

CONSTITUTION

1. Administrative Affairs and Grievance Committee

A. Functions : This committee shall discuss and make recommendations pertaining to the following matters.

- i) relating to all kinds of leave of teachers.
- ii) concerning intra-departmental and inter-departmental procedures.
- iii) regarding regularisation of services and confirmation of teachers.
- iv) pertaining to re-employment of teachers.
- v) relating to official press-releases about the College affairs.
- vi) concerning interpretation of acts, statutes, ordinances and resolutions of the University.
- vii) regarding the grievances of the teachers reported to the committee.
- viii) any other administrative matter.

B. Composition : The committee shall have five members elected by the Council.

2. Academics Affairs and Research Committee

A. Functions : This committee shall discuss and make recommendations pertaining to the following matters :

- i) regarding introduction of new teaching course in the various department as well as the opening the new departments in the College.
- ii) regarding filling of the existing vacancies of teachers in the various departments and such other matters as connected to implementations of decision for filling up of new posts.
- iii) on matters pertaining to teaching, examination duties and research activity.

B. Composition : The committee shall have seven members elected by the Council as under :

i) five elected members preferably one each from the following groups :

- a) English, Hindi, Sanskrit, Philosophy.
- b) History, Political Science, Sociology, Economics
- c) Botany, Zoology
- d) Physics, Chemistry
- e) Mathematics, Statistics, Commerce

ii) Two more elected members

3. Central Admissions Committee :

A) Functions : This committee shall have the following functions :

- i) implement the admissions policy decided by the Staff Council.
- ii) organise admissions and process applications for the migration of students.
- iii) report to the council regarding the admissions made in the various courses (preferably in August) and migrations effected (preferably in November) to various courses.

- Composition : The committee shall have seven members elected by the Council as under :
- i) Five elected members preferably one each from the following groups :
 - a) English, Hindi, Sanskrit, Philosophy
 - b) History, Political Science, Sociology, Economics
 - c) Botany, Zoology ✓
 - d) Physics, Chemistry ✓
 - e) Mathematics, Statistics, Commerce
 - ii) Two more elected members

4. Time-table, Attendance and Prospectus Committee:

- A) Functions : This committee shall have the following functions :
- i) To prepare and help publishing the College Prospectus.
 - ii) framing of time-table of various classes.
 - iii) maintenance of the attendance records and shortages of attendance, preceptorials, tutorial records of students.
 - iv) preparation of attendance-registers and tutorial note-books.

- B) Composition : This committee shall have five members as under :
- Five elected members preferably one each from the following groups :
- a) English, Hindi, Sanskrit, Philosophy
 - b) History, Political Science, Sociology, Economics
 - c) Botany, Zoology
 - d) ~~Physics, Chemistry~~
 - e) Mathematics, Statistics, Commerce.

5. Scholarship, Prizes and Fee Concession Committee :

- A) Functions : This committee shall discuss and make recommendations about :
- i) policy regarding institution and award of scholarships and prizes to the students.
 - ii) make arrangements for maintenance of records of such meritorious students as awarded the prizes on academic grounds.
 - iii) guidelines for distribution of free-ships and recommend names of students to be awarded free-ships and half free-ships.

- B) Composition : This committee shall have five members elected by the Council. The Bursar shall be the special invitee.

6. Maintenance and Development Committee:

- A) Function: The Maintenance and Development Committee shall
- i) To lay guidelines for purchase (except books)
 - ii) formulate policy regarding general maintenance of the College building (including white-washing, painting and repairs)
 - iii) make recommendations regarding the future plans of the development of the college.

- B) Composition : This committee shall have seven members as under :
- i) Bursar
 - ii) Convenor of Garden and Horticulture Committee
 - iii) Director of Physical Education
 - iv) Four members elected by the Council.

Pr
(Secretary)

Chairman
Chairman

Library Committee :

Library Committee shall be a committee of teacher-in-charges. Staff Council should form a Library purchase committee as under : Five elected members preferably one each from the following groups :

- a) English, Hindi, Sanskrit, Philosophy
- b) History, Political Science, Sociology, Economics
- c) Botany, Zoology
- d) Physics, Chemistry
- e) Mathematics, Statistics, Commerce.

ii) Librarian shall be the ex-officio Convenor of this committee.

8. Sports Committee :

A) Functions : This committee shall have the following functions :

- i) to organise admissions on the basis of sports.
- ii) to discuss and make recommendations regarding budget allocation. This should be circulated among the teachers.
- iii) to formulate the policy and recommend procedure for the purchase of sports equipments
- iv) to organise sports activities and initiate healthy habits among students.
- v) to arrange for participations of students in different competitions by providing proper equipment, proper training and such other activities as required from time to time.
- vi) to maintain play grounds for the practice of the students and to arrange outside practice where the facilities are not available in the college.
- vii) to arrange for such other activities pertaining to sports as decided upon by Sports Committee.

B) Composition : This committee shall consist of Five members as under :

- i) The Director of Physical Education who shall be ex-officio Convenor.
- ii) Four members elected by the Council.

9. Committee on Parliament & Students Activities :

A) Functions : This committee shall

- i) discuss and make recommendations regarding organisation of celebration of Founder's Day and other cultural activities in the college e.g. MECCA, Magazine etc.
- ii) recommend policy regarding Boys & Girls Common Room.

B) Composition : This committee shall have members as under:

- i) Speaker of the Parliament
- ii) Teacher-in-charge of the College Magazine
- iii) Four elected members
- iv) Prime Minister & Leader of Opposition in Parliament are to be permanent invitees to the deliberations of the committee.
- v) the convenor of Founder's Day Committee
- vi) Secretary of concerned society may be invited whenever necessary.

