

**Sri Venkateswara College**  
**(University of Delhi)**  
**Staff Council Election Norms and Modes -2025**  
**(Introduced in the Staff Council Meeting of 29<sup>th</sup> April 2024)**  
**Notified on 25<sup>th</sup> April 2025**

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*“A Constitution like a machine is a lifeless thing. It acquires life because of the men [people] who control it and operate it, and India needs today nothing more than a set of honest men [people] who will have the interest of the country before them.”*

- **Dr. Rajendra Prasad, in his Valedictory address to the Constituent Assembly on 26<sup>th</sup> November 1949.**

### **Preamble**

The Staff Council (SC) at University of Delhi's Colleges constitutes an integral and indispensable part of its institutional life. As provided in the University Calendar, the Staff Council is a statutory body with well-defined powers, functions, and areas of jurisdiction, mandatory and directive, as well as advisory/recommendatory. When the body's participatory and consultative mechanisms are fully and systematically in place, the institution stands to benefit from the resultant accessing of collective rationality and wisdom.

By the same token, the Staff Council needs to safeguard its invaluable collective culture. Teachers evidently cannot be content to serve as mere disenfranchised functionaries. They, by definition, are intellect workers and must quite naturally expect to have a say in deciding the shape of academic and institutional processes in their place of work. One assured way of strengthening participatory and democratic decision-making in these areas to the benefit of all concerned is to guarantee that Council Committees and their various constituents, in consonance with Clause 6 of Ordinance XVIII University of Delhi be constituted by a properly standardised electoral process that would effectively and authentically represent the collective will of the Council's majority. With this objective, the following revised guidelines on Staff Council posts and systematic electoral reforms (i.e. Staff Council Constitution) are submitted by the Review Committee constituted for this purpose. The revised guidelines must be read along with the provisions of Clause 6-A, 6-B and 6-C of Ordinance XVIII of University of Delhi that provides for Staff Council Committees in Colleges. The new guidelines shall come into effect from the day they are notified jointly by the Principal and Secretary.

## **PART- 1**

### **I. Staff Council Posts**

#### **(A) The Staff Council shall appoint Office-Bearers to the following posts:**

- (i) The Secretary to the Staff Council (DU Ordinance XVIII, Section 6A (4) (b))
- (ii) The Staff Advisor to the Students Union
- (iii) The Proctor (who shall be the Convenor of the Proctorial Committee)

#### **(B) The Council shall appoint a Convenor and Eight Members to each of the following Committee (s)/ Association (s)/ Societies/ Cell (s):**

1. Ability Enhancement Courses Committee
2. Academic Planning Committee
3. Admissions Committee
4. Admissions Grievance Committee
5. Annual Magazine Committee (i.e. *Neerajana*)
6. Annual Report and Prospectus Committee
7. Attendance Screening Committee
8. Canteen Committee
9. Competitive Exam Cell
10. Debating Society (English, Hindi, Sanskrit, Tamil, and Telugu)
11. Development Fund Committee
12. Equal Opportunity Cell
13. EWS/ PwBD/KM/ CW/PMSS/SS/WQ Admission Enabling Committee
14. Fine Arts Association
15. Freeship and Student Aid Fund Committee
16. Garden & Sustainable Development Committee<sup>1</sup>
17. Generic Elective Courses Committee
18. Health and Hygiene Committee
19. Information and Communication Technology Committee
20. Library Committee<sup>2</sup>

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1. Garden & Sustainable Development Committee shall have a Teacher from Department of Botany, either by election, or in ex-officio capacity.

2. The Library Committee shall include the Librarian as ex-officio member; the Librarian shall furthermore have the right to seek election as Convenor/Member of any committee including Library.

21. National Service Scheme Cell

[NSS shall have a Programme Officer. The Programme Officer of NSS shall be appointed by the Principal and therefore there is no Convenor post in NSS Cell]

22. OBC (Non-Creamy Layer) Admission Enabling Committee

23. Placement Cell

24. Proctorial Committee (Proctor shall be the Convenor of the Committee)

25. Purchase Committee

26. SC and ST Admission Enabling Committee

27. Skill Enhancement Courses Committee

28. Sports Committee<sup>3</sup>

29. Time-Table Committee

30. Value Addition Courses Committee

31. Women's Development Cell

The Staff Council shall appoint two people on each of the following three Committees appointed by the Principal (32, 33 and 34).

