

GARGAON COLLEGE



Code of Conduct of the Governing Body

HAND BOOK

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Code of Conduct of the Governing Body

Code of Conduct of Governing Body: There are clear cut roles and regulations regarding the Governing Body of Colleges in Assam. As per the Assam Non-Government College Management (Amendment) Rules 2009, the Governing Body will no longer have tenure but would be a permanent body in the Colleges. The members of Governing Body would have tenure as per the Rules 2009. The College shall be governed by the Governing Body and the Governing Body shall consist of: one President, one Secretary, Vice Principal as Ex-Officio member, two members to be nominated by the affiliating University, three members who are the guardians of the students, two members to be elected annually by the teachers, one

member from the non-teaching staff to be nominated by the Principal and one member to be selected from donors to the Governing Body.

1. The Governing Body is responsible for the proper financial management, including the development of the assets of the College and management of its academic affairs.
2. The members or teachers of the Governing Body are restricted from attending any meeting at which any matter relating to their pay, promotion or conduct is under discussion.
3. But it shall be open to the President to call them for making any statement or representation on the subject but they shall have to leave the meeting after doing so, when decision is to be taken in the meeting.
4. There is restriction of some members to enter into contract for works, supply of materials or for any sale or purchase with the Governing Body in the College.
5. The Governing Body shall meet at least once in every six months, but it may meet at shorter intervals also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

6. The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.
7. Except any emergency meeting, which shall be so notified, all meetings shall be held in the College premises.
8. The minutes of the proceedings of the meeting shall be recorded in the Proceeding Book by the Secretary and signed by all the members present.
9. It is the duty of a Governing Body to undertake financial management and to arrange for the college building, furniture and equipment as required, including playground, auditorium, libraries and other development activities of the college.
10. All records of the Governing Body shall be kept in the College Office and the Principal of the College shall be responsible to preserve all records properly and safely.
