

**Ord. XX. Colleges and Institutions Maintained by the University****(1) Colleges**

1. The Executive Council shall constitute, for a College maintained by the University, a Governing Body to administer the affairs of the College.
2. The Governing Body shall have the following powers and functions:
  - (a) to organise the teaching in the College and to determine the teaching requirements of the College;
  - (b) to prescribe the rules for admission of the students, resident and non-resident, and the fees to be paid by them;
  - (c) to submit to the Executive Council an estimate of the income and expenditure of the College and to incur expenditure within the limits fixed in the budget approved by the Executive Council;
  - (d) to consider the Annual Accounts alongwith the Audit Report and after approval to submit the same to the Executive Council for information along with its comments;
  - (e) to appoint the administrative staff of the College;
  - (f) to appoint the Principal and the teaching staff on the recommendations of the Selection Committee appointed for the purpose subject to the approval of the appointment of the Principal and recognition of the teaching staff by the Executive Council;
  - (g) to grant leave to teachers and other staff according to the rules framed for the purpose;
  - (h) to define the duties and responsibilities of the Principal and administrative staff of the College.
3. The Governing Body will be constituted as follows:
  - (1) A person appointed by the Vice-Chancellor-Chairman
  - (2) Treasurer of the University (ex-officio)
  - (3) The Principal of the College (ex-officio) -Member-Secretary
  - (4) Not less than five and not more than eight members appointed by the Executive Council, not necessarily from among themselves, including one old student of the College.
  - (5) Two members of the teaching staff by rotation according to seniority for a term of one year. One of the teachers' representatives shall be from among those with more than ten years' service; and one from among those with less than ten years' service. If however, eligible candidates are not available in one of those categories, both the representatives may be taken from the other:

**ORDINANCE XX**

Provided that a teacher who has become a member of the Governing Body of the College under the category of teachers with less than 10 years' service and completes her ten years of service during the term of her membership as such, will nevertheless continue to be a member of the Governing Body for the full term of one year.

4. Members, other than ex-officio members, shall hold office for a term of one year.
5. Members of the teaching staff shall be appointed by the Governing Body on the recommendations of a Selection Committee constituted as follows:
  1. Chairperson of the Governing Body of the College or his/ her nominee to be the Chairperson of the Selection Committee.
  2. The Principal of the concerned College.
  3. Two nominees of the Vice-Chancellor, of whom one should be a subject expert.
  4. Two subject-experts not connected with the College to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.
  5. One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of service as teacher.

The quorum of the meeting should be five of which at least two must be from out of the three subject experts.

6. The appointment of the Librarian and the Director of Physical Education in the Colleges maintained by the University shall be made by the Governing Body of the Colleges by advertisement. The Selection Committee for recommending appointment of the Librarian and the Physical Director will be constituted as follows:

Librarian:

1. Chairman of the Governing Body or his nominee (Chairman).
2. One University representative on the Governing Body.
3. University Librarian.
4. Head of the Department of Library and Information Science.
5. Principal of the College.

Three members inclusive of the Chairman and University Librarian or Head of the Department of Library and Information Science of the University shall form a quorum.

Director of Physical Education:

1. Chairman of the Governing Body or his nominee (Chairman)
2. One University representative on the Governing Body
3. Director of Physical Education of the University
4. Principal of the College
5. Two experts nominated by the Academic Council from out of the panel of names

## ORDINANCE XX

approved by it.

6. Director of Physical Education in the College in case of selection of Additional Post of Director of Physical Education.

Three members inclusive of the Chairman and an expert nominated by the Academic Council or the Director of Physical Education of the University shall form a quorum.

- 6-A. (1) There shall be a Staff Council in every College.

(2) All the members of the teaching staff, the Librarian and the Director of Physical Education shall constitute the Staff Council.

(3) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Principal shall act as Principal-in-Council in respect of matters on which Staff Council is required to take decisions.

(4) (a) The Principal shall be ex-officio Chairman of the Staff Council.

(b) The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.

(5) (a) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall take decisions in respect of the following matters:

(i) Preparation of College time-table.

(ii) Allocation of extra-curricular work of teachers not involving payment of remuneration.

(iii) Organising extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.

(iv) Laying down guidelines for purchase of library books and laboratory equipment in consultation with the appropriate departments.

(v) Organising admission of students.

(b) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, Staff Council shall make recommendations in respect of the following matters:

(i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments;

(ii) Formulation of admission policy within the frame-work of the policy laid down by the University.

(iii) Formulation of guidelines regarding arrangements for the residence and welfare of students in consultation with appropriate student's organisation;

(iv) Formulation of guidelines regarding discipline of the students;

(v) Formulation of policies for recommending names of teachers for participation in

**ORDINANCE XX**

seminars and conferences and financial assistance to teachers.

Note : The administrative staff of the College will not be within the purview of the Staff Council.

B. (a) The Staff Council shall function through Committees appointed by the Council. Ordinarily (i) no person shall be member of more than two Committees at a time, and (ii) no person shall hold office as a member of a Committee for more than two consecutive terms.

(b) The Principal shall have the right to be present and to speak at any meeting of any Committee.

(c) Each Committee shall have a Convenor appointed by the Staff Council, who shall convene the meetings of the Committee, and the minutes of the meeting shall be prepared and maintained by him.

(d) The decisions of the Committee shall be reported to the subsequent meeting of the Staff Council for ratification, wherever necessary.

(e) The Principal shall implement all decisions of the Staff Council. If, in the opinion of the Principal, however, an emergency has arisen which requires that immediate action should be taken, the Principal shall take such action as he deems necessary and shall report the same to the next meeting of the Staff Council for confirmation.

C. The rules relating to the conduct of meetings of the Staff Council shall be in accordance with the Regulations laid down in this behalf.