32. General Provident Fund & National Pension System Committees<sup>4</sup>

33. Hostel Committee<sup>5</sup>

34. Joint Consultative Committee<sup>6</sup>

The Joint Consultative Committee is an ex-officio committee (34) which consists of all Convenors of Staff Council Committees, Staff Advisor, Proctor and the Secretary.

**C) The Staff Council may at any future date decide to discontinue, merge, or otherwise reorganize existing Committees and/or create new Committees provided that:**

- (i) No new Committee(s) shall normally be constituted mid-term (i.e., between two successive Staff Council meetings);

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3. The Sports Committee shall include faculty member of Physical Education as ex-officio member; the faculty members of Physical Education shall furthermore have the right to seek election as Convenor or Member of any Committee including Sports Committee.

4. The Staff Council shall appoint two members to the GPF & NPS Committees of whom one shall be the subscriber of the General Provident Fund (GPF) and the other a subscriber of the National Pension System (NPS).

5. The Staff Council shall appoint two members to the Hostel Committee, of whom one shall be a female and the other a male member.

6. The Staff Council shall appoint two members to Joint Consultative Committee.

- (ii) Pending the creation of a new committee at the appropriate time, the responsibilities in question may meanwhile be entrusted to one of the Staff Council Committees based on principle of proximity.
- (iii) The new Committee, arising from an unforeseen need or contingency, shall be formally created by the Staff Council at its next meeting.
- (iv) The Principal shall appoint Members and Convenor of the new Committee.
- (v) The appointment of Members and the Convenor requires confirmation by the Staff Council in its subsequent meeting.
- (vi) The new Committee's term shall run concurrently with other already operant Staff Council Committees, and the tenure of such Committee (s) shall expire alongside theirs.

## **II. Eligibility**

- (i) All Permanent Staff Council Members who have completed minimum of five years of regular service a day before election notification shall be eligible for the post of Secretary, Staff Advisor, and Proctor.
- (ii) All Permanent Staff Council Members shall be eligible for appointments as Member and Convenor of Staff Council Committee(s) except, Secretary, Staff Advisor, and Proctor posts which shall require a minimum of five years of regular service.

## **III. Mode of Appointment**

All appointments itemised in IA & IB shall be made through elections, using standard democratic procedure including secret ballot as and when required.

## **IV. Term of Secretary and Convenor & Members of Committees**

### **(A) Secretary:**

- (i) The Council shall elect its Secretary, who shall hold office for a term of one year.
- (ii) The Secretary may be re-elected for a second term, but no person shall hold office of Secretary for more than two consecutive terms. (DU Ordinance XVIII, 6-A (4) (b)).

### **(B) Staff Advisor**

- (i) The Council shall elect the Staff Advisor to the Student Union, who shall hold office for a term of two years.

- (ii) Ordinarily no person shall hold the office of Staff Advisor for more than two consecutive terms.

**(C) Proctor**

- (i) The Council shall elect the Proctor, who shall hold office for a term of two years.
- (ii) Ordinarily no person shall hold the office of Staff Advisor for more than two consecutive terms.

**(D) Term of Convenor & Members of Committees**

- (i) The Convenor & Member of a Committee shall have a term of two years.
- (ii) Ordinarily no person shall be Member of more than two Committees at a time<sup>7</sup>; and
- (iii) Ordinarily no person shall hold office as a Member/Convenor of a Committee for more than two consecutive terms. (DU Ordinance XVIII, 6-B)

**V. Composition of Committee**

- (i) Convenor: Every committee shall have a Convenor.
- (ii) Members: There shall be Eight Members in a Committee other than the Convenor.

**VI. Business of Staff Council Committees**

**A. Functions of Committees**

The Functions of Staff Council Committees, Secretary and Staff Advisor shall be notified separately and updated from time to time.

**B. Procedure for Conduct of Meetings**

- (i) The Convenor shall convene the meetings of the Committee, and the minutes of the meetings shall be prepared and maintained by them. [DU Ordinance XVIII 6-B (c)].
- (ii) There shall be at least **one meeting** in a semester and **two meetings** in an academic year (June-May).
- (iii) The minimum quorum for a meeting shall be Four out of Nine Members, including the Convenor.

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<sup>7</sup> Ordinarily a Staff Council member at a time can be Convenor of only one committee and Member of another Committee or Member of any Two Committees of Staff Council. Further a Staff Council Member at a time cannot be Convenor of Two Staff Council Committees under any circumstances.

