

## **Right to Information Act: Description**

The Right To Information Act 2005 was passed by the parliament on 15th June 2005. The Act mandates that organizations defined as “Public Authorities” are obliged to provide information to the public and create necessary arrangements in order to promote transparency and accountability in the working of every public authority.

### **Implementation of ‘The Right to Information Act, 2005’**

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities. All Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act.

Whereas, some provisions of this act have come into effect immediately on its enactment (that is on 15 June 2005), other provisions shall come into effect on 100 / 120 days of its enactment. In pursuance of the Right to Information Act 2005, an officer has been designated as Public Information Officer (PIO) and he shall perform the duties and responsibilities as envisaged under the act without fail. Necessary steps for implementation of various provisions including proactive disclosure of certain kind of information. Such information shall be made available to the public at large through the website.

## SENATE OF SERAMPORE COLLEGE (UNIVERSITY)

### INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b) OF THE RIGHT TO INFORMATION ACT, 2005

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## **IN COMPLIANCE TO CHAPTER II SECTION 4(1) OF RTI ACT 2005**

### **1. The particulars of its organization, functions and duties – RTI-4 (1 b i)**

The College was established in 1818 in the Danish settlement of Serampore by the pioneer Christian missionaries, William Carey (1761-1834) Joshua Marshman (1768-1837) and William Ward (1769-1823), for the instruction of Indian youth in Christianity and the sciences. In 1827, the College was incorporated by the Royal Charter granted by His Danish Majesty King Frederick the Sixth with University powers under the control of an independent Council. The President of the Council is the Master of the College. The final authority in all matters related to the College is bestowed in the Master and the Council of Serampore College.

In the Treaty of Purchase which transferred Serampore from Denmark to the British Government in 1845, it was provided that the rights and immunities of Serampore College should not be interfered with. In 1856, it was placed by the College Council at the disposal of the Baptist Missionary Society to become a part of its educational operations -Arts and theological.

The main intension of the King, and the Founding fathers, was the promotion of piety and learning, particularly among the Christian population of India, though open to all people without any distinction of castes and creeds.

The College was affiliated to the newly formed Calcutta University in 1858, the first body in India to exercise, though not the first to receive, University powers. Arts section of the College was closed in 1883 and the College became purely a Christian training institution, secondary, normal and theological for the Baptist Churches of Bengal.

In 1910, a reorganization of the College was begun, and in the following ten years, it was the subject of important discussions in various conferences – denominational and inter-denominational, with a view to its reorganization as a high grade teaching institution and the utilizing of the College Charter for granting of theological degrees to qualified students of all churches. The College was reorganized on the lines laid down by the original founders under the direct control of the College Council and by the appointment of qualified Theological staff and the opening of Higher Theological Classes on an interdenominational basis. It again affiliated itself to the University of Calcutta in 1911, up to the standard of the Intermediate arts; in 1913 to the BA; in 1920 to the Intermediate Science; and in 1924 to the B.Sc.

In 1915, Serampore College Charter was utilized, for the first time, for the conferring of degrees in Divinity. In 1916, the Licentiate in Theology (L.Th) was instituted.

In 1918, the Centenary year of the College, the Serampore College Act was passed by the Bengal Legislative Council, confirming the power of Serampore College to confer Degrees, and enlarging the College Council. It created College Faculty for the internal governance of the College. The Act also provided for the constitution and appointment of a College Senate. The College Council appointed members of the Senate, as per the provision of the Act, representing various Christian Communion. Further, the Act authorized the College to confer degrees in theology on students who had not prosecuted a regular course of study in Serampore College, and thus made it possible for students of colleges affiliated to Serampore College, and for others whose studies had not been prosecuted in a college, to receive Serampore College Degrees in theology. In 1919, the Governing Body of the College – Council, Faculty, and Senate, was reconstituted in accordance with the provisions of the Serampore College Act.

In 1922, the Collegiate School was closed down and shifted to Bishnupur, Kolkata where it still continues to function, and the college became purely an institution of higher education. In January 1925, responsibility for the full efficiency of the College on its present basis was assumed by the Baptist Missionary Society. In June 1949, the Council transferred to India with its headquarters at Serampore.

Subsequently, the Serampore College Act, 1918 (Bengal Act IV of 1918) was adapted in 1937 and 1950 and is in the law book of the Government of West Bengal as modified in 1951 and 1997 respectively.

