

ORDINANCE NO. 40

STAFF COUNCIL OF SCHOOL OF STUDIES

(Refer Clause (XIII) of Sec. 37)

Subject to the Act, Statutes and other ordinances, the staff Council of Schools of Studies shall be constituted as provided hereinafter.

The Staff Council of School of Studies shall consist of the following members :

- (i) Head of the School of Studies concerned who will act as Chairman of the Staff Council
- (ii) All the regular teachers of the School of Studies. Provided that the council may invite an expert to advise on a particular matter as and when required.

Provided that the Dean of Faculty concerned may be invited by the Council as and when required.

A secretary shall be appointed by the Council from amongst its members by seniority and rotation for two years. He will convene the meetings of the council.

The council shall meet ordinarily in the last week of each month.

Provided that at least one meeting shall be held during a month, and if need be more than one meeting of the council may be convened within a particular month.

Provided that a meeting shall also be called on the request of at least 1/3 members of the council.

A notice of 6 clear days shall be required to hold a meeting, but an emergency meeting can be called on one day clear notice.

The quorum of the meeting shall be two third of the total membership of the council.

The secretary shall prepare the minutes of the proceedings of meetings and shall circulate the same amongst its members. The minutes shall be confirmed in the next meeting of the council.

The council shall have the following powers and functions :-

- (i) To frame the academic programmes of the School of Studies.

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Approved E.C. Res. No. 129 dated 31.12.90.

- (ii) To bring to the notice of Kulapati and the Executive Council the need of students and teachers of the School of Studies.
- (iii) To make recommendations to the Kulapati for improvement of the academic efficiency of the School of Studies.
- (iv) To plan the matters relating to internal management of the School of Studies including those of Class III and IV employees.
- (v) To prepare the time table, to allocate the teaching work and to frame the scheme of the organisation of the co-curricular activities of the School of the Studies.
- (iv) To prepare short term and long term plans for the development of the School of Studies and to recommend for the purchases of equipments, books, journals etc.
- (vii) To formulate the inter-staff and inter-departmental co-ordination in the activities of the School of Studies.
- (viii) To evaluate periodically the progress of various research activities of the School of Studies.
- (ix) To assist the Head of the department in the matters relating to the discipline of the students as and when referred to it by the Head of the Department.

In matters of dispute as to inter-pretation of the rules or decisions of the Council, the matter shall be referred to the Kulapati by the Council/Head and his decision/advice shall be final.