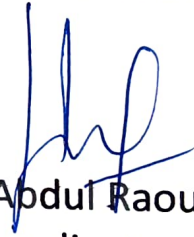


OFFICE OF THE
INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, MENDHAR




Meeting Notice
Dated: 31-05-2018



All the permanent teaching staff members are required to attend an urgent meeting on 31-05-2018 at 2:30pm in Computer Science Department regarding the election/selection of teaching staff representative for the academic session 2018-19 and other staff related issues.


Dr. Abdul Raouf
Coordinator
IQAC

Govt. Degree College
Mendhar




Ramesh


Anis


Office of the Convener IQAC GDC Mendhar

Minutes Dated 31/05/2018

A meeting of all the permanent teaching staff members was held under the chairmanship of Convener IQAC, Dr Abdul Raouf in order to discuss election/selection of staff secretary of the college. Following points were discussed and finalized unanimously:

1. **Staff Secretary** means the permanent member of teaching staff selected/elected by the permanent teaching staff members of this college.
2. Staff secretary shall be appointed/elected / declared by the election body through democratic way i.e either unanimously if only one candidate has filled nomination form or through secret ballot in case of more than one candidate.
3. **Tenure of Staff Secretary:** Staff secretary shall be appointed for a period of one year (from 1st Week of Aug of every year to first week of August of next Year) and he shall not be impeached during his term. On transfer of staff secretary during his term, senior most faculty member shall automatically act as staff secretary for remaining period of that year.
4. **Eligibility:** A staff secretary must have 3 years of service as permanent teaching member in the college. Moreover he shall not be the member of election body simultaneously. Any member of election body if wants to nominate his candidature for staff secretary he/she has to resign first from the election body in written.
5. **Election Body:** Election body shall comprise of Election Commissioner with 2 or 3 members. Senior most teaching faculty member shall be the Election Commissioner who himself will appoint his supporting staff and make election body for the functioning of his election office. If the senior most resign from his duty for contesting election for staff secretary next senior most will automatically assume charge of election commissioner. Members of Election body shall not campaign for any candidate who is in fray of election of staff secretary but will vote for the same.
6. **Duties of Election Body.** Every year/session in the first week of August election body shall notify the dates /time for filing of **nomination form** for staff secretary within a week's time. After the termination of nomination period election body will scrutinize the nomination form and will notify well in time (not less than two days before) the date for election and declaration of staff secretary for the session. Election day and declaration must be on the same date.
7. If two candidates for staff secretary have got equal number of votes then in tie situation senior will be given chance and be declared staff secretary for that year.
8. **Duties of staff secretary:**
 - a. Staff secretary shall make his body after taking into confidence whole of the staff.
 - b. Frequent meeting (at least once in a month) of staff shall be convened in order to address the issues.
 - c. A tea club shall be managed in which whole staff shall contribute and get together for tea.
 - d. Every year staff picnic shall be managed.

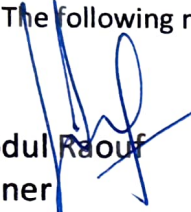
- e. Appointed staff secretary shall give lunch to staff after assuming his office from his own pocket.
- f. He shall intimate and decide in consultation with other staff members regarding activities of the college which are in the interest of college in general and staff in particular.

Lastly, all the permanent staff members present in the meeting unanimously selected Prof. Shokit Hussain, HOD, Chemistry, as staff representative for the session 2018-19 on the same day keeping in view the commencement of summer vocation from the next day and urgent need of the staff representative. He staff unanimously asked the newly nominated Staff Secretary to constitute admission and other committees for the session in consultation with worthy Principal.

It was also unanimously decided that Prof. Shokit Hussain , will nominate other members of body at his own level after consultation with volunteers faculty member .

The meeting ended the a vote of thanks from Prof. Shokit Hussain and assured for full.

The following member attended the meeting.


Dr. Abdul Raouf
Convener
IQAC Committee

Staff members













Submitted to worthy Principal for Approval.


Principal
Govt. Degree College
Mendhar
31/18