- (iv) The Principal shall have the right to be present and to speak in any meeting of any Committee. [DU Ordinance XVIII 6-B (b)].
- (v) Decisions/Recommendations shall be made by the Committee through consensus. In the case that consensus is not reached; the decisions/ recommendations shall be made by majority of the members present and voted. The Ex. Officio members and Special Invitees etc. shall not have the right to vote.
- (vi) The Convenor shall circulate draft record of discussion/minutes by e-mail to the Members of the Committee and record their views (including dissent) if any, in the final record of discussion/minutes of the meeting.
- (vii) The Convenor should make available a copy of the record of discussion/minutes to the Principal and the Secretary, Staff Council for follow-up and a necessary action to implement the decisions/ recommendations.
- (viii) The Convenor shall assign work to each Member/group of Members to utilize their services in discharging the Functions of the Committee in a time bound manner.
- (ix) The Convenor and Members shall assist the Principal in implementation of decisions/ recommendations of the Committee after approval of the same by the Competent Authority.
- (x) The Convenor of a Committee should prepare a detailed Annual Report of the recommendations/decisions made and work done and present the same to the Staff Council.

## **B. Absence of Convenor**

- (i) In the absence of a Convenor (due to casual leave, medical leave, duty leave), on the direction of Principal the senior most Member<sup>8</sup> of the Committee who is not the Convenor of any other Committee shall act as the Convenor for the specific meeting to be conducted.
- (ii) If a Convenor proceeds on study/sabbatical/childcare leave /extraordinary leave/deputation etc. mid-way through his/her term, the senior most member<sup>9</sup> of the Committee who is not the Convenor of any other Committee, shall act as the Convenor of the Committee during the said period of leave.

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8. The service rendered by the Teacher in Ad-hoc, Temporary and Regular capacity in Sri Venkateswara College shall be considered for this purpose.

9. The service rendered by the Teacher in Ad-hoc, Temporary and Regular capacity in Sri Venkateswara College shall be considered for this purpose.

## **PART-2**

### **Elections**

#### **VII. Frequency & Timing of Elections**

- (i) The Staff Council Committees, Staff Advisor and Proctor shall be appointed through biennial Elections (i.e., every alternate year).
- (ii) To facilitate full and convenient participation of the Teaching Staff, the election schedule shall be notified towards the end or before the beginning of the Academic Year, subject to Section VIII A (i).

#### **VIII. Conduct of Elections**

##### **A) Election Schedule**

Appointments to posts itemised in IA & IB above shall adhere to an Election Schedule issued by the Election Officer keeping in mind specifics of the following:

- i. The Election Schedule is ordinarily issued at least Two Weeks before the expiry of the two-year tenure of the incumbent Members and Convenors of Committees.

The Election Schedule inter-alia includes:

- ii. The starting date for making nominations.
- iii. The date of publications of nominations received.
- iv. Invitation of nominations (Phase II) for posts where no/less nomination(s) have been received.
- v. The date for scrutiny of nominations and announcement of scrutinized nominations with reasons for rejection of any nomination
- vi. The date for the withdrawal of candidatures for Excess posts applied -Phase I
- vii. Invitation of nominations (Phase III) if any
- viii. The date for publication of preliminary list of candidates in contest
- ix. The date of withdrawal of candidatures from Contest- Phase II (if required).
- x. The date of publication of list of contesting candidates
- xi. The date on which a poll should, if necessary, be taken



- xii. The date, place and time of counting of votes.
- xiii. The date of declaration of election results by the Election Officer.

## **B) Nomination Papers & Withdrawal of Nomination**

- (i) The Nomination papers may be invited in electronic or physical form.
- (ii) Similarly, the withdrawal of nominations may be accepted in electronic or physical form, as deemed viable by the Election Officer keeping in view the ease with which large number of nomination forms can be scrutinized for the economical, efficient, and effective conduct of elections.
- (iii) A person can apply for up to two posts, each of Convenor and Member. However, they shall withdraw from the excess nominations (more than two posts) filed in Phase-I or Phase-II of withdrawal of nominations.
- (iv) Failure to withdraw the excess nominations (more than two posts) filed by a candidate shall result in cancellation of the candidature for all posts to which nominations are filed.

## **C) Ballot Paper**

At every Election where a poll is taken, votes shall be given by ballot in such manner as may be decided by the Election Officer.

