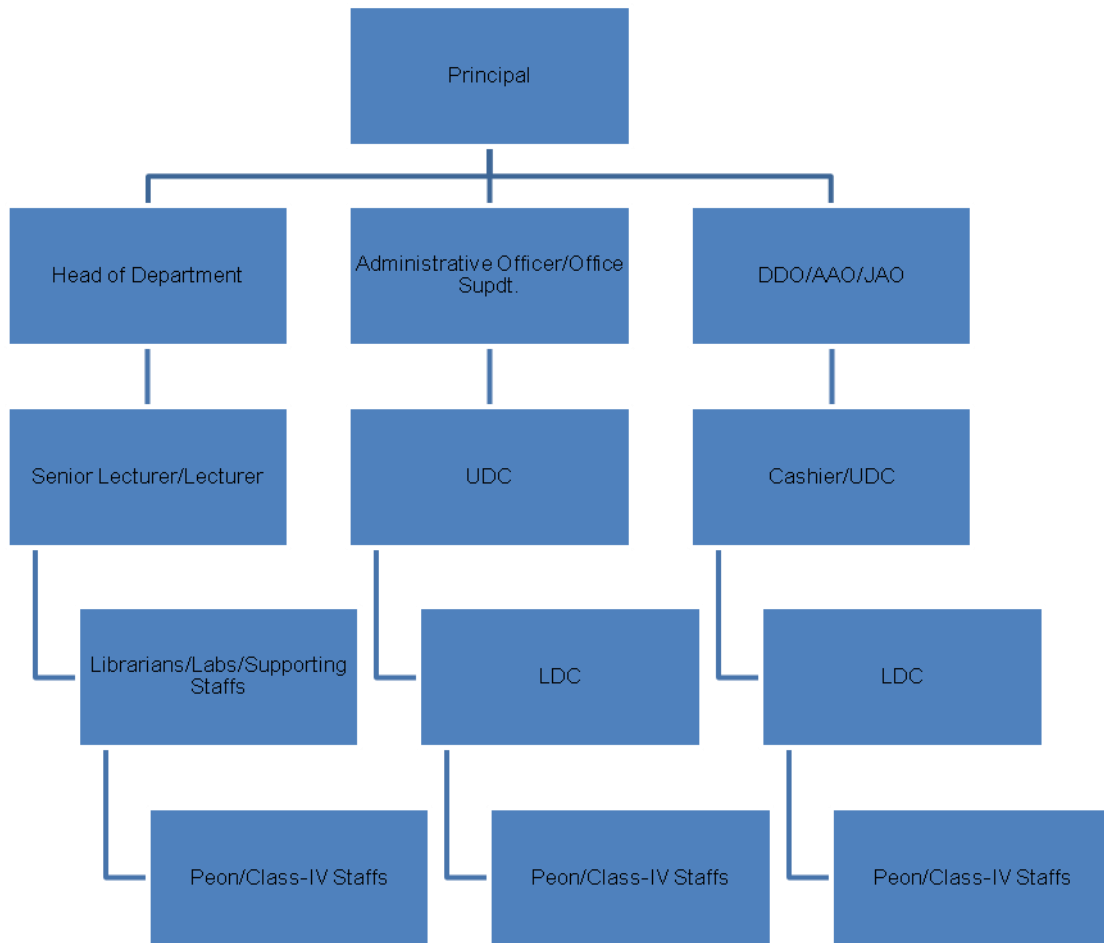
is made through another's common entrance test conducted by Guru Gobind Singh Indra Prastha University, Delhi every academic year.

The main aim of BPIBS is to inculcate discipline in students and to provide qualitative technical education in Modern Office Practice & Information Technology to the present and future generations in order to make them more expect oriented in the respective fields, so that as "Leaders of Tomorrow", they could be equipped to meet the competitive environment in the global business scenario. Right from the short run of its existence, the Institute has been making all its endeavors for providing excellent curriculum and well developed built infrastructural facilities with the sole motto of moulding and shaping the students as the "Best Technocrats" of the world. Since the mantras of "Modern Office" and "Information Technology" in the form of secretarial profession and computer applications have gained more popularity among the business environment, both these courses augur well from its commencement, as could be observed from the over whelming response extended/poured in by the students community all these years. The BPIBS has strongly focused its attention on the crucial aspect of innovative teaching methodology periodical revision of curriculum provision of full fledged infrastructure facilities like well furnished/stake libraries, air conditioned computer labs, students development activities, besides well established training and placement division for both the courses, so that these job oriented courses will go a long way in meeting the present and prospective challenges of global business and information technology sectors.

