

**Guidelines for functioning of College Development Advisory
Committee of constituent college's**

(Framed under Section 45 (C) of K.S.U. Act, 2000)

PREAMBLE:

On the lines of College Development Advisory Committee functioning in degree Colleges, which advice the Principal on matters of day to day administration, Mangalore University Syndicate has decided to form a College Development Committee to guide the College Principals in the day to day affairs of the college to prepare development plans. The College Development Committee will prepare the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable the college to foster excellence in curricular, co-curricular and extra-curricular activities and guide its day to day affairs. Hence, this Guidelines.

1. TITLE, COMMENCEMENT AND APPLICABILITY:

- (i) This Guidelines shall be called as "The Guidelines governing the formation of College Development Committee for Constituent Colleges of Mangalore University".
- (ii) This Guidelines shall come into force from the date of Approval of the Syndicate as per 45 (3) of KSU ACT 2000

2. Definition: In these GUIDLINESS, unless the context otherwise requires,

a) "ACT" means the Karnataka State Universities Act, 2000.

b) "College Development Committee (CDC)" means a committee constituted under this Guidelines.

c) "College" means an institution maintained by the University as a constituent college

d) "University" means Mangalore University.

e) "Year" means Academic year

f) "PRINCIPAL, TEACHERS" and all other words not defined in these GUIDLINES shall bear the same meanings assigned to them under the Act.

3. The College Development Committee: The College Development Committee shall consist of the following

Serial No.	Name	Designation
Ex-officio Members		
1	Vice Chancellor, Mangalore University	Chairperson
2	Member of Legislative Assembly, in whose Vidhana Sabha Constituency the College is situated.	Member
3	If the college is within the jurisdiction of city /Municipal Corporation then its member on whose/area the college is situated/If the college is outside the jurisdiction of Corporation, then member of the Zilla Panchayat, whose area the college is situated.	Member
4	Registrar, Mangalore University	Member
5	One Student Representative such as Student Union/President/Vice-President/Secretary of student Union nominated by the Principal of the College	Member

6	One Teaching Staff representative such as Lecturer/Teacher/Professor of the College nominated by the Principal of the college.	Member
7	One Teaching Staff representative such as Lecturer/Teacher/Professor of the College nominated by the Principal of the College (Female)	Member
8	Co-ordinator of IQAC	Member
9	Chairperson/President, of Parent Teacher Association of the College.	Member
10	Chairperson/President of Old Student/Alumni Association of the College.	Member
Nominated Members		
11	Member of Parliament, Lok Sabha, in whose Lok Sabha constituency the College is situated.	Special Invitee
12	Member of Parliament, Rajyasabha, in whose Rajyasabha constituency the College is situated.	Special Invitee
13	One Syndicate Member, Mangalore University nominated by the Vice Chancellor	Member
14	One Local Industrialist nominated by Vice Chancellor	Member
15	Police Inspector, in whose jurisdiction the College is situated.	Special Invitee

16	Local Govt Medical Officer/THD	Special Invitee
17	Principal of the College	Member Secretary
18	Superintendent/Administrative officer of the College	Treasurer

4. The Syndicate of Mangalore University (here in after referred to as Syndicate) is empowered to appoint or remove the nominated members, as also modify their number as and when required.
5. **Term of the Nominated members:** The term of the nominated members shall be 3 years. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Syndicate and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
6. **Sitting Fees/Allowance for Members of the CDC:** Every member shall be paid a Sitting fee, as decided by the Syndicate.
7. **Notice of meeting:** Notice of meeting shall be given to the members of the CDC by the Member Secretary by whatever mode such as e-mail, Whatsapp, registered post etc as and when required. Normally, a notice of at least 15 days shall be given, except in an emergency.
8. **Contents of the notice:** The notice shall contain the date, time and place of the meeting, besides the agenda. If any specific issues are raised by any of the members then a short note on that issue shall also be included.
9. **Agenda of the meeting of the CDC:** At any meeting of the CDC business shall be transacted in the order in which it is entered in the agenda, unless otherwise resolved in the meeting with permission of the presiding officer.

10. **Business to be transacted at the meeting:** Except with the permission of the presiding officer, no business which is not entered in the agenda, or of which notice not been given by the member, shall be transacted at any meeting of the CDC.
11. **Presiding officer of meeting:** The Vice Chancellor /Chairperson of the CDC shall preside over every meeting and in his/her absence the local MLA shall preside.
12. **Quorum of the Meeting:** The quorum of the meeting shall be one third of total members of CDC. If there is no quorum, the Chairperson may adjourn the meeting.
13. No Quorum shall be necessary for the adjourned meeting of CDC.
14. The minutes of the meeting of the CDC shall be read at the end of the every meeting and shall be confirmed and signed by the members and presiding officer of the meeting. If any member has got any objection/reservation the same shall be recorded by the Member Secretary.
15. The proceedings shall be open to inspection by any member of the CDC at the office of the Member Secretary during office hours.
16. **Decision by majority:** All matters considered at the meeting of the CDC shall be decided by majority of votes of the members present and in the event of a tie, the presiding officer of the CDC shall have a casting vote.

17. Functions, Role and Responsibilities of CDC :

The CDC shall perform the following functions namely

- Make specific recommendations regarding improvement in teaching and suitable training programs for the faculties of the college.
- Make specific recommendations to encourage and strengthen research, consultancy and extension activities in the college.
- Make recommendations regarding Student Welfare activities in the college.
- Review the IQAC Report and make suitable recommendations.
- Plan major events in the college such as Annual Day and Sports or Cultural Events.
- Prescribe code of conduct, for students, teachers and staff.

18. The College Development Committee shall meet at least 4 times in a year.

19. All the decisions of the meeting shall be placed before the Syndicate and come into operation only after the same is approved by the Syndicate with modifications, if any.


Registrar
25/7/24