## **D) Counting Agent**

- (i) A contesting candidate may appoint in the prescribed manner one person as Agent at the time of the counting of votes.
- (ii) The contesting candidate and their Counting Agent have the right to be present at the time of counting.

## **E) Equality of Votes**

- (i) If there is an equal number of votes after the counting of votes are completed, a recount of votes shall be conducted by the Election officer.
- (ii) Even after the recount of votes, if there are an equal number of votes between candidates, and the addition of a vote would entitle either candidate to be declared elected, they shall decide between them by draw of lot.

- (v) The names of candidates who secured equal number of votes shall be written on separate slips and placed into a box in the presence of counting agents and one of the slips will be drawn. The candidate whose slip is drawn wins.

#### **F) Uncontested Election**

In case of an Uncontested Election, the Election Officer shall declare the only existing candidate as the winner forthwith without holding an election to that post(s).

#### **G) Declaration of Results**

When the counting of the votes has been completed, including the procedure explained in Section VIII E wherever necessary, the Election Officer shall declare the result of the election.

### **IX. Non-filling of a Post in Biennial Elections**

#### **A) Non-filling of a Post**

Non-filling of a Post may arise for any one or more reasons:

- (i) No candidate made a nomination for the post of Convenor and/or Member/Post
- (ii) Less number of candidates filed nominations than the strength of the Committee
- (iii) If after scrutiny it emerges that there are less than the minimum requisite number of candidates in the field, as some nominations were rejected of candidate(s) who violated the provisions of Section II or Section IV D (i) and/or IV D (ii).

#### **B) Procedure to fill vacancies after Elections**

The Principal in consultation with the Secretary, Staff Council shall appoint suitable people to all non-filled posts arising soon after the biennial Election process is completed.

### **X. Notification of Appointment and Reporting to Staff Council**

#### **A) Notification of Secretary, Convenor and Members**

The Principal and incumbent Secretary shall notify the people elected/appointed as Secretary, Staff Advisor, Proctor, Convenor and Members of Committees and their tenure thereof.

#### **B) Reporting to Staff Council**

- (i) The elected list of Convenors and Members of Committees, Staff Advisor, Proctor and Secretary of Staff Council shall be reported in a subsequent meeting of the Staff Council.

- (ii) The people appointed to vacant posts soon after the biennial election by the Principal in consultation with the Secretary shall require confirmation of the Staff Council in a subsequent meeting.

## **XI. Mid-Term Vacancies**

### **A) Mid-term vacancy of a Staff Council post may arise due to the following reasons:**

- (i) In the event of a post holder resigning from their Staff Council post midway through their term.
- (ii) In the event that a post holder retires from college employment.
- (iii) All mid-term appointments to be made are valid for the remaining one-year term in case of Secretary and two-year term in case of Member, Convenor of the Committees, Proctor and Staff Advisor and shall not count towards IV A (ii), IV B (ii), IV C (ii) and IV D (iii).

### **B) Mid-Term vacancies shall be filled in the following manner:**

#### **a) Secretary**

Principal shall appoint an interim Secretary for the remaining term of one year, subject to confirmation by the Staff Council in the subsequent meeting.

#### **b) Staff Advisor**

Principal in consultation with the Secretary shall appoint an interim Staff Advisor for the remaining term of two year, subject to confirmation by the Staff Council in the subsequent meeting.

#### **b) Convenor**

- (i) The senior Member of the Committee<sup>10</sup>, who is not Convenor of any other Committee, shall act as the Convenor of the Committee for the remaining term of two years.
- (ii) The appointment of the Convenor shall be confirmed by the Staff Council in the subsequent meeting.

#### **c) Member**

- (i) The Principal in consultation with the Secretary shall appoint a new Member (s) to the Committee for the remaining term of two years.

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<sup>10</sup> The service rendered by the Teacher in Ad-hoc, Temporary and Regular capacity in Sri Venkateswara College shall be considered for this purpose.

- (ii) The appointment of the new Member shall be confirmed by the Staff Council at a subsequent meeting.

## **XII. Disqualification & Removal from Post(s)**

- (i) No member shall be eligible to seek election/file a nomination in contravention of the eligibility and delimitation criteria as detailed heretofore.
- (ii) Notwithstanding all that has been laid down in this regard above, should an improper or otherwise ineligible nomination be nonetheless filed /received, it shall be treated as invalid and rejected accordingly by the Election Officer.
- (iii) In case an ineligible candidate is elected as Member/ Convenor of a Committee, such elected people shall be removed from the elected post(s) by the Principal and report to Staff Council.