### **Foundation of Serampore College as University (1827)**

On the 23rd day of February, 1827, the institution established in Serampore, Bengal, and known as the Serampore College, was incorporated by Royal Charter granted by his late Danish Majesty, King Frederick the Sixth, with the powers and privileges in the Royal Charter set forth including the power of conferring upon the students of the said College degrees of rank and honour according to their proficiency in science. By Article VI of the Treaty of Purchase, dated the 22nd February, 1845, transferring Serampore to the British Government, it was provided that the rights and immunities granted to the Serampore College by the Royal Charter should not be interfered with, but should continue in force in the same manner as if they had been obtained by a Charter from the British Government, subject to the general law of British India. Under the provisions of the Royal Charter, the Council of the College consists of a Master or President and two or four members elected as provided in the Statutes and Regulations, and the management of the College and its general order and government was vested in the Master and Council, and the

power of conferring degrees of rank and honour was vested in the first Council and their successors for ever;

In the context of reorganization of the College that began in 1910, it was deemed expedient by the Governor in Council, with the consent of the Council of the Serampore College, that a Faculty and Senate be constituted for the College so that suitable standards be imposed in regard to any secular degrees that may hereafter be conferred by the Council under the terms of the Royal Charter. It, therefore, was necessary to make provision for those purposes by subjecting the Royal Charter, Statutes and Regulations to an Act of the legislature under the general law of British India in accordance with the terms of the Treaty, Serampore College Act was initiated and passed in 1918.

### **Serampore College (University) as Theological University (1918)**

It needs to be pointed out that Article 13 of the Act, with its sub-clauses, recognizes that Colleges, so far as the legal powers are concerned, can proceed to grant degrees even in Arts and Science or any other faculty at any time, but it has, on its own will, voluntarily, in consultation with the Government, limited its powers to grant degrees only in theology. This was done because of the fact of the existence of University of Calcutta as well the affiliation of the College with it in the faculty of Arts and Science since 1858. In one way, this section validates the affiliation of Arts-Science-Commerce departments of Serampore College with the University of Calcutta and maintains historic relationship with it.

Thus Serampore College with its Act-1918 became a teaching and affiliating University. It now has 50 college affiliated all over in India, including two in Sri Lanka and one in Bangladesh.

### **Organizational Structure**

By its Charter, the Master and the Council alone are vested with the powers and authority to maintain Serampore College. The same is reiterated in the Bengal Act no. IV of 1918, generally known as the Serampore College Act-1918.

#### **1. Master of Serampore College:**

Master is the Supreme Head of Serampore system. He is elected by the members of the Council and remains the head life long, unless otherwise he wishes to relinquish. He is the President of the Council. He is assigned to see that the Statutes and Regulations of the Council are duly carried into effect and take order for the good government of the College and the System in all things. His signature is necessary to the validity of all deeds, instruments, documents and proceedings.

## 2. **The Council of Serampore College**

The Council was created by the King of Denmark in 1827 by his Charter and was so appointed by him. It is self-perpetuating body whose members elect member to fill any vacancy caused, and invite them to be a member till they so wish. It has now organized itself with a membership of a term and church affiliation. It has sixteen members, one third of which are to be from the Baptist denomination. The Principal of the College, as per the Act, is an ex-officio member. The President of the Senate, as per the Bye-laws of the Council, is also a member of the Council. The Council makes its own bye laws and appoints members of the Council, Faculty and Senate. It assigns duties to the Faculty which works under its control and direction. It confers degrees, diplomas and certificates on the recommendation of the Senate. The Council defines the terms and tenure of appointments, duties, emoluments, allowances and superannuation allowance of the Principal, professors, fellows, tutors and other officers of the College and of its servants. It regulates the finances and accounts of the College and appoints person with the power of attorney to act on its behalf. It has the authority over the seal of the College.

## 3. **Faculty of the College**

It is the creation of the Serampore College Act-1918 (Article 5-7) and is responsible for the internal management, general order and good governance of the College- Arts- Science-Commerce and Theology, under the delegated power of the Council.

## 4. **Senate of Serampore College**

It is also a creation of the Serampore College Act-1918 (Article 8-12). The Senate deals with all matters relating to theological education within the framework of the Serampore College Act, 1918. It is the policy-making body and meets at least once in a year. Subject to the provisions of the Act, the Senate makes rules and regulations for the convening of its meetings and for the conduct of its business and is responsible for its own funds and property.

## 5. **Board of Theological Education of Senate of Serampore College (BTESSC)**

The Board of Theological Education of the Senate of Serampore College (henceforth BTESSC) was constituted by the Senate in 1975 with the active participation of the Board of Theological Education of the National Council of Churches in India. Its constitution approved by the Serampore College Council. This was an attempt towards the emergence of the One Structure of Theological Education in India which came into being in February 2004 when a revised constitution was accepted by the Board, Senate and the Council. The One National Structure of Theological Education in India is now well established. Over the years it has grown in membership with over 50 affiliated theological colleges, federated faculties and research centers in the Indian sub-continent. At present it is being

administered by three centres, one at Serampore and the other two at Bangalore and Kolkata respectively.

