

KOLHAN UNIVERSITY, CHAIBASA



FUNCTIONING OF THE GOVERNING BODY: FINANCIAL GUIDELINES

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INTRODUCTION

There shall be a Governing Body constituted for management and administration of every admitted college other than college owned and maintained by the State Government shall consist of the following members: -

1. Principal of the college - Ex-officio.
2. One teacher elected from and by the teachers of the college.
3. One representative of the University nominated by the Syndicate.

4. One Government Officer of the State Government not below the rank of the Sub-divisional Magistrate posted in the district nominated by the syndicate.

5. One member elected from amongst themselves by Donors who have donated not less than Rs. 25,000/- to the college.

6. One member either of Parliament or the state Legislature residing in the district preferably of the locality where the college is situated nominated by the Syndicate.

7. One member co-opted by the Governing Body from amongst the educationist or persons noted for their academic interest residing in the district where the college is situated.

If for any reason the Governing Body of an admitted college is not constituted, the syndicate shall constitute an Ad-hoc committee of not more than five members until the Governing Body is constituted. The president and the Secretary of the Ad-hoc committee shall be nominated by Vice-Chancellor.

ABOUT THE DONOR

(i) Every admitted college shall maintain a separate register in which names and addresses of such persons as have donated not less than Rs. 25000/- to the college shall be entered. The register so maintained shall be kept up to-date by endorsing, from time to time, all additions or corrections thereto.

(ii) The list of donors who have donated Rs. 25000 or more shall be prepared by the principal and scrutinized by the University Auditor and approved by the Syndicate.

(iii) The list of donors containing names of all published every year by 31st August and put up on college and University notice Boards and intimation thereof shall be notified in a newspaper.

(iv) Every objection relating to inclusion or non-inclusion of the name of any person in the list of donors shall be filed before the Registrar within 15 days of the publication of the Notice in the Newspapers and the Syndicate, after considering the objections, if any, shall decide the matter.

(v) The list of donors, as finally approved by the Syndicate shall form the basis for election, if any, to be held before the publication of the next list.

TERMS OF MEMBERSHIP

(i) 4 (Four) members of the Governing Body shall form a quorum for the meeting of the Governing Body.

(ii) Any member except an ex-officio member who fails to attend four consecutive meeting of the Governing Body of the college of which he is a member without obtaining leave may be declared by the Syndicate to have vacated his seat in the Governing Body and all such vacancies shall filled up in the manner prescribed.

(iii) The Governing Body of every admitted college shall meet at least 4 times in a year and not more than 4 months shall elapse between two meetings.

(iv) A true copy of the proceedings of all meetings of the Governing Body with a copy of the agenda shall be forwarded to the university within a fortnight of the meeting.

FUNCTION OF GOVERNING BODY

Except in the case of colleges owned and maintained by the Government, the Governing Body of an admitted college shall: -

1. Pass with or without modification the annual accounts and annual budget estimates prepared by the Principal.
2. Make appointment against sanctioned posts of teachers, subject to the provisions of the Act.

3. Make appointment of non-teaching staff, other than inferior staff within the budget provision against sanctioned posts.

4. On the application being recommended or forwarded by the Principal grant all kinds of leave except casual and quarantine leave which will be granted by the Secretary.

5. Constitute selection committee/committees for appointment of various categories of staff excluding inferior staff.

6. Be responsible for compliance with orders and directions of the University.

7. Be responsible for the enforcement and observance of the laws and directions of the University.

8. Consider, examine and sanction all proposals of scheme for improvement and expansion of the college.

9. Exercise general supervision over all financial and administrative matters relating to the college.

If the Vice-Chancellor is satisfied that due to gross mismanagement or financial irregularities a situation has arisen where the continuation of the President or the Secretary of the Governing Body is not in the interest of the College or the University, he may move the Syndicate to remove the President or the Secretary provided that the Vice-Chancellor will give reasonable opportunity to the President or the Secretary as the case may be, to show cause why he should not be removed from office. The decision of the Syndicate shall be final.

SUBMISSION OF RETURNS AND REPORTS

(1) Every admitted college must maintain such registers & records as may be prescribed by the Syndicate.

