

Copy to the above teachers with a request kindly to attend the meetings of the Governing Body/ Selection Committee of the above college whenever they are held and to send a report to the University after attending the meetings.

THE DUTIES OF THE GOVERNING BODY MEMBER

The duties of the Governing Body member shall be:

1. To insist the Management to arrange the meeting of the Governing Council / Managing Committee at least once in three months and thrice in a year.
2. To attend the meetings of the Governing Council/ Managing Committee of the college as and when it is held after the meeting has been fixed in consultation with him/her.
3. The Governing Body Member has to ensure the maintenance of academic standards in terms (i) Infrastructure – Lab and library facilities (ii) Teaching arrangements – Attendance of teachers and students & Teaching Diaries (iii) Academic activities and co curriculum activities (iv) Time table and (v) Good Governance.
4. To ensure whether necessary teaching staff has been provided or appointed in accordance with the existing workload in each of the existing courses in the College.
5. To ensure that the Governing Council / Managing Committee, and the College are meeting the rules and regulations detailed in the rules of affiliation and if not, to bring such lapses to the notice of the University.
6. To advice the college authorities to follow the procedures / guidelines / norms and order periodically issued by the University at the time of Governing Council / Managing Committee meeting(s).
7. To ensure that the conditions stipulated by the respective inspection commissions are being fulfilled from time to time while forwarding the compliance report. In case of non-fulfillment of the conditions, a report can be sent to the University for taking suitable action in the matter.
8. To see the implementation of reservation policy in admissions.

THE DUTIES OF THE SELECTION COMMITTEE MEMBER

The duties of the Selection Committee member shall be:

1. The verify and satisfy himself/herself whether the posts required have been advertised in accordance with the qualifications prescribed by the University including in at least one leading news paper and one in the university website for such posts as required under the rules three weeks before the Selection Committee is convened.
2. To advice the college authorities to follow the procedures / guidelines / norms and order periodically issued by the University at the time of Governing Council / Managing Committee meeting(s).
3. To ensure whether interview calls have been sent to all the qualified candidates who have applied for the post(s) well in advance, (i.e. 10 days before) in response to the advertisement before the Selection Committee is convened.
4. To ensure whether the intimations have been sent to the members of the Selection Committee including subject expert (s) concerned well in advance.
5. To ensure whether the Selection Committee has been convened properly and the Selection of candidates have been done fairly and the order of the merit of the candidates is maintained and also ensure that the degree pursued by the selected candidate in other University (s) is equivalent to that of Palamuru University.