

**Government of West Bengal**  
**Education Department**  
**Apptt. Branch**

No. 4188-Edn.(A)  
a. 51-2/70

Calcutta, the 26th November, 1970

From : Sri J. C. Sengupta, I.A.S.,  
Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Composition and functions of Teachers' Council in Govt. Colleges.

Ref : His U.O. No. 1352 dated the 15th July, 1970.

The undersigned is directed, by order of the Governor to say that the Governor has been pleased to frame a set of rules for the composition and functions of Teachers' Council in Govt. Colleges as detailed below :

1. In every Government College there shall be a Teachers' Council. All teachers including the Principal of the College shall be members of the council.  
Explanation :
  - (i) 'Teacher' means a person, who imparts tutorial, theoretical and/or practical instructions to students in class room, laboratory and in the field of physical education.
  - (ii) 'Teacher' so defined shall include any person appointed in a college on temporary and substantive basis.
2. In every Teachers' Council, the Principal of the College concerned shall be the Chairman. At a meeting of a Teachers' Council, in the absence of the Chairman(s), the person in charge of the college, if present, shall act as Chairman and (b) when the person in charge of the College is also absent, the member present shall elect one of their members to act as Chairman.
3. In every Teachers' Council, there shall be a Secretary, who shall be a teacher of the college concerned, not being the Principal or Vice-Principal and shall be elected in accordance with the provisions hereinafter contained.
4. At the commencement of every academic year, the Principal of every college shall convene a meeting of Teachers, Council thereof, after giving at least 7 days notice to the members specifying therein the date, time and place of the meeting for the purpose of electing the Secretary of the Council.
5. At the meeting concerned under paragraph 4, the members of the Teachers' Council shall

elect by ballot, one of its members '**Not Being the Principal or Vice Principal**', to act as its Secretary. The term of the Secretary of the Teachers' Council shall be one year from the date of his/her election and shall include any period that may elapse between the expiry of the said period of one year and the election of his successor.

6. (i) Meeting of a Teachers' Council shall be convened by the Secretary or, in his absence, by the Chairman, of the Council, on such dates and at such times and places as may be determined by the Chairman, after giving at least three days notice thereof, to the members. In cases of urgency the Chairman may convene meetings at shorter notice. A meeting shall also be convened on requisition in writing by at least one-third of the total number of members of the Council and the date, time and place for such meetings shall be fixed by the Chairman and notified through the Secretary, to the members in the matter referred to above.
  - (ii) Agenda for meetings of a Teachers' Council shall be prepared by the Secretary in consultation with the Chairman.
  - (iii) Secretary of a Teachers' Council shall prepare and maintain in his custody minutes of all meeting of the Council.
  - (iv) For a meeting of Teachers' Council, one-third of the total number of members of the Council to the nearest whole number shall be a quorum.
- 7 (i). Functions and duties of every Teachers' Council shall be to advise the Principal of the college concerned on all academic matters including students' welfare and discipline, arrangement of timetable, conduct of examinations (including University Examination) improvement of the library, laboratories and teaching facilities in the college.
  - (ii) The Principal shall normally act in accordance with the decisions arrived at the meetings of the Teachers' Council. However, if the Principal is unable to concur with a decision taken by the Teachers' Council, he shall formally ask the Teachers' Council to re-consider its decision. The resolution, if again passed by a majority of the total number of members of the Teachers' Council, in a meeting of Teachers' Council called specially for consideration of its earlier decision it shall be referred by the Principal to the Director of Public instruction, for his decision.

Sd/-  
J. C. Sengupta,  
Secretary.