### **SENATE: FUNCTIONS AND DUTIES**

The Senate appoints following Committees through which it carries out its functions:

1. The Executive Committee
2. The Finance Committee
3. The Academic Council
4. The Committee for Research
5. The Committee for Ecumenical Relations and Church Ministries

The Senate appoints Chairpersons from among the members of the Board or Senate for each of its Committees along with such other members. The term of office of the Chairpersons and members is normally for three years. The membership of the Senate is constituted in accordance with the provisions of the Act [Clause 9]. The Senate is consisted of the Principal of Serampore College (who shall be the convener) and not less than twelve nor more than eighteen persons as the Council may from time to time determine to be appointed by the Council (on nomination by the Senate).

The composition of the Senate is as follows:

1. 3 from Serampore College Faculty  
(Principal of Serampore College  
Registrar, SSC  
Vice Principal of the Faculty of Theology)
2. 6 from affiliated Colleges
3. Secretary of the Board
4. 7 Representatives from Churches (CNI, CSI, Orthodox, Lutheran, Methodist, Presbyterian, Baptist or any other Church)
5. 1 Educationist
6. 1 from Member Institutions

The Director of Research or any such other Officer/Functionary is invited to the Senate meetings if they are not already members of the Senate; so also the Principals of affiliated Colleges who are not otherwise members of the Senate.



The Senate appoints the following officers/functionaries on the advice of the Board with the former approval of the Council:

1. The Registrar
2. The Director, Research
3. The Secretary, BTESSC
4. Any other Officer/Functionary

The Senate sets up a Board of Theological Education of the Senate of Serampore College (BTESSC) to make recommendations on matters pertaining to its policies and functions. The Senate elects its own President and Treasurer from among its members.

The Senate frames courses of study and make rules for the conduct of examinations, and subject to the control of the Council determines the qualifications for degrees and diplomas and do and perform all other matters and things necessary or proper for or relating to the determination of the eligibility of candidates for degrees, diplomas, and certificates to be conferred by the Council.

The Senate evaluates Colleges and grants affiliation for the purpose of registering candidates for courses of study leading to the degrees and diplomas of Serampore College as per its rules and regulations.

The Registrar is the Secretary of the Senate and is responsible for maintaining the minutes and records and carrying on correspondence on behalf of the Senate.

#### **BTESSC: SET-UP, FUNCTIONS AND DUTIES**

The Board consists of:

1. The Principals of all affiliated Colleges, who is also the chairperson of the BTESSC.
2. The heads of institutions and representatives of Churches recognized by the Senate as having co-operative functions in the theological field and accepted as members of the Board having fulfilled the criteria for membership. Such membership on the Board shall not exceed 1/3 of the total membership of the Board.
3. Three members of different Churches out of which at least one shall be a woman nominated by the Concerned Church for a period of three years.
4. Not more than two educationists nominated by the Board at its annual meeting for the three year period.

5. Three theological teachers who are not otherwise members on the Board selected annually by rota from affiliated Colleges.
6. Six student representatives from affiliated Colleges to be selected by rota each year (1 D.Th., 1 M.Th., 2 B.D. and 1 B.Th., 1 B.C.S./ Dip.C.S./ D.Min. ) of which at least two shall be women.
7. Two members of the Serampore College Council nominated by the Council for a three year period.
8. The General Secretary of the NCCI or nominee.
9. Senators who are not otherwise members of the Board.
10. The Registrar, Director of Research and other Functionaries of the Senate Programmes are ex-officio members.
11. The Board shall have power to co-opt not more than two persons whose expertise is beneficial to its work.

Under the overall supervision of the Senate, the Board fulfils the following functions:

1. Reflection and pioneering on new methods and styles in theological education in relation to the need of the country and of the Churches.
2. Production of theological literature in general and Theological Text Books in regional languages through the Board for Theological Text Book programme of South Asia (BTTBPSA)
3. Promotion of the welfare of theological teachers and students.
4. Development of ecumenical co-operation among Theological Institutions and their Libraries.
5. Promotion of relationship between Churches, Theological Institutions and Study Centres.
6. The Board shall recommend names of persons to be considered by the Senate for nomination to be appointed as Senators, Officers, Chairpersons and members of different Committees.

The Board meets at least once every year and normally in conjunction with the annual meetings of the Senate. The Secretary of the Board is appointed by the Senate on the recommendation of the Board. The Secretary in consultation with the Chairperson convenes meetings of the Board.