It is quite significant to note that BPIBS, being a Govt. owned Institute, charges only abysmally very low fees, when compared to other parallel institutes from its programmes/courses. Thus, it is very crystal clear that BPIBS is mainly concentrating on the provision of qualitative technical education for the immense benefit of the aspiring students at large.

In conclusion, with the inevitable efforts/steps initiated by the BPIBS to moulding its programmes from time to time in order to shape/mould itself as the pace setter of business studies, it is aptly felt that BPIBS has become the paradigm business institute in the field of modern office practice and information technology in the national capital region to be emulated by similar institutions as such in the years to come.

4. **Organization Chart**



## **5. Allocation of Business**

### **A. MASTER OF BUSINESS ADMINISTRATION [MBA]:**

1.1	Title of the Programme	Master of Business Administration
1.2	Duration of Programme	Two Year /Four Semesters
1.3	Type of the Programme	Full Time
1.4	Pattern of the Programme	-Semester System -32 weeks of study per year -40 hrs per week contact hrs -16 weeks of study per semester
1.5	Entry Qualification	Degree with 50% Marks through Common Entrance Test[CET] by GGSIPU
1.6	Intake	40 students
1.7	Professional Exposure	Industrial / Professional Training in the Third and Four Semester
1.8	Guidance/Supervision and control of the Programme	AICTE/GGSIPU/DTTE/GOVT. OF DELHI
1.9	Computer Exposure	A very high level of application of computer incorporated in the curriculum

### **B. MASTER OF COMPUTER APPLICATIONS [MCA]:**

1.1	Title of the Programme	Master of Computer Applications
1.2	Duration of Programme	Three Year /Six Semesters
1.3	Type of the Programme	Full Time
1.4	Pattern of the Programme	-Semester System -32 weeks of study per year -40 hrs per week contact hrs -16 weeks of study per semester
1.5	Entry Qualification	Degree with 50 % Marks through Common Entrance Test by GGSIPU
1.6	Intake	60 students
1.7	Professional Exposure	Industrial / Professional Training in the Fifth and Sixth Semester
1.8	Guidance/Supervision and control of the Programme	AICTE/GGSIPU/DTTE/GOVT. OF DELHI
1.9	Computer Exposure	A very high level of application of computer incorporated in the curriculum

### **C. BACHELOR OF BUSINESS ADMINISTRATION [BBA]:**

1.1	Title of the Programme	Bachelor of Business Administration
1.2	Duration of Programme	Three Year /Six Semesters
1.3	Type of the Programme	Full Time
1.4	Pattern of the Programme	-Semester System -32 weeks of study per year -40 hrs per week contact hrs -16 weeks of study per semester
1.5	Entry Qualification	10+2 through Common Entrance Test by GGSIPU
1.6	Intake	40 students
1.7	Professional Exposure	Industrial/Professional Training in the Third, Fifth and Sixth Semester
1.8	Guidance/Supervision and control of the Programme	AICTE/GGSIPU/DTTE/GOVT. OF DELHI
1.9	Computer Exposure	A very high level of application of computer incorporated in the curriculum

### **D. BACHELOR OF VOCATIONAL STUDIES [B.VOC]:**

1.1	Title of the Programme	Bachelor of Vocational Studies (Software Development)
1.2	Duration of Programme	Three Year /Six Semesters
1.3	Type of the Programme	Full Time
1.4	Pattern of the Programme	-Semester System -32 weeks of study per year -40 hrs per week contact hrs -16 weeks of study per semester

1.5. Entry Qualification	10+2 through Common Entrance Test/ Merit basis by GGSIPU
1.6. Intake	50 students
1.7. Professional Exposure	Industrial/Professional Training in the end of every semester Semester
1.8. Guidance/Supervision and control of the Programme	AICTE/GGSIPU/DTTE/GOVT. OF DELHI
1.9. Computer Exposure	A very high level of application of computer incorporated in the curriculum

