

STATUTES REGARDING GOVERNING BODY

The following Statutes are made under the provision of Section 27(11) of A.K.U Act.

These Statutes may be called as "Statutes for constitution of Governing Body for colleges and institutions admitted to the privileges of the university other than colleges owned and maintained by the state government or constituent colleges".

This will come into force with effect from the date of assent of the Chancellor.

1. **Purpose :** These Statutes provide for

- i. composition of the Governing Body.
- ii. power and function of the Governing Body and its office bearer.

2. **Applicability:**

These Statutes shall apply to every Colleges and Institution admitted to the privileges of the university other than those owned and maintained by the government or constituent colleges of the university.

3. **Composition of the Governing Body:**

3.1. The Governing Body of the college shall consists of the following eleven members.

- i. Principal of the College- Ex- officio;
- ii. One teacher representative elected from and by the teachers of the college.
- iii. One representative of the non-teaching employee elected from and by the non-teaching employees of the college.
- iv. One representative of the university to be nominated by the Vice-Chancellor.
- v. One officer of the state government not below the rank of Sub-divisional magistrate posted in the district in which the college is located to be nominated by the Executive Council.
- vi. Five persons to be nominated by the trust/society which has set-up the college one of whom shall be from scheduled caste and one from woman.
- vii. One person to be co-opted by the Governing Body from amongst the educationist or persons noted for their academic interest normally residing in the district in which the college is situated.

Provided in case of colleges owned and maintained by the Government if the government so decides, governing body consisting of seven members may be constituted for the colleges owned and maintained by the government in consultation with Executive Council.

- 3.2. If for any reason the Governing Body of an affiliated college is not constituted the Vice-Chancellor shall constitute an "adhoc committee" of not more than five members in consultation with Executive Committee until the Governing Body is constituted. The president and secretary of the adhoc committee shall be nominated by the Vice-Chancellor.
- 3.3. For any reason what-so-ever If any difficulty arises in formation or the filling up of any seat in the Governing Body of any affiliated College, the Executive Council shall on its own initiative or on the reference to it shall decide the issue. If anybody, however, is not satisfied with the decision of the Executive Council he/she shall have the right to appeal to the Chancellor within 30 days of the decision, whose decision thereon shall be final and binding on the person concerned.

4. Term of membership

- 4.1. The term of office of members of the Governing Body other than teacher-member, non-teaching member and university representative shall be for a period of three years from the date of their election, nomination, co-option as the case may be and shall include any further period not exceeding 3 months that may elapse between the expiry of their term and next election, nomination, or co-option. The term of the university representative, teacher member and non- teaching member shall be for one year.

Provided the term of any member other than ex-office member may be terminated any time by the Executive Council on the recommendation of the Vice-Chancellor if the continuance of such member is not in the interest of the college.

- 4.2. The Principal of the College will take following step to conclude the formation of the Governing Body.
 - a. Convene a meeting of the members under Clauses (ii) to (vi) of Section 3.1 within 15 days of completion of nomination or election as the case may be to co-opt a member as required under Clause (vii) of the this Section.
 - b. The Principal shall communicate the name of the co-opted member to the Registrar of the University within seven days of the co-option.

5. Chairman, Secretary and other Office bearer of the Governing Body

- 5.1. The trust/ or society shall elect the chairman and secretary of the Governing Body from amongst members of the trust/society in the governing body within 7 days of the full formation of Governing Body.
- 5.2. One vice-chairman and one joint secretary shall be elected by the members of the Governing Body at its first meeting within 15 days of the election of the president and secretary.

Provided that in case of colleges owned and maintained by the Government, the Government shall appoint the chairman and secretary of the

Governing Body from and its members in case the government decides to constitute the Governing Body.

6. Meeting of the Governing Body

6.1. Quorum

Six member of the Governing Body shall form the quorum for the meeting of the Governing Body for non-government admitted colleges while it shall be 4 for government colleges.

6.2. Filling of the Vacancy

If any vacancy (other than ex-officio) occurs because of any reason what - so- ever the vacancy shall be filled, at the earliest possible, either by nomination, or election, or co-option, as the case may be only for the unexpired portion of the term.

6.3. Proceeding not invalidated due to Vacancy

No action or proceeding of the Governing Body will be invalidated merely by the reason of existence of vacancy or vacancies among its member.

6.4. The Governing Body of every college other than those owned and maintained by the government shall adopt a model rule of business approved by the Executive Council. Provided that for government college the government shall frame the rules of business.

6.5. The Governing Body of every admitted college shall meet at least 4 times in a year preferably in February, May, July and November and not more than 4 months should elapse between two consecutive meetings.

Provided a requisition meeting may be called by the president if 6 members or more of the Governing Body give notice for such meeting in writing. This requisition meeting shall be called within 15 days of the receipt of the notice.

7. Function of the Governing Body and its office bearers.

7.1. Governing Body

Except in case of colleges owned and maintained by the government the Governing Body of affiliated colleges shall

- i. pass with or without modification the annual accounts and annual budget prepared by the trust/society.
- ii. make appointment of teachers and principal within the sanctioned strength and budget provision on the recommendation of the selection committee constituted as per guide lines of the Executive Council.