## **2. The powers and duties of its officers and employees – RTI-4 (1 b ii)**

### **1. The President:**

- i. All Officers of the Senate and the Board function under the guidance and direction of the President who is the chief administrator.
- ii. The President presides over the meetings of the Senate/Board, Executive Committee and the Finance Committee and the respective Secretaries prepare the agenda in consultation with the President.
- iii. He is responsible for overseeing implementation of the resolutions of various committees.
- iv. He promotes schemes of welfare for teaching and non-teaching staff of affiliated College.
- v. He promotes the teaching and research needs of Colleges.
- vi. He promotes exposure and exchange programme for theological teachers.
- vii. He is responsible for developing partnerships with Churches, Mission Boards and other Colleges without prejudice to the bilateral partnership of each member College.

### **2. The Registrar:**

The Registrar is the Executive Officer of the Senate and its Secretary.

- i. He convenes the Executive Committee and the Academic Council and its Working Committee in consultation with the President/Chairperson.
- ii. He maintains the minutes and records of the meetings of the Senate, the Executive Committee, the Academic Council and its Working Committee and is responsible for communicating and implementing the decisions.
- iii. He is responsible to the Senate in all its functions related to the administration of the academic programme according to the rules and regulations laid down by the Senate.
- iv. He is responsible as directed by the Executive Committee for appointing Senate Office Staff, prescribes their duties and has the general oversight of the Senate Office and staff discipline.
- v. He is the custodian of all records of the Senate and the related administrative Committees of the Senate.
- vi. He is the Secretary for the P.F. Trust Committee of the Senate of Serampore College.

### 3. **The Secretary of the Board:**

The Secretary is the Officer of the Board of Theological Education.

- i. He is responsible to convene the meetings of the Board of Theological Education in consultation with the President and forward the recommendations of the Board to the Senate.
- ii. He convenes the Committee for Ecumenical Relations and Church Ministries and implements the decisions taken by the Committee.
- iii. He represents the Board in relation to its programmes.
- iv. He is responsible for establishing good public relations with the Churches and institutions with which the Senate and the Board are related for their programme.
- v. He is responsible for receiving applications for Solidarity Fund from member institutions and implements the decisions of the Board on allocated grants.
- vi. He is the Secretary of the BTTBPSA and promotes Theological Text Book Programme in Regional languages.
- vii. He is responsible for supervision and oversight as well as discipline of his/her office staff.

### 4. **The Director of Research:**

The Director of Research is the Executive Officer for the Research Programme of the Senate under the guidance of the Committee for Research and the Academic Council.

- i. He is the convener of the Committee for Research.
- ii. He is the Director of SATHRI in all its programmes at doctoral and non-degree levels as approved by the Senate and shall supervise and co-ordinate the programme at national level.
- iii. He is responsible for planning and implementation of research programmes of D.Th. candidates including exposure to other places in India or abroad as directed by the Research Committee.
- iv. He is responsible for publication of research findings and co-operate with the Committees for theological publications under the Board/Senate.
- v. He keeps proper records of the Committee and communicate its decisions to all the members of the Committee.
- vi. He reports the decisions of the Research Committee to the Academic Council, the Board and the Senate for approval.
- vii. He is responsible for the general oversight, guidance, and supervision of D.Th. and non-doctoral candidates through the Research Committee.

viii. He is responsible for general oversight and discipline of office staff.

#### **5. The Dean of Extension**

The Dean of Extension shall be the Officer for Extension Programmes.

- i. He is responsible for the B.C.S. Degree and the Diploma in Christian Studies and any other programme of Extension under the overall supervision and control of the Academic Council.
- ii. He is responsible for planning and implementing the programme in all its aspects except Registration and Examination, which is done by the Senate Office.
- iii. He is responsible for promoting these programmes among all the churches and people of all faiths where provision is made.
- iv. He organizes regional, national seminars and creates study cells for clusters of candidates where possible.
- v. He is responsible for general oversight and discipline of his/her office staff under the overall control of the Executive Committee.
- vi. He implements all the decisions of the Academic Council in respect to the Extension Programme and report to it on all matters related to the programme.
- vii. He performs such duties and functions as and when assigned by the Executive Committee and/or the Senate.

#### **6. The Dean of D.Min. Programme**

The Dean of D.Min. Programme is the Officer for the Programmes of D.Min. and Continuing Theological Education for pastors.

- i. He convenes the Committee for the D.Min. and Continuing Theological Education.
- ii. He is responsible for planning, implementing and supervising research programmes related to the D.Min. Degree and Continuing Theological Education of Pastors as approved by the D.Min. Committee.
- iii. He is responsible for promoting these programmes among the churches and enlist their support.
- iv. He keeps proper records of the Committee and communicate its decisions to all the members of the D.Min. Committee and the Academic Council.
- v. He is responsible for general oversight, guidance, supervision of the candidates and submits reports to the D.Min. Committee.
- vi. He is responsible for supervision, oversight and discipline of his/her office staff under the overall control of the Executive Committee.