## **PART-3**

### **Officers to Conduct Elections**

#### **XIII. Appointment & Term of Election Officer (EO) & Deputy Election Officer (DEO)**

- (i) The Principal shall appoint the Election Officer and Deputy Election Officer.
- (ii) The appointment of EO and DEO shall be reported to the subsequent meeting of the Staff Council.
- (iii) The term of the EO and the DEO shall be two years duration from the date of the appointment or until the appointment of a new EO/DEO, whichever is later.
- (iv) The EO & DEO shall enjoy all voting rights on par with every other member of the Staff Council.

#### **XIV. Duties & Responsibilities of the Election Officer:**

- (i) Supervision of the entire process of constitution of Staff Council Committees, including notification of election schedule and model code of conduct if any, organizing poll, declaration of poll results leading to all appointments to Staff Council posts covered herein.
- (ii) Overseeing filling up of vacancies, if any, arising at different times, either mid- term, or on completion of the biennial election process.
- (iii) Assisting the Principal and Secretary, Staff Council in the conduct of a poll (i.e., secret ballot, show of hands, voice vote, rising vote – stand and maybe counting of or any other suitable method) to decide any matter that has fallen in dispute and requires determination of majority opinion in a Staff Council meeting held at any time during the tenure of the Election Officer.
- (iv) In the absence of the EO, the DEO shall perform the duties & responsibilities of the EO.

#### **XV. Appointment & Duties and Responsibilities of Returning Officer**

- (i) The Principal shall appoint Section Officer (Administration/Accounts) as Returning Officer to Assist EO/DEO.
- (ii) They shall assist the Election officer in arranging for all material including physical ballot paper, ballot box, and other stationery for conduct of poll.

- (iii) The Returning Officer shall be assisted by two Dealing Assistants appointed by the Principal.  
The Returning Officer and the two Dealing Assistants shall conduct voting in the polling booth/station.

## **PART-4**

### **XVI. Restrictions**

- (i) The Secretary, Staff Council shall not be eligible for appointment as either Convenor or member of any other Staff Council Committee.
- (ii) The Staff Advisor shall not be eligible for appointment as Convenor or member of any other Staff Council Committee.
- (iii) The Proctor shall not be eligible for an appointment as Convenor or member of any other Staff Council Committee.
- (iv) The Election Officer and Deputy Election Officer shall not be eligible for appointments as Convenor or Member of any Staff Council Committee.
- (v) However, people holding posts mentioned at (i), (ii), (iii) and (iv) above may be appointed as members of other Committees/Posts<sup>11</sup> constituted by Principal such as Internal Assessment Monitoring Committee, Disaster Management Board, and Committee for Code of Conduct etc. and IQAC, Central Public Information Officer (CPIO) etc.

### **XVII. Special Invitee**

The previous Convenor of the Committee and/or any other Staff Council Member and/or domain experts from outside the College may be invited as Special Invitee to share his/her knowledge, experience and enrich the Committee deliberations. However, they should not have voting rights. The domain experts invited from outside may be paid honorarium and other fees as per approved rates.

### **XVIII. Transitional Arrangement: Elections in 2025**

Biennial Elections shall be held in sync with the academic calendar of the University of Delhi. Accordingly, the next Elections shall be held in May-July 2025 subject to feasibility.

### **XIX. Amendments**

The Guidelines herein laid down are subject to amendments, but amendments thereof may be introduced only in and by a properly convened full Staff Council meeting that has been duly preceded by notification of proposed amendments as part of the circulated agenda.

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<sup>11</sup> Outside the purview of Staff Council

## **XX. Issues of Interpretation**

- (i) On all matters where a dispute of opinion or understanding arises, the positions and interpretations following from the provisions in Delhi University Ordinances shall absolutely prevail, superseding all or any practices, conventions, or precedents to the contrary.
- (ii) The Principal, the Secretary and the Election Officer shall amongst themselves resolve the matter under dispute in the light of (i) above.
- (iii) Decisions to arrive shall be communicated in the Staff Council meeting for confirmation.

Sd/-

D.BRAHMA REDDY  
SECRETARY

Sd/-

Prof. V. RAVI  
PRINCIPAL