



తిరుమల తిరుపతి దేవస్థానములు

శ్రీ వేంకటేశ్వర కళాశాల

డీల్లీ విశ్వవిద్యాలయం

శ్రీ వేంకటేశ్వర మహావిద్యాలయ

దిల్లీ విశ్వవిద్యాలయ

**SRI VENKATESWARA COLLEGE**

**(UNIVERSITY OF DELHI)**



No. SVC/All Committee/PAC/101

Date: 17.01.2025

## **सूचना/ NOTICE**

Subject: The Duties & Responsibilities / Items of Work handled by Secretary of Staff Council.


The Duties and Responsibilities broadly fall under three categories:

- Secretary of Staff Council
- Member-Convenor of Internal Assessment Monitoring Committee and
- Member of Committees are provided in Table-1. The detailed list of activities is provided in Annexure.

Table-1

Sl. No.	Duties & Responsibilities / Items of Work	Annexure Number
I	<b>Secretary of Staff Council</b>	
1	Staff Council Meetings	1
2	Elections to Staff Council	1
II	<b>Member-Convenor of Internal Assessment Monitoring Committee</b>	
1	Issue of Notifications/ Notices w.r.t. Internal Assessment	2
2	Verification of IA & CA Marks Records (by IAMC)	2
3	Redressal of Student Grievances w.r.t. IA & CA (by IAMC)	2
4	Submission of IA & CA Marks Records in SAMARTH/ Examination Branch (by IAMC)	2
5	IA & CA Attendance Record, Science Practical Record, Answer Books & Continuation Sheets (by IAMC)	2
III	<b>Member of Committees</b>	
1	Member, Disaster Management Board	3
2	Member, Committee for Code of Professional Ethics	3
3	Any other work/task assigned by the Principal	3
IV	<b>Knowledge</b>	4
V	<b>Skills</b>	4
VI	<b>Attitude</b>	4

  
Secretary  
Staff Council

  
Principal  
17/01/25  
ప్రధానాచార్య  
Principal

శ్రీ వేంకటేశ్వర మహావిద్యాలయ  
Sri Venkateswara College

దిల్లీ విశ్వవిద్యాలయ / University of Delhi  
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21



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Annexure- 1

**I. Secretary of Staff Council**

1. Conduct of Staff Council Meetings

- i. Identify the Agenda in consultation with Principal
- ii. Circulate the Meeting Notice with Agenda
- iii. Conduct the Meeting along with the Principal
- iv. Prepare the Minutes of the meeting along with Annexures and circulate to all Faculty
- v. Monitor the action taken on the actionable items of Minutes
- vi. Prepare the Action Taken Report and place it before the Staff Council
- vii. Issue notification in consultation with Principal to fill up the vacant Staff Council posts and fill up the posts.

2. Elections to Staff Council

Notify in consultation with Principal after election to Staff Council Committees, the reconstitution of Staff Council Committees and Appointment of Persons to Posts.

Annexure-2

**II. Convenor of Internal Assessment Monitoring Committee**

1. Issue the following Notifications in consultation with Principal w.r.t. Internal Assessment & Continuous Assessment

- i. Reconstitution of Internal Assessment Monitoring Committee (August).
- ii. Internal Assessment & Continuous Assessment Schedule (Semester wise in August & January) in consultation with Principal.
- iii. Semester wise Class Test schedule to be held after mid-semester break (at least one month before the start date of class test).
- iv. Duties & Responsibilities of Teachers, DMC and IAMC in moderation/submission of IA & CA Marks in College/University.
- v. Reconstituting Department Moderation Committee (November/April).
- vi. Timelines for submission of Internal Assessment and Continuous Assessment Marks by Teachers. (November/April).
- vii. Details of Dealing Assistants dealing with various Programmes.
- viii. Evaluation of AEC/SEC/VAC courses in College (December/May)
- ix. Verification of IA&CA Marks in ERP by Students
- x. Any other Notification as per requirement



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2. Verification of IA & CA Marks Records (by IAMC)

- i. Monitor the submission of IA&CA marks list by Teachers in Office (to Dealing Assistants) as per schedule.
- ii. Verify whether Department Moderation Committee (DMC) members have signed the IA & CA marks record of each course of each Programme submitted by Teachers.