- vii. He implements all the decisions of the Senate related to the D.Min. Degree and Continuing Theological Education of Pastors and is accountable to the Senate and the Academic Council through the Registrar of the Senate.
- viii. He performs such duties and functions as and when assigned by the Executive Committee and/or the Senate.

**7. The Treasurer:**

- . The Treasurer is either directly or through the Officers of the Senate and the Board receives all money on behalf of the Senate and the Board and disburses them in accordance with the budget and the resolutions of the Senate and its Committees in consultation with the Finance Officer.
  - i. He is under the supervision of the Finance Committee and with the assistance of the Finance Officer maintain accurate financial records, prepare annual budgets and statements of accounts, arrange to get them audited by auditors appointed by the Senate, and submit the same to the Board and Senate through the Executive Committee.
  - ii. He keeps the money in a Bank or Banks authorized by the Senate.
  - iii. He suggests ways and means of raising funds as well as getting maximum possible interests by way of investments.
  - iv. He is responsible for the safe custody of all documents and instruments connected with finances of respective departments in the Senate Office, SCEPTRE , SATHRI and Board Offices.
  - v. He is responsible with the help of the Finance Officer to maintain an up-to-date inventory of all items of movable and immovable property belonging to the Senate/Board and related bodies.
  - vi. He, together with either the Registrar/Director of Research/Deans or any other authorized person signs cheques and documents pertaining to the Senate/Board and related bodies accounts with the Banks.

**3. The procedure followed in the decision making process, including channels of supervision and accountability- RTI-4 (1 b iii)**

The Senate deals with all matters relating to theological education within the framework of the Serampore College Act, 1918. It is the highest policy-making body and meets at least once in a year. Subject to the provisions of the Act, the Senate makes rules and regulations for the convening of its meetings and for the conduct of its business. Senate carries out its responsibilities through following committees:

## **I. THE EXECUTIVE COMMITTEE**

1. The composition of the Executive Committee is as follows:

President of the Senate (Chairperson)

Secretary, BTESSC

Treasurer

Three persons elected by the Senate from its members

One member of the Serampore College Council

Chairpersons of the Departmental Committees

Director of Research

Deans and Finance Officer (invitees as and when necessary)

Registrar (Secretary and Convener)

2. The function of the Executive Committee is:

a. To transact the interim business of the Senate in between its annual meetings subject to ratification by the Senate.

b. To act on behalf of the Senate in times of emergency and report to the Senate for ratification.

c. To co-ordinate the policies and programmes of the various committees appointed by the Senate and deal with inter- departmental matters.

d. To appoint Dean of Extension, Dean of D.Min. Programme, Finance Officer and any other Functionary and to assign job description.

e. To supervise implementation of the decisions of the Senate.

f. To receive annual budget and audited statement of accounts of the Senate, SCEPTRE, SATHRI and Board Offices and the statement of accounts of the Provident Fund from the Finance Committee and forward the same to the Board and the Senate.

g. To screen applications for the Solidarity Fund and forward the same to the Board.

h. To finalize the agenda of the Board and of the Senate.

i. To encourage self-support in theological education and help in the formation of plans for self support.

j. To receive and screen appeals from member institutions for grants from related Mission Boards and forward the same to the Senate.

k. To appoint, promote or dismiss the Office Staff and ensure discipline on them.

l. To recommend for appointment of Officers of the Senate and the Board.

m. To fill in the vacancy in different committees.

n. To carry out such functions as are from time to time entrusted to it by the Senate.

3. The Registrar shall be the convener of the Executive Committee and he shall convene the meeting in consultation with the Chairperson.

4. The Executive Committee shall meet at least twice a year.

## **II. FINANCE COMMITTEE**

1. The Composition of the Finance Committee is as follows:

President of the Senate, Chairperson

Secretary, BTESSC

Treasurer (Convener)

One Finance Expert

Finance Officer

Registrar

Director of Research/Deans (Invitees)

2. The functions of the Finance Committee shall be:

a. To prepare the annual budgets and get the accounts of the Senate, SCEPTRE, SATHRI and Board Offices audited through the respective offices and present the same to the Board and the Senate through the Executive Committee.

b. to receive requests from various Colleges to be screened and forwarded to the Executive Committee.

c. to serve as the Provident Fund Trust Committee of the Senate.

d. to deal with all other financial matters and to develop financial resources in consultation with the Executive Committee.

3. The Treasurer shall be the Convener of the Finance Committee.**III. THE ACADEMIC COUNCIL**

1. The composition of the Academic Council is as follows:

Chairperson, elected by the Senate

President of the Senate

Secretary, BTESSC

Conveners of the Boards of Studies representing all the branches (10)

4 Principals of B.Th., B.D., M.Th., D.Th. Colleges and Registrar of one of the Federated Faculties (5)

One representative of the Serampore College Council

One secular Educationist

Director of Research/Deans of Extension/D.Min.