**E. Diploma in Modern Office Practice:**

1.1. Title of the Programme	Diploma Course in Modern office Practice[English]
1.2. Duration of Programme	Three Year /Six Semesters
1.3. Type of the Programme	Full Time
1.4. Pattern of the Programme	-Semester System -32 weeks of study per year -40 hrs per week contact hrs -16 weeks of study per semester
1.5. Entry Qualification	10+2 or Intermediate Examination or The First year of 3-years degree course OR 3-years degree Examination
1.6. Intake	30 students
1.7. Professional Exposure	Industrial / Professional Training in the full sixth semester
1.8. Guidance/Supervision and control of the Programme	Curriculum Development Centre TTTI, Sector 26, Chandigarh
1.9. Computer Exposure	A very high level of application of computer incorporated in the curriculum

**F. Diploma in Modern Office Practice:**

1.1. Title of the Programme	Diploma Course in Modern office Practice[Hindi]
1.2. Duration of Programme	Three Year /Six Semesters
1.3. Type of the Programme	Full Time
1.4. Pattern of the Programme	-Semester System -32 weeks of study per year -40 hrs per week contact hrs -16 weeks of study per semester
1.5. Entry Qualification	10+2 or Intermediate Examination or The First year of 3-years degree course OR 3-years degree Examination
1.6. Intake	15 students
1.7. Professional Exposure	Industrial / Professional Training in the full sixth semester
1.8. Guidance/Supervision and control of the Programme	Curriculum Development Centre TTTI, Sector 26, Chandigarh
1.9. Computer Exposure	A very high level of application of computer incorporated in the curriculum

**7. Details of Services Rendered:-**

The BPIBS has been rendering its services by the way of conducting the following courses:

**A) Diploma in Modern Office Practice:-**

This course a 3-year duration was started by BPIBS in the year 1998 after upgrading the earlier certificate courses in Hindi and English Stenography with a view to equip the students themselves to the transitions in Business and Industrial Sectors. This course enables the student's knowledge oriented with the Modern Office gadgets like Electronic Typewriters, Personal Computers, Multi-faceted functions of advanced photocopiers, Laser Printing, besides focussing more attentions on English Stenography and Typing and Hindi Stenography and Typing. The course also covers various novel facets of professional education, be it personality development, Entrepreneurship development, Management Principles, Corporate Secretarial Practice etc, as per latest teaching modes. The job avenues are plenty to those who have passed this Diploma course, especially snatching away posts like Personal Secretary, Office executives, Executive Secretary, Private Secretary, Confidential Secretary etc. in various Government and

Private Sectors. The course has got separate entity in the employment sectors and hence carries the credibility amongst the job seekers, young-aspirants and the public at large. Admission to this course is made through a transparency system known as Common Entrance Test (CET) every year conducted by Directorate of Training and Technical Education (DTTE) and the well every year with good response from the students Community.

#### **B) Masters of Computer Application:-**

The Master of Computer Applications Degree Course was started by BPIBS in the year 2000 with the aim and objective of training the youngsters in the field of Information Technology. It is a Full Time course of Three Year duration, admission for which is made through Common Admission Test (CAT) conducted every year by Guru Gobind Singh Indra Prastha University, Delhi, with its affiliation and with the administrative approval of AICTE. The course focuses on various computer languages and software packages and their applications in the modern business/computer environment. By way of starting this course, the BPIBS has achieved its excellence in computer education with special reference to Information Technology and Computer Applications. With the strong pedagogic approach of eminent Faculty Members of this Course in shaping/molding the students to gain/develop core competence in the IT sector, no doubt, this job oriented course will indeed meet the long felt need of the well trained hands in both the computer applications and IT sectors in a larger measure. The BPIBS has been equipped with the full-fledged Laboratories of Audio-Visual Media, 4 units of Computer laboratories with the array of Computers for training the individual students. It is quite proud to make a mention at this juncture that one candidate by name Ms. Pujja Khanna was awarded gold medal by the President of India in the year 2004 for her impeccable/remarkable performance in IT and computer Applications during her study of MCA course in BPIBS. Thus, BPIBS has become the "Centre of Excellence" in Computer Education which could be achieved only through dedicated membership of the Principal and the expert faculty of the course.