(2) Every admitted college shall submit in the form prescribed by the Syndicate, annual and quarterly returns regarding (a) academic matters, (b) administrative matters (c) financial position and such reports as are required to be submitted under the laws of the University or as may from time to time be required to be submitted by the authorities and officers of the University;

(3) every admitted college shall, in accordance with the Regulations, provide sufficient facilities for lectures, tutorial and practical work for its students and keep a record of such work and shall, every six months, submit statements in forms prescribed by the Academic Council, showing the number of lecturers, tutorial and practical classes during the period.

PROFESSOR-IN-CHARGE OF THE COLLEGE

(1) The Principal of an admitted college, except of college owned and maintained by Government, shall, when leaving the station during the working days either on duty or on leave, take from the Secretary or in his absence from the President of the Governing Body permission to leave the station, and shall nominate the senior most teacher available in-charge of the college during his absence.

(2) If the principal of an admitted college, except of a college owned and maintained by Government is not detained during a vacation and intends to go out of the station, he shall nominate a teacher whom he thinks fit to be in-charge of the college for the period of his absence and shall get it approved, before the vacation begins, by the Secretary or in his absence by the President of the Governing Body.

COLLEGE FUND & ACCOUNTS

1. Save as otherwise directed by the Syndicate the different funds of every admitted college shall be kept separately in a Scheduled bank, Post Office, Saving Bank or Banks approved by the Syndicate in the name of the college; and

(a) the General Fund shall be operated and administered jointly by the Principal and the Secretary in accordance with the sanction and budget,

(b) the Students Fund shall be operated by the Principal of the college and

(c) the Trust Fund, the Reserve Fund, the Building Fund and other Funds shall be operated jointly by the Secretary and the Principal in accordance with the directions of the Governing Body.

Provided that the Principal shall obtain the previous approval of the Governing Body of the college concerned for all orders to be placed, or all contracts to be entered into, relating to non-recurring items of expenditure included in the budget and exceeding rupees one thousand:

Provided further that in absence of the Secretary, the Secretary, the Vice-Chancellor may authorize the operation and administration of the funds noted in (a) and (c) jointly by the Principal and such other member of the Governing Body as the Vice-Chancellor may deem fit, if the Vice-Chancellor is satisfied that the operation of funds cannot be stayed without detriment to the interest of the college.

(2) Every admitted college shall maintain its accounts in such manner and in such accounts books as may be prescribed by rules made by the Syndicate.

(3) All account books and connected vouchers etc. shall be open to examination by any officer entitled to visit the college or by any person appointed by the Governing Body or the Syndicate to examine or audit the accounts.

(4) Every admitted college shall maintain Provident Fund and Gratuity Fund accounts in such manner as may be prescribed by rules made by the Syndicate.

SUSPENSION/ DISSOLUTION OF GOVERNING BODY OR CANCELLATION OF GRANT-IN-AID.

(1) The Syndicate may on its own motion or at the instance of the Vice-Chancellor (i) suspend the Governing Body for a specific period or (ii) dissolve a Governing Body and order its re-constitution, or (iii) cancel grant-in-aid to the college concerned, if in the opinion of the Syndicate any such action is necessary to be taken for any one or more of the following reasons:-

- a) that the college has failed to comply with the directions issued by the Syndicate under the laws of the University within a specific time.
- b) that the college has failed to observe the provisions of the laws of the University.
- c) that the accounts of the grants made to the college have been improperly utilised, and
- d) that the affairs of the college in the opinion of the Syndicate have been grossly mismanaged:

Provided however, that the before ordering suspension; or dissolution of the Governing Body or before passing any other order indicated above the Syndicate shall give a reasonable opportunity to the Governing Body to show cause against such action.

(2) The Syndicate shall, in case any order for suspension or dissolution of a Governing Body is passed, appoint an Ad-hoc committee to exercise the powers and perform the duties of the Governing Body until expiry of the period of suspension or the re-constitution of the Governing Body, as the case may be.

CONCLUSION

To conclude, every admitted college must maintain the following funds (Jharkhand Gazette Notification vide 04/ 2004, No. 200 dated 6th July, 2004):

1. Institutional Fund
2. Students' Fund
3. Endowment Fund
4. Any other fund as directed by the Syndicate of the University.

Financial Discipline is to be maintained in each & every stage for avoiding gross mismanagement or financial irregularities..

THANK YOU.