- iii. make appointment of non-teaching and supporting staff other than fourth grade staff within the budget provision against sanctioned posts following the prescribed procedure.
- iv. constitute the selection committee for non-teaching and other supporting staff as envisaged in (iii) above.
- v. be responsible for compliance, enforcement and observance of the orders and directions of the university.
- vi. make, examine and sanction proposals of all schemes for improvement and expansion of the college.
- vii. exercise general supervision over all the financial and administrative matters relating to the college.
- viii. commit itself to the development of physical infrastructure of the college in terms of college building, laboratories, workshops, hospital and its ancillaries in case of medical college, multipurpose complex for students activities, health centre etc. according to the plan and time schedule as per norms of the concerned Central Council/Board.
- ix. not allow more intake than the seats, sanctioned by the competent authority.
- x. submit annual report on the academic, financial and administrative matters to the university.
- xi. sanction all kinds of leave other than casual leave or quarantine leave as mentioned in the university statute.

Provided for government owned and maintained college the government shall define the power and function of the governing body.

7.2. Chairman

The chairman of the Governing Body shall

- i. chair the meeting of the Governing Body.
- ii. be responsible for getting the proceeding of meeting recorded and sign the same.
- iii. enforce the compliance of the decision taken in the meeting of the Governing Body.
- iv. have the right to inspect the college, its office, buildings, laboratories, store, records etc. and make enquiry in any matter connected with the college.
- v. submit a report of enquiry to the Governing Body with such suggestion as he may deem fit and necessary and send a copy of the same to the Vice-chancellor.
- vi. see that the proceeding of the Governing Body are carried on in accordance with provision of the Act, Statutes, Ordinance and Regulations.

7.3. Vice- Chairman

The Vice-Chairman of the Governing Body shall

- i. chair the meeting of the Governing Body in absence of chairman.
- ii. advice the Principal and other agency in preparation of the budget.
- iii. present the budget before the Governing Body in its November meeting.

7.4. Secretary

The secretary of the Governing Body of every admitted college shall be agent and executive officer of the Governing Body and shall

- i. be the custodian of all the records of the Governing Body.
- ii. conduct official correspondence for the Governing Body.
- iii. convene the meeting of the Governing Body, prepare agenda thereof including items suggested by the Principal and the President.
- iv. submit the action taken report on the decision taken by the Governing Body and give the reason of non-compliance, if any.
- v. grant to the principal casual leave or quarantine leave or permission to leave the headquarter.
- vi. grant all kind of leave other than the causal leave or quarantine leave to the teaching and non-teaching staff of the college on the receipt of the application duly forwarded or recommended by the principal in anticipation of the approval of the Governing Body. Provided the casual leave or quarantine leave to all the staff will be granted by the principal.
- vii. take such action on behalf of Governing Body as he may be authorised to take or which may become necessary in view of the decision taken by the Governing Body.
- viii. have the right to inspect the college, its buildings, laboratories, workshop, hospital (in case of medical college) and office etc. and can access all the records any time and sign the entries made there in.
- ix. have a earmarked office chamber in the college premises and shall keep all the records documents and correspondence there and not at any other place.
- x. Send copies of the proceeding of each meeting of the governing body to the vice-chancellor.

7.5. Joint Secretary

The Joint -Secretary of the Governing Body shall

- 02
- i. assist the Secretary in discharge of his duty as per his instruction.
 - ii. sign and issue the notice for the meeting of the Governing Body in absence of the Secretary.

8. General

- i. Payment of honorarium if any and T.A, D.A to the members of the Governing Body shall be done by the college.
- ii. The college shall declare holidays as per university calendar.
- iii. Payment of salary to any category of employee of the college shall be done through cheques and entry for the same shall be made in the acquaintance roll.
- iv. The university for its own purposes can use the buildings of the college for which no charge will be payable.
- v. A staff council consisting of all the teachers of the college shall be constituted by the principal to render advice to the principal on academic matters and extra-curricular activities. The staff council shall meet at least twice in a year under the chairmanship of the principal on the date fixed by the principal.
- vi. The Vice-Chancellor shall have the power to inspect or cause an inspection by such person or persons as he may direct, the college, its buildings, workshop, laboratory, hospital (in case of medical college), hostel, examination conducted or any act done by the college and to enquire or cause an enquiry to be made in the like manner in respect of any matter connected with the college and it will be the responsibility of the college authority to give full co-operation in the enquiry.
Provided the Vice-Chancellor shall, in every case, inform the principal of the college of his intention to inspect or enquire or get inspection or enquiry conducted and the college shall be entitled to get representation therein.
- vii. The result of such inspection or enquiry will be communicated to the principal of the college who will send it to the secretary of the Governing Body for placing it in the very next meeting of the Governing Body for necessary action.
- viii. The Vice-Chancellor can annul the proceeding of the Governing Body if it is not consistent with the Act, Statutes, Ordinance and Regulations of the university.