#### **C) MASTER OF BUSINESS ADMINISTRATION [MBA]:**

Having felt the importance of Management Education for the present young generation and in order to meet the demand and supply of Skilled and Efficient Managers for the growing industry in the National as well as International level, BPIBS – The Knowledge Creator and the Germinator of 21<sup>st</sup> Century, has meticulously designed, developed and commenced another Regular Post-Graduate Programme viz. Master of Business Administration [MBA] of Two-Year duration [comprising 4 Semesters] from August 2007 onwards, with the approval of AICTE and the affiliation of GGSIP University. Students are admitted to this Programme through a Common Entrance Test [CET] conducted by GGSIPU every year. The GGSIPU is exercising control over the Curriculum as well as the Academic Activities of BPIBS through its periodic surveillance. To conduct this Post-Graduate Programme, the Institute has got a fleet of highly dedicated, devoted and richly experienced Faculty Members for routine class-room sessions, arranging Series of Special/Expert Lectures by drawing Management Gurus and Top Notch Business Professionals from the Trade and Industry; Providing state-of-the-art Multi-Purpose Hall and Conference Room at par with the International Standards; facilitating highly sophisticated and Modern Teaching Equipments/Gadgets; Institute-Industry Interface between students and leading Industrial Establishments, and a lot more in the offing to make this Institute as one of the Business Management Schools in the Country. Every year various Business Organisations, IT and Software Application Industries are recruiting students from the institute by way of Campus Interviews.

#### **D) BACHELOR OF BUSINESS ADMINISTRATION [BBA]:**

With the rich experience gained in the field of Education imparting Secretarial Practice, Information Technology and Business Administration/Management to the young generations of the day and having felt the importance of Management Education at the Junior Managerial Level in the contemporary Global Business Scenario, BPIBS has decided to start another Regular Under-Graduate Programme of Three-Year duration viz. Bachelor of Business Administration [BBA] - comprising 6 Semesters, as a Feeder-Degree to its Post-Graduate Programmes. BPIBS, which is already on the job of sprouting a Cluster of Management Experts, has meticulously designed and developed Curriculum for this BBA Programme to supply the Human Resource Assets the needy Business Organisations at the Junior Managerial Level. Students are admitted to this Programme through a Common Entrance Test [CET] conducted by GGSIPU every year. The GGSIPU is exercising control over the Curriculum as well as the Academic Activities of BPIBS through its periodic surveillance. To conduct this Under-Graduate Programme, the Institute has got a fleet of highly dedicated, devoted and richly experienced Faculty Members for routine class-room sessions, arranging Series of Special/Expert Lectures by drawing Management Gurus and Top Notch Business Professionals from the Trade and Industry; Providing state-of-the-art Multi-Purpose Hall and Conference Room at par with the International Standards; facilitating highly sophisticated and Modern Teaching Equipments/Gadgets; Industry-Interface between students and leading Industrial Establishments, and a lot more in the offing to make this Institute as one of the Business Management Schools in the Country.

#### **8. Citizens Interaction:**

Men in the middle of 20<sup>th</sup> Century found it extremely difficult to educate his children owing to various innumerable limitations like illiteracy, poverty, uncivilized atmosphere, unemployment and relatively lesser number of educational institutions (schools & colleges).

In the turn of 21<sup>st</sup> Century, the position/condition has drastically changed, corresponding with the accelerated growth of industries, communication, and life style of people and so on. Now, everything is within the reach of the human beings, since the entire earth has become a 'Global Village' due to communication explosion.

Turning to the education in modern era through 5<sup>th</sup> Five Year Plans, the Governments, one after another, over a period of years have established various types of educational institutions for different disciplines like Arts, Science, Commerce, Engineering, Architecture, Medicine, Information Technology etc. For easy administration, the State has been split into Districts, the Districts into Zones, the Zones into Constituency, the Constituency into Divisions and the Divisions into Wards. It was also the feeling of the Citizen in each and every ward that they should have all facilities including Educational Institutions established by Government in their Wards and Constituencies / Zones/Divisions.