3. Redressal of Student Grievances w.r.t. IA & CA (by IAMC)

Address student grievances, in a time bound manner to ensure that changes in IA & CA marks are entered in SAMARTH PORTAL before the record is printed for Student's signature.

4. Submission of IA & CA Marks Records in SAMARTH/ Examination Branch (by IAMC)

- i. Direct the Admin. Office to prepare the date sheet of core courses of all Programmes (Semester wise) after the final date sheet is announced by University, (November/April).
- ii. Monitor submission of Course wise/ Programme wise IA & CA Marks complete in all respects in SAMARTH PORTAL by Dealing Assistants.
- iii. Direct the Dealing Assistants to print the SAMARTH Portal IA & CA record and obtain the signature of students with help of Teachers on the date of Core exams.
- iv. Submission of the entire student signed Programme wise IA & CA marks records in Examination Branch in time.

5. IA & CA Attendance Record, Science Practical Record, Answer Books & Continuation Sheets (by IAMC)

- i. Update the IA & CA Attendance Record, Science Practical Record in April/May and direct the Office to place order for Printed Copy.
- ii. Update the Answer Book and Continuation Sheet and direct the Office to place order for print (Semester wise/annually).

Annexure-3

III. Member of Committees

1. Member, Disaster Management Board
2. Member, Committee to Implement Code of Professional Ethics
3. Any other work/ task assigned by the Principal



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Annexure 4

Secretary is expected to have the following Knowledge, Skills & Attitude to efficiently perform his/her duties.

#### IV. Knowledge

- Knowledge of provisions of Staff Council in Ordinance XVIII
- Knowledge of provisions of Ordinance-VIII-E: Internal Assessment
- Knowledge of Past/ Previous SC Meeting Minutes, Practices, Conventions.
- Knowledge of Functions of various Staff Council Committees
- Knowledge of Composition of Staff Council Committees in various Colleges
- Knowledge of Ordinances of University as provided in Table-1

Table-1:

Sl. No.	Ordinance
1	Ordinance-I: Qualifications for Admission
2	Ordinance III. Transfer from Honours to Pass and Vice-Versa.
3	Ordinance-IV: Migration & Re-admission
4	Ordinance-VII: Conditions for Admission to Examinations
5	Ordinance-VIII: Examinations
6	Ordinance-VIII-E: Internal Assessment
7	Appendix to Ordinance-VIII-E
8	Ordinance-VIII-F: Credits for Sports, NCC, NSS & Cultural Activities of FYUP students
9	Ordinance-IX: Classification of Results
10	Ordinance-X: General Rules for Examinations
11	Ordinance-X-A: Disorderly conduct and use of unfair means in Examination
12	Ordinance-XII: College Appointed Teachers
13	Ordinance-XII: Form of Agreement of Service for College Teachers
14	Ordinance-XII: Code of Professional Ethics
15	Ordinance-XIII-C: Academic Calendar
16	Ordinance-XV-B: Maintenance of Discipline among Students of University



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17	Ordinance-XV-C: Prohibition and Punishment of Ragging
18	Ordinance-XV-D: Sexual Harassment
19	Ordinance-XVIII: Colleges and Halls
20	Ordinance-XVIII-A: Constituent College
21	Ordinance-XVIII-B: Permanent Affiliation

- vii. Up to date Knowledge of various Notifications w.r.t. UGCF -2022 and Academic Administration issued from time to time by Competent Authority (i.e. Officials of the University)
- viii. Up to date Knowledge of Minutes of the Meeting of Academic Council & Executive Council
- ix. Knowledge of Code of Professional Ethics for College Teachers (Ordinance XII)
- x. Knowledge of National Disaster Management Act 2005 and the guidelines issued there under.

**V. Skills**

- i. Excellent application of the above knowledge in day to day discharging of duties & responsibilities
- ii. Excellent Written & Oral Communication Skills
- iii. Excellent Listening & Comprehension Skills
- iv. Excellent Team Building & Leadership Skills

**VI. Attitude**

- i. Willingness and diligence to comply with procedures, regulations and standards
- ii. Ready to do/ Willingness to do the work assigned