

**The Constitution of
STAFF ACADEMY
S.S. College Hailakandi**

We, the teachers of S.S. College, Hailakandi, are trying our best for the improvement of academic activities keeping ourselves engaged in research activities, inter-departmental interactions on allied subjects, and also by organizing seminars and discussion among ourselves with experts & specialists of different domains and for this purpose we have constituted a Staff Academy.

1. Title of Organization:

Staff Academy, S.S. College, Hailakandi. (Or hereafter simply it may be called as Academy)

2. Aims and Objectives:

(a) This Staff Academy of S.S. College shall strive to excel the quality/capacity of the teachers by generating inquisitiveness and inculcating them with research activities, inter-disciplinary lectures on allied subjects and holding discussion on important academic issues.

(b) The Staff Academy shall organize Seminar, Discussion, Symposia, Workshops, and Training regularly, along with the assigned normal duties of the Teachers.

(c) The Academy, as and when possible, shall invite specialists and experts to facilitate the teachers, for the matter what it deems necessary.

(d) This Academy shall avail Governmental and Non-Governmental benefits and facilities of the similar nature, in order to realize the aims and objectives.

(e) The Academy shall provide scope to the teachers, students and well-versed people of the locality for enriching their knowledge base.

(f) The Academy shall inquire into all the latest developments in the different academic fields of the fast-changing world and shall collect the relevant literatures and materials and intimate the same to the teachers for their benefit and upliftment.

3. Area of Operation: North-east India.

4. Committees: The Academy shall have two Committees: (A) General Committee and

(B) Steering Committee. These Committees shall be constituted as follows:

(1) General Committee:

(a) Chairman

(b) Vice-Chairman

(C) Secretary

And

(D) All the members of the Teaching Staff shall be the General Members.

(2) Steering Committee:

The Office-Bearers of the General Committee shall constitute the Steering Committee by

holding their same positions as they are in, in the General Committee.

Meetings: At least one Meeting of the Steering Committee in a Quarter and one Annual

Meeting of the General Committee is to be held without fail.

3. Power and Functions:

A. General Committee: The General Committee shall set the broad outline of the Academy, relating to academic and financial matter and the Steering Committee shall act within that parameter. The General Committee shall also evaluate and assess the feed-back of the Academy and may put forward necessary guidelines and suggestions to the Steering Committee.

B. Steering Committee: The steering Committee shall be the sole functional body for

conducting programme and implementing resolutions as adopted in the General Committee Meetings. It will also endeavour to look after how far the aims and objectives of the Academy be realized. The Steering Committee shall have the power to decide or settle any immediate

matter that falls under the proceedings of the General Meetings, except the matters of

Constitutional Amendment and fund generation.

C. Chairman: (1) Chairman shall preside over meetings of both General and Steering Committee.

(2) The account of the Academy shall jointly be operated by the Chairman and Co-Ordinator.

D. Secretary: (1) The secretary shall convene both the Steering Committee and General Committee Meetings and shall maintain the proceedings of the meetings and other documents.

(2) The secretary shall communicate and maintain correspondence with all concerned and employ sources and in case of necessity, he/she may engage any Assistant Co- Ordinator there on, to assist him/her.

(3) The secretary shall jointly operate the account of the Academy along with the Chairman.

(4) The secretary shall maintain the fund collected so far or if any expenditure collection and expenditure accounts, subject to approval of the Steering Committee.

4. Election/Selection/Removal:

The General Committee shall be constituted in the Annual General Meeting either by

selection or election as decided in the meeting for the period of two years from among the members, by virtue of their memberships of the Teaching Staff.

A member of the Steering Committee or the part of it or even the whole can be removed,

provided two-third majority of the general committee desires through their categorical

expression of dissension any such proposal shall have to be brought by at least five

members of the General Committee.

5. Fund: A necessary fund may be created by the donation/contribution of the members and also from others sources as decided by the General Committee.

5. Quorum of the meetings: Except the amendment proposal, the quorum of all others meetings shall be one/third of the total members.

6. Amendment: As and when needed, the Staff Academy can be amendment taking consent of two/third majority of the total members of the academy.



(Hilal Uddin Laskar)
Secretary
Staff Academy
S.S. College, Hailakandi



(Amalendu Bhattacharjee)
Chairperson
Staff Academy
S.S. College, Hailakandi