BPIBS comes here for the rescue. With its establishment in the heart of Shakarpur, the Eastern Delhi, not only the citizens of Eastern Delhi, but also the entire masses of National Capital Region feel content enough, to meet their higher education needs. While already a 3-Year Post-Graduate Degree viz. Master of Computer Applications [Six Semesters] is going on since August 2000, the people also felt further that a Post-Graduate MBA Degree Course should be launched from this institution forthwith. Accordingly, a 2-Year Regular MBA Programme with Four Semesters from August 2007 onwards and an Undergraduate Programme viz. BBA of Three-Year duration with Six Semester from August 2009 onwards were launched by BPIBS for the benefit of the young generations in Delhi Region with the approval of AICTE and with the affiliation of Guru Gobind Singh Indra Prastha University. This has added further wings to BPIBS in getting its stand in good stead at par with other Management Institutes located all over India. This has paved brighter way for the citizens of Delhi to get immense benefits by these courses at the cheapest Government charges, rather than studying in private owned institutions by paying exorbitant fees for their children. BPIBS is also contemplating to introduce some more Post-Graduate Courses like M.Tech[IT] in the offing for the benefit of the society at large, in general and the Students Community, in particular.

#### **9. Postal Address of the Main Office, Attached/Subordinate Office/Filed units etc.**

##### **1. Postal Address Main Office:**

Govt. of NCT of Delhi  
Directorate of Training & Technical Education,  
Muni Maya Ram Marg, Pitampura, Delhi-110088.

##### **2. Postal Address of Office:**

Govt. of NCT of Delhi  
Bhai Parmanand Institute of Business Studies  
Opp. Madhuban Colony, Shakarpur (Ext.),  
Delhi-110092.

#### **11. Working Hours Both for Office & Public:**

##### **Office Hours:**

8.30 A.M. to 5.00 P.M. : For Teaching & Supporting Staffs.  
9.00 A.M. to 5.30 P.M. : Office & Accounts Staffs

##### **Public Hours:**

9.00 A.M. to 5.30 P.M. : Working Hours for Public

#### **12. Public Interactions, if any**

**The Public interactions are summarized below:-**

1. The Institute maintains good and high degree of discipline and decorum always, in its interaction with the society/locality.
2. The Institute caters for upkeeps the entire requirements/facilities for the students, Teachers and staff members and the Head of Office.
3. The Institute also conducts camps in the locality on social awareness or the topic of Health, Hygiene, Pollution, and Adulteration etc.

### 13. **Grievance redresses mechanism:**

BPIBS is taking steps, in all the possible ways and means, to redress the grievances of the students community well on time, so that no students suffer in any way during the course of their regular studies in BPIBS.

#### **Public Grievance & Principal Secretary**

Further, in order to be very precise in its activities, BPIBS has formulated a public grievance mechanism. As per this system, when the degree of grievance of public is very high and of serious nature, the same is dealt with by the Principal Secretary (TTE) at the Head Quarter on submission of the statement of problems from the Principal, BPIBS.

#### **Public Grievance & Principal**

If the grievances of public are well within the purview of the Principal of BPIBS, then they are taken up to settle/to find a solution to the same by the Principal himself/herself. On the contrary, if the Principal feels that the matter of grievance has to be analyzed in detail and that the matter can be settled only after a detailed study, then he/she constitutes a Committee for the same. The Committee would comprise Senior Lecturers; Proctor of the BPIBS etc. and a specific time is given to submit the report of the Committee in turn, to the Principal.

#### **Grievance of the Students & Proctor:**

The degree of grievance of the students, indeed, is/may be varying from time to time. The nature of grievance generally would be related to curriculum-related issues; amenities in the colleges; students unrest/strikes; exam oriented issues etc.

Whenever the students are submitting/bringing forth their issues, the same are deal with or taken up by the Proctor appointed for the purpose in BPIBS. The proctor will go by the grievance[s] submitted by the students at length and discuss with the respective students mutually and settles the same or finds a solution to such grievance. However, on the other hand, if the students who brought forth the grievance to the proctor are not still satisfied then the same is taken up to the Principal. If the Principal feels that the matter of grievance requires to be looked into vividly, then he/she constitutes a Committee under the Chairmanship of a Senior Lecturer and other number of members, as may be deemed fit by him besides the proctor as the Core Personality of the Committee. As has been in vogue, the Committee will go into details of the grievance[s] submitted by the students and it would submit its findings to the Principal within a specified time prescribed for the purpose. The Principal will use his/her discretionary power and decide on the issues in consultation with the Committee, if the necessity warrants or otherwise he would pen his decision accordingly. A copy of such report would also be marked to the Principal Secretary (TTE), DTTE as the Head of Technical Education for his kind information and records.