PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION, THIRUVANANTHAPURAM

Collegiate Education Department- Structure, Functions and Election of College Staff Council- guidelines - Orders- issued

ORDER NO:G4/22377/2022/DCE	Dated:29.07.2022

Read:- 1) Guide lines prepared for College Council Election at Sree Neelakanda Govt. Sanskrit College, Pattambi, dated: 18.1.2022

2) Suggestions made by the Additional Director, Collegiate Education

ORDER

As per read as 1st above, guidelines have been issued for the formation of College Council in Sree Neelakanda Govt. Sanskrit College, Pattambi. Certain remarks and suggestions have been made for revising the guidelines. On the basis of the above, the revised guidelines regarding the structure, functions and election of college staff council are issued:

Structure and Functions of the College Council

Structure of the College Council: The College Staff Council is the foremost governing body of the college. It consists of the Principal, Vice-Principal, Heads of Department, Elected teachers, College Librarian, IQAC co-ordinator and Head of the ministerial staff . The aforesaid all are ex-officio members.

Invitees: NCC officers, NSS officers , the hostel warden, a guest lecturer who is the HoD of a single faculty department. The college union chairman can be invited to attend the council meeting, if the council deems it fit to take their opinion on special matters. But these members are not regular members and their regular attendance in meetings is not permissible.

OFFICE BEARERS

The President: College Principal is the Ex-officio President of the staff council.

The Secretary: This office bearer is to be selected by the committee itself in the first meeting which fulfills quorum requirements.

Ex-officio Members: Principal, Vice Principal, Heads of Department, Head of the ministerial staff, College Librarian and the IQAC coordinator are the ex-officio members of the College Council.

Elected Members: A minimum of two elected members regardless of the size of the college should be there in the staff council. Proportional representation needs to be ensured. For every 30 teachers there must be an elected member. If the number exceeds 30, the number can be maximum 4.

Period of Election: The election can be conducted within one month after the final draft of transfer order of college teachers by DCE is issued.

Tenure of the elected members: They can remain in the council until the next elected members replace them.

ELECTION OF MEMBERS FROM THE TEACHERS:

Electoral College: All teachers in the staff council constitute the electoral college. The roll should be published before 15 days of the election.

Who can contest: Any voter can contest the election except ex-officio members.

Who can vote:

1**.** Any permanent teacher of the college as on date of notification of the election is eligible to vote.

2. Any permanent teacher of the college who is on commuted leave Maternity leave/
    Paternity leave or LWA for a period of less than 10 months is eligible to vote.

3. Any permanent teacher of the college who is undergoing any course / training or
    any   other duty outside the college without any leave is eligible to vote.

4. Teachers who are on transfer from other colleges without utilizing their voting
 right of the year in the former college are eligible to vote even if they join the
 college on the date of poll. Such a teacher may produce a declaration in this regard.

 Who cannot vote.

1.. Teachers who have left the college for **Faculty Development Programme**.

2. Teachers who are on Leave Without Allowance for more than 10 months.

3. Teachers who have left on deputation to other institutions.

Returning Officer: The Principal himself / herself can assume office of the Returning Officer. Otherwise, college staff council has to appoint the College Vice – Principal / head of any department as the Returning Officer of the election. Head of the ministerial staff can be appointed as the Assistant Returning Officer. The Returning Officer himself should not act as the Presiding Officer and Counting Officer.

 System of Election: Preferential voting system is to be accepted. Secret Ballot system must be adopted**.**

Method of Polling & Counting: Preferential System of Polling & Counting as laid in the Statutes of the University concerned for election of the senate members. The R.O has to give a certificate to all of the elected members.

Assuming of charge by the new member: On receipt of the certificate from the elected members as to their election, the Principal invites them to the next meeting and they are introduced to the permanent members.

Conduct of Meetings of College Staff Council; Details as to conduct of the Council meeting are shown below:

Item	Procedure
Notice	Two day's written notice should be served for all ordinary meetings. No restriction as to time of notice for an urgent meeting to transact matters requiring immediate resolutions.
Agenda	All important agenda should be clarified in the notice itself. The first agenda of the meeting should be approval of the proceedings of the previous meeting. However, any agenda can be transacted with the permission of the chair.
Chair	College Principal / President of the council is to assume chair of the meeting. In the absence of the Principal, college Vice – Principal / next senior in the senior member in the council has to chair the meeting. Such meetings need be approved by the Principal later.

Quorum	More than 1/3 of the total members is the quorum.
Proxy	All ex-officio members can send proxy to the meeting in only during his/her absence in the college. The available senior teacher of the same department can only be sent as such proxy. But no HoD is to send proxy regularly to meetings. He/she can send proxy in case of emergency only.
Minutes	Principal is the custodian of the minutes book. It is the council secretary, who has to record the minutes of the meeting. In his / her absence, the senior member has to discharge this duty. The members should be permitted to record their dissenting notes, if any, with their own hand writing in the minutes book. Minutes should be closed immediately after the meeting in such a way that nothing is added to it later by anybody. It should be endorsed by the Principal, Vice-Principal and at least by one more member. The first agenda of any meeting should be reading and approving the minutes of previous meeting. Certified copy of the same to be circulated to all departments and teachers who do not have a full-fledged department. The practice of taking major decisions by the Principal himself/herself and getting it ratified later by the council should not be there. Council meeting should be convened for such major decisions. However, in the absence of quorum the Principal can take the decision and get it ratified later by the council.
Time of the Meeting	To be decided by the principal in consultation with the secretary.
Venue	Chamber of the Principal / Separate Meeting Hall.
Resolutions	The college council does not have any right to over rule any G.O / matter of policy resolved by any higher authority like the Government / UGC / University etc.. Any resolution should be complementary to such resolutions / orders. The resolution gets passed only if more than 50% of the members present (including the Principal) in the meeting favour it. However, the Principal can exercise casting votes if such a situation emerges. i.e. The Principal may supersede the resolutions, provided, it should be approved either in the next meeting or by the Director of Collegiate Education later.

Approval Valid

Digitally Approved By
VIGNESHWARI V I.A.S
Date: 29.07.2022
Reason: Approved

Sd/-
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    The Principals of Government Colleges
Copy To,
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