10. Joint Consultative Committee (JCC) :

A) Functions : The JCC shall

- i) Formulate guidelines regarding arrangements for residence and welfare of students in consultation with appropriate students' bodies.
- ii) make recommendations regarding various activities and other matters concerning the students and the teachers.

Secretary

Law (arpan)

- B) Composition : The JCC shall have the following members :
- i) One teacher elected from each of the department
 - ii) one student elected by Honours & Post-graduate students of each department
 - iii) One student each from B.A.(Pass) and B.Sc.(Genl.) classes
 - iv) Prime Minister of the College Parliament.
 - v) Leader of Opposition of the College Parliament.
 - vi) Librarian
 - vii) Hostel Warden.
 - viii) Director of Physical Education
 - ix) Principal (ex-officio Chairperson)

11. Hostel Committee :

- A) Functions : This committee shall discuss and make recommendations
- i) regarding Hostel admissions, and report the admissions to the Staff Council at the time of reporting of admissions by Central Admissions Committee.
 - ii) discipline of resident students.
 - iii) maintenance and development of the Hostel
 - iv) any other matter pertaining to the Hostel
- B) Composition : The Hostel Committee shall have five members as under :
- i) Warden, who shall be ex-officio Convenor
 - ii) Three members elected by the Council, preferably one of whom be ex-warden of the Hostel.
 - iii) One member nominated by the Warden in consultation with the Principal.

12. Extra-Curricular Activities Committee :

- A) Functions : i) to organise admissions on the basis of extra - curricular activities as laid down by the Staff Council.
- ii) To organise cultural activities including Founder's Day activities
 - iii) The Convenor should report the admissions to the Council.
- B) Composition : Five members elected by the Council.

13. Garden & Horticulture Committee :

- A) Functions :
- i) to maintain the garden and lawns in the College, including those in the Principal's bungalow and the Staff Quarters.
 - ii) the general Horticultural development and maintenance in the college.
- B) Composition : Five members elected by the Council.

NOTE : THE FOLLOWING TWO COMMITTEES WILL BE THE COLLEGE COMMITTEES. HOWEVER THE TEACHERS REPRESENTATIVES TO THESE COMMITTEES SHALL BE ELECTED BY THE STAFF COUNCIL.

1) Provident Fund Committee:

- A) Functions : The Provident Fund Committee shall
- i) formulate policy regarding grant of loans in consistence with the Provident Fund rules and investment of Provident Fund.
 - ii) recommend investment of Provident Fund and rate of interest to be paid to the subscribers
 - iii) make suggestions regarding any other matter pertaining to Provident Fund.

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- B) Composition : This committee shall have the following members :
- i) Bursar, who shall be ex-officio Convenor
 - ii) Administrative Officer, (ex-officio)
 - iii) Section Officer (Accounts) (ex-officio)
 - iv) Two teachers elected by the Staff Council
 - v) Two non-teaching members.

2) Cafe Committee :

- A) Functions : The Cafe Committee shall discuss and make recommendations
- i) regarding terms and conditions on which the contract for running the Cafe is to be awarded
 - ii) to process the tenders and make recommendations for the award of contract to caterer
 - iii) fix rates of the caterer with regard to the quality and quantity of materials in accordance with the contract
 - iv) check periodically the goods supplied
 - v) supervise the maintenance and functioning of the College Cafe.

- B) Composition : This committee shall have nine members as under :
- i) Principal, who shall be ex-officio Convenor
 - ii) Four members elected by the Staff Council
 - iii) Four non-teaching members.

P. [Signature]
(Secretary)

K. [Signature]
(Chairperson)

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The Secretary of the Staff Council shall be elected by members by simple majority of votes.

i) The mode of election for a member on a Committee shall be simple majority of votes.

ii) The Convenors of all the committees shall be elected by members of the respective committee. This does not include Convenors of Library Committee, Hostel Committee, Sport Committee, Canteen Committee and Provident Fund Committee which shall have their own Convenors.

iii) There shall be a Returning Officer appointed by the Council for the purpose of conducting elections. Nominations for election to the Secretary as well as members to various committees shall be invited by the Chairperson of the Staff Council and received by the Returning Officer by 15th March every year. The entire election process shall be completed by 20 March, so that the new committee and the Staff Council may be functioning with effect from April 1 every year.

PROCEDURE

i) The Chairperson or the Secretary shall convene a meeting of the Staff Council. The Staff Council shall meet at least once a term. A notice of at least one week shall be given ordinarily for meetings of the Council. The Secretary shall maintain records of the meetings. A separate room should also be there in the college office.

ii) The Chairperson or the Secretary shall convene a meeting of the Staff Council if at least 1/5th of the total membership requisition the meeting and the meeting shall be held within 10 days of the date of receipt of requisition.

iii) The first meeting of each committee (other than Library Committee, Hostel Committee, Sports Committee, Canteen Committee, Provident Fund Committee) shall be convened by the Senior member to elect the Convenor by 15th April. The ordinary meetings of each committee a notice of seven days shall be given but emergent meetings requisitioned by at least three members of the committee could be held at one day's notice. Notices for meetings of the various committees shall be sent to the Chairperson (Principal) and the Secretary, Staff Council. Minutes of the meetings of the committees shall be circulated among the members within a week of the holding of the meeting. The confirmed minutes shall be reported to the Chairperson, Secretary, Staff Council.

iv) The decisions of the committees shall be reported as far as possible to the subsequent meeting of the Staff Council for ratification.

(Secretary)
(Chairperson)