Chairperson, Research Committee

Registrar (Convener)

2. The functions of the Academic Council is:

a. To make recommendations to the Senate on all matters related to the administration of the academic programmes.

b. To frame rules and regulations and prepare curricula for various degree and diploma courses and recommend the same to the Senate for approval.

c. To evaluate Theological Colleges and recommend for affiliation or withdrawal of affiliation to the Senate.



- d. To appoint Commissions to evaluate the request made by institutions for introducing new areas of studies and to recommend to the Senate.
- e. To appoint D.Min. Committee, which will administer the D.Min. Programme as per the rules and regulations.
- f. To recommend to the Senate such affiliated institutions as are adjudged to be of a sufficiently high calibre, to be permitted to frame their own curricula for B.Th. and B.D. courses, hold examinations and recommend candidates for the award of degrees by the Council of Serampore College.
- g. To review periodically the work of the Colleges offering various degree programmes.
- h. To register candidates and to conduct evaluation / examination for all degrees including D.Min. and other courses and declare the results.
- i. To receive recommendations from the respective boards of studies and to act upon them.
- j. To assess the equivalence of the academic degrees of other Colleges and Seminaries.
- k. To frame rules for the proper conduct of examinations and take disciplinary action where necessary.
- l. To organize Boards of Studies and Staff Institutes and arrange Workshops for preparation of courses and study materials to strengthen the academic programme.
- m. To grant scholarships on behalf of the Senate.
- n. To receive and act upon the representations made by the member institutions through their principals to the Registrar of the Senate.
- o. To recommend names of Conveners/Members of Boards of Studies to the Senate.
- p. To approve the circulated minutes of the meetings of the Working Committee.
- q. To receive reports from the Director of Research, Deans of Extension and D.Min Programme.
- r. To perform such functions as may be entrusted to it by the Senate.

The Academic Council meets once a year.

#### **IV. Working Committee:**

1. The Working Committee of the Academic Council consists of

The Chairperson

President of the Senate

3 Members from the Academic Council (3 Principals)

Director of Research (Invitee)

Registrar (Convener)

2. It is responsible for the administrative matters of the Academic Council.

3. The minutes of the meetings of the Working Committee are circulated among the members of

the Academic Council for approval.

4. The Registrar is the Convener of the Academic Council and the Working Committee.

#### **V. THE COMMITTEE FOR RESEARCH**

1. The Composition of the Committee for Research is as follows:

Chairperson (elected by the Senate)

Director, Research (Convener)

President of the Senate

Secretary, BTESSC

Registrar

Chairperson, Academic Council

One member of the Serampore College Council

One representative from each Doctoral Center, to be nominated by the Center, preferably the Dean of the doctoral committee/research

One eminent educationist

(Other officers of the Senate may be invited when necessary)

2. The Committee for Research shall be responsible for implementation of policies as approved by the Senate and make recommendations to the Senate in relation to contextual and comprehensive theological research as follows:

a. To recommend policies for doctoral/non-doctoral research.

b. To supervise the D.Th. research programme according to the procedures laid down by the Senate.

c. To approve appointment of Supervisors and Examiners for doctoral candidates from an approved panel of examiners.

d. To enter into collaboration with institutions for the purpose of research in the country and other countries with the approval of the Senate.

e. To encourage and facilitate publication of theological journals and other scholarly literature.

f. To produce basic research tools and make available primary and secondary sources for theological research in consultation with the Academic Council and other Committees of the Senate.

g. To communicate the result of the Research candidates to the Academic Council through the Registrar.

h. To set up academic research facilities leading towards the D.Th. degree through the affiliated Colleges or otherwise.

i. To appoint a supervisory committee as approved by the Senate, to perform such functions that are necessary for efficient working of the research programmes.

j. To grant scholarships for D.Th. and non-doctoral research candidates.

k. To raise financial resources for the required programme and prepare budget proposals and submit the same to the Senate through the Finance Committee.

l. To promote post-doctoral research and provide facilities for scholarly studies and research for theological teachers and pastors.

