



## NOTIFICATION

### GGSSIP University Joint Staff Council.

#### **THE SCOPE AND OBJECTIVES**

In order to promote harmonious relations and securing the best of cooperation and to attain the objectives of teaching of technical & professional courses, research, academic and administrative activities with greater efficiency, the University establishes a Staff Council for a Joint Consultative Machinery and system of Arbitration for its employees.

#### **THE CONSTITUTION**

The scheme will cover all the regular employees of the University up to the Associate Professor in the teaching category and up to the level of Assistant Registrar and equivalent in the Administrative category.

However, this machinery shall not replace the existing facilities provided to individual employees to make representations on matters concerning their respective constituent service, grades, etc. to the respective grievance Committee/s.

#### **THE COUNCIL**

For the functioning of the Council there would be an Executive Committee (EC). Deans will be the members of the EC of the Joint Council. The Vice Chancellor will nominate additional five members from among the other faculty members/ Officers of the University to the EC. There would be one representative from each school to the EC, other than the Dean to be nominated by the faculty members of the respective schools after conducting a faculty meeting under the chairmanship of the concerned Dean. In addition to the above members, four members would be nominated by the Registrar from the different