

## **BSS – TERMS AND CONDITIONS**

### **I. General**

- a. Trust/society/Individual seeking permission to initiate the BSS courses in their Institute should apply in the prescribed application form with all the necessary enclosures.
- b. Institute already recognized by BSS, if applies for any new category / new courses in the same category or renewal should enclose the copy / copies of the authorized certificate already obtained from BSS.
- c. The powers to accept or reject the application for starting new course/ new Institute shall exclusively rest with BSS.
- d. BSS MOU and approval is valid for only one academic year (1<sup>st</sup> June to May 31<sup>st</sup>) Approval of the institute should be renewed each year, before May 30 at BSS Programme Office Chennai.
- e. The trainees admitted to the course and the institute should follow all the Terms and conditions prescribed by the BSS from time to time regarding The conduct of the above courses.
- f. The BSS full authority to cancel the affiliation/Recognition Without any previous notice if the affiliated centre / institute shall be guilty of any Deviation or impropriety of any of the BSS Terms and conditions.
- g. This MOU and approval is valid up to **MAY 31, next year.**
- h. BSS is not giving any assurance to government jobs for its courses. Providing jobs are based on concerned Government Discretion.

**Institute Head**

**BSS Director (Admin)**

## **II. Infrastructure and Building**

- a. Minimum infrastructure facilities as prescribed by BSS are essential for running BSS courses. The Institute infrastructure should be enhanced as per the student's strength and requirements.
- b. Approval from BSS is valid for the premises for which the approval is sought. Shifting of the existing premises of the institute should be done only with Consent of the BSS Programme Office, Chennai. Shifting should be made before the Commencement of the concerned academic year without affecting the students of the Institute. Separate application by submitting the required fee, should be obtained from BSS Programme office, Chennai, if the centre is shifted to the name of the Institute should be suffixed with Academy/ Institute/ centre/Institution.
- c. The class room/practical workshop should be at least in the R.C Building/ Building with asbestos roof and it should have adequate space.
- d. Proper and adequate ventilation, lighting should be provided for theory and practical class rooms.
- e. Adequate drinking, water and sanitation facilities should be provided at the institute.
- f. BSS vigilance committee will inspect the facilities which are made available to the students at the institute, at any time without Prior Notice.

## **III. Fees pattern**

- a. The institute can charge maximum fee of Rs.20,000/- (Tuition Fee) or equivalent amount in other countries per student/ per course/ per year.
- b. Fees once remitted to BSS will not be refunded under any circumstances.
- c. The course fees charged by the institute should be commensurate with the facilities provided to the students. Tuition fees and other charges may be collected on a monthly, quarterly or annual basis.
- d. Registration of students can be made only at BSS Programme Office, Chennai. The registration and examination fee per student is Rs.2000/- and both Registration and examination fee (one time payment) should be remitted before 30<sup>th</sup> September with registration and examination forms. The same fee can be Remitted up to 30<sup>th</sup> October with late fee Rs.100/- per student.

**Institute Head**

**BSS Director (Admin)**

#### **IV. Staff pattern**

- a. Minimum qualification for teaching staff should be Diploma/ degree/ Masters Degree of concerned subject.
- b. Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be sent to BSS Programme office, Chennai before 30<sup>th</sup> of August, every year.
- c. Every year, two faculty members from the Institute should undergo **compulsory** one day faculty and Management Training Programme at BSS Academic Staff College, Chennai.
- d. The fee for faculty and Management Training Programme should be remitted along with the renewal.

#### **V. Curriculum**

- a. The Management of the institute after getting the approval from BSS should conduct classes as per BSS norms.
- b. The BSS courses offered in the Institute should be full time courses.
- c. Course name and duration should not be changed by the Institute.
- d. Medium of instruction may be English, Hindi or Mother tongue of the students.
- e. Adequate theory and practical hours should be maintained in the Institute, as per the course curriculum.
- f. If the Institute is not having hospital, laboratories and other kind of workshop for imparting practical training to the students, they should make tie-up with existing hospitals, laboratories and other kind of workshop and the details of the same should be submitted along with the renewal forms.
- g. BSS prescribes syllabus for all the courses. This syllabus should be strictly followed and are subject to revision whenever necessary and as desired by BSS.

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**BSS Director (Admin)**

## VI. Institution Management

- a. Any advertisement using Government of India Emblem, giving false information to public is punishable. It will even lead to the cancellation of the approval of the institute.
- b. No parallel classes/sections shall be conducted in any complex/building other than the premises for which approval was granted.
- c. The Institute should maintain records of attendance of students and teaching staff.
- d. The academic year should be from June to May every year.
- e. The calendar year should be from January to December every year.
- f. Number of students in one batch should not exceed 50.
- g. For all short term courses (less than one year duration) and for all school courses students can be admitted throughout the year.
- h. All advertisements or promotional activities must be approved by BSS Programme Office, Chennai.
- i. Record note, ID card, Satbhavana (BSS Monthly News Paper) is **compulsory** to all students. It is also **Compulsory** those who are undergoing short term courses.
- j. Examination will be normally conducted in the Institute where approval was granted. BSS will nominate the examiners. Examination can be written by the students in any Languages.
- k. Institute which runs other Certificate, Diploma or Degree courses should not award any certificate merging the same with the BSS courses conducting in the Institute.

**NOTE: This is only Model MOU. Major Contents are given here. Anyway the Original MOU with your Institute Name & Address will be prepared & Printed by BSS.**