## **VI. THE COMMITTEE FOR ECUMENICAL RELATIONS AND CHURCH MINISTRIES**

1. The Composition of the Committee for Ecumenical Relations and Church Ministries is as follows:

Chairperson (elected by the Senate)

Secretary, BTESSC (Convener)

President of the Senate

Registrar

Director of Research

One Representative of the Serampore College Council

Two representatives of Theological Colleges (One woman)

Two Representatives of Related Institutions

Three Representatives from Churches

2. The functions of the Committee are:

This Committee is responsible for implementation of the following programmes according to policies laid down by the Senate and the Board and make recommendations in relation to the following functions:

a. To foster continuing theological conversation between theological colleges, churches, church-related bodies and secular agencies.

b. To explore the nature and form of the ministries of the Church currently needed and the training required to carry out these ministries, in the socio-political aspects of life.

c. To organize consultations, seminars and conferences on relevant theological issues in order to stimulate creative theological thinking in the member institutions.

d. To encourage co-operation and collaboration in theological education in the region, including arrangement for exchange of theological teachers and students.

e. To assist member institutions to strengthen their faculties through staff institutes and any other programmes in consultation with the Academic Council.

f. To promote ecumenical concerns in theological education with a view to strengthening the witness of the Church in contemporary society.

### **A- Non-Academic Positions**

Dean

Associate Dean

1. Driver / Attendant/Maintenance staff
2. Typist-cum-Office Assistant
3. Office Assistant
4. Senior Office Assistant
5. Associate Dean/Administrative Assistant
6. Dean
7. Registrar/ Director

**B- Academic Position** (Affiliated colleges are suggested to follow these positions)

1. Lecturer
2. Assistant Professor
3. Associate Professor
4. Professor

**4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS – RTI-4 (1 b iv)**

The functions are regulated by the Serampore Colleges Act-1918, the Statutes and the Ordinances. The Regulations and the Rules of the Senate as are in force, and as amended from time to time too are applicable. Also the decisions of committees make significant rules and policy framework for the discharge of its functions, subject to the approval of the Senate.

**5. The rules, regulations, instructions, and records held by it or under its control or used by its employees for discharging its functions- RTI-4 (1 b v)**

The following are the rules/regulations etc. for discharge of University functions:

- i. Regulations
- ii. Financial Rules
- iii. Leave Rules
- iv. Senate Notifications
- v. Resolutions of the Senate, The Executive Committee, Academic Council, Working Committee, Committee on Research, Finance committee, The Board of studies, The Finance Committee etc.

**6. A statement of the categories of documents that are held by it or under its control – RTI-4 (1 b vi)**

- i. Act, Statutes, Regulation and Rules
- ii. Minutes of the Senate and its Committees
- iii. Annual Statements of Accounts and Annual Reports
- iv. Resolutions of meetings of the authorities of the Senate
- v. Senate Of Serampore College Web Site : [www.senateofseranporecollege.edu.in](http://www.senateofseranporecollege.edu.in)
- vi. All records relating to the operations of the organization.

**7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof – RTI-4 (1 b vii)**

The Senate which is the highest authority in the University, the Executive Committee which is the principal decision making authority for administration and other authorities, including its committees etc. are represented by eminent persons from churches, academic community, professional bodies, teaching staff of the affiliated colleges, Research Scholars, Students and the nominees from the Council who help in the formulation and implementation of the policies and programmes.

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public – RTI-4 (1 b viii)**

The details of the authorities of the university have been briefly described under the heading organizational structure at serial 1 above. The meetings of the bodies are open to members and special invitees only. The Minutes of Senate and its Committees are circulated among all the officers of the University for their information and also the relevant portions are made available for reference to the relevant sections.

**9. A directory of its officers and employees – RTI-4 (1 b ix)**

Names of officers/Senate members, members of various committees, affiliated colleges and their principals and telephone numbers are available at Senate Web Site and also in the Senate directory, published once in a year.

**10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations- RTI-4 (1 b x) ( as from 2004)**

<b>S.No</b>	<b>Description</b>	<b>Pay scale</b>
1	Registrar/Director	7490-600-13490-750-20990-900-25490
2.	Dean	7000-350-10500-450-15000-550-20500
3.	Associate Dean / administrative Assistant	6000-280-8800-330-12100-380-15900

4.	Senior Office Assistant (20 yr. service)	6000-280-8800-300-12100-380-15900
5.	Office Assistant	4000-180-5800-230-8100-280-10900
6.	Typist-cum-Office Assistant	3600-135-4950-155-6500-200-8500-250-11000
7.	Driver / Attendant/Maintenance staff	2900-100-3910-140-5310-180-7110-220-9300

**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made- RTI-4 (1 b xi)**

The Annual Budget and Annual Accounts are finalized by the Finance Committee with the approval of the Finance committee, Executive Committee, and the Senate. They are finally recorded in the Minutes of the Senate, which is printed and is given to each member and colleges. A copy of this minutes is generally kept in the libraries of the affiliated colleges..

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes- RTI-4 (1 b xii)**

Not applicable for this University.

**13. Particulars of recipients of concessions, permits or authorizations granted by it-RTI.- 4(1b xiii)**

Serampore College (University) does not provide any permit or authorizations.

