

Regulation for the Constitution and Functioning of Staff Council ITM University, Gwalior

1. Title and Objective

This regulation shall be known as the *Regulation for Staff Council* at ITM University, Gwalior. The objective of the Staff Council is to ensure participatory governance, enhance decision-making processes, and improve transparency in academic and administrative functioning.

2. Composition of the Staff Council

- The Staff Council shall be constituted in each School of the University.
- It shall comprise:
 - All Professors and Associate Professors of the School.
 - Upto **four Assistant Professors, nominated by the Hon'ble Vice Chancellor**, based on their contributions, responsibilities, or as deemed fit by the University administration.

3. Frequency of Meetings

- The Staff Council shall convene **at least two meetings every week** to deliberate on operational, academic, and administrative matters.
- In at least one meeting all the staff members should be present.

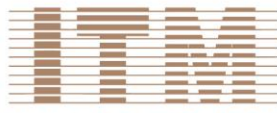
4. Scope of Functions

All proposals pertaining to the following must be routed through the Staff Council:

- Budget, Financial approvals and resource allocations.
- Major policy revisions or changes in academic (pedagogy)/administrative procedures.
- Organization of workshops, seminars, conferences, or any significant institutional events.
- Review of academic performance, planning of activities, and resolution of department-level issues.

5. Agenda and Documentation

- Each monthly meeting must be **pre-scheduled** with a formal **agenda circulated in advance**.
- The **minutes of all meetings** must be documented and authenticated by the Head of the School.
- A **dedicated register** shall be maintained in each School's office to record:
 - Date of meeting
 - Agenda items
 - Attendance
 - Detailed minutes and action points



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6. Reporting and Appraisal Linkage

- The **agenda and minutes** of the two monthly Staff Council meetings shall be **appended with the Monthly Faculty Performance Report** submitted to the HR Office.
- These documents will serve as a **record of academic governance and departmental accountability**.

7. Review and Compliance

- The Internal Quality Assurance Cell (IQAC) shall conduct **periodic reviews** of the functioning of Staff Councils across Schools to ensure compliance with this regulation.
- Non-compliance or irregularities may be brought to the notice of the Vice Chancellor for appropriate action.

This regulation comes into effect immediately, following its approval in the Standing Committee meeting held on February 15th, 2025.