However needy students are provided with financial assistance through the Senate or through the colleges. Tribal students from some states also avail special scholarships from the Government which are duly forwarded by this University.

**14. Details in respect of the information, available to or held by it, reduced in an electronic form- RTI-4 (1 b xiv)**

The information is stored in the related files and documents and steps are being initiated to put it on the website. However, important information about functions and activities being performed is available in electronic form on the Senate of Serampore College Web Site at

[www.senateofseramporecollege.org](http://www.senateofseramporecollege.org)

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use- RTI-4 (1 b xv)**

Citizens have the facility to obtain information from the Registrar of the Senate of Serampore College or from the Principal of the affiliated colleges. The Senate observes six working days a week from Monday-Saturday (except holidays) for the administration, Saturday being half day (last Saturday being holiday). Working hours of the Senate are from 9:30 a.m. to 5:00 p.m. on week days and 9:30-1:00 pm on Saturdays.

**16. The names, designations and other particulars of the Public Information Officers- RTI-4 (1 b xvi)**

In terms of Section 5(1) of the Right to Information Act, 2005, the following officer of the Senate of Serampore College (University) has been designated as:

**(i) Public Information Officer ( PIO )**

<b>S.No</b>	<b>Designation</b>	<b>Name</b>	<b>Telephone no.</b>
	Registrar	Dr. Santanu Patro	033-26622692
Principals Of affiliated college(List and other details are found in the website)			

**17. Such other information as may be prescribed; and thereafter update these Publications every year- RTI-4 (1 b xvii)**

Information relating to students including admission procedures, academic programmes, examination schedules, results etc. is available with the Registrar of the Senate.

The matter relating to dispatch of course material to students of Distance Education is available with the Dean, SCEPTRE,

Important decision effecting students are found in the Minutes of the Senate which is available at the Senate Office and with the Principals of affiliated Colleges.

Information about programmes are displayed on the University website.

**Rules relating to Registration/Restoration/ Migration**

**i) Registration :**

(a) Graduates of the Serampore Colleges (University) who have not by this time migrated to other Universities or institutes for further studies or otherwise, will not be required to register themselves once more.

(b) Students from other Universities have to be compulsorily registered with the Senate Of

Serampore College (University). Therefore, they have to fill up the specified form (i.e. Registration & Inward Migration Form, fees for which is charges as per the fee structure of the Senate.

ii) **Restoration** :

Serampore graduates who meanwhile migrated to any other University for academic reasons must compulsorily get their registration once again.

iii) **Migration** : Candidates who are willing to study any other University/ abroad are required to furnish requisition form for Migration.

iv) **Duplicate** : Duplicate Degree Certificate or Duplicate Migration Certificate are also available after producing copy of the diary made in the local Police station and requisite fees.

**Rules relating to Issuance of different certificates & verification etc.**

Transcript Rs. 200/- ABROAD –(up to 300 gms On the submission of application by Registered mail) ; on the Requisition form available Europe, Africa , America, South East from the Senate/College office; Asia – Rs. 500/-, duly filled and submitted to the SARC Countries – Rs. 400/- Fees Senate office. shall be deposited in the Accounts Department by Bank Demand Draft drawn in favor of Registrar, Senate of Serampore College payable at State Bank of India/.nationalized Bank, Serampore/Kolkata Branch.

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Verification of Mark sheet etc.Rs. 200/- On the submission of application ABROAD –(up to 300 gms. by on the Requisition form available Registered mail) ; from the Senate/College office; Europe, Africa , North America – Rs. 500/-, duly filled and submitted to the Senate office. This should SAARC Countries – Rs. 400/- Fees accompanied by a written Application in plain paper with the department by Bank Demand Draft supporting documents drawn in favor of Registrar, Senate mentioning why it is sought for of Serampore College payable at State Bank of India/.nationalized Bank, Serampore/Kolkata Branch

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Duplicate Certificate etc.	Rs.1000/-	On the submission of application on the Requisition form available from the Senate/College office; duly filled and submitted to the Senate office. In case of lost of Certificate etc., an affidavit signed by a judicial magistrate should be submitted.
Provisional Certificate	Rs. 200/- ABROAD – (up to 300 gms by Registered mail); Europe, Africa , America, South East Asia – Rs. 500/-, SARC Countries – Rs. 400/- Fees shall be deposited in the Accounts Department by Bank Demand Draft drawn in favor of Registrar, Senate of Serampore College payable at State Bank of India/.nationalized Bank, Serampore/Kolkata Branch.	On the submission of application on the Requisition form available from the Senate/College office; duly filled and submitted to the Senate office.

For any other information of general nature under RTI Act, 2005, the Registrar/ Principals of affiliated colleges may also be contacted and for information of examination related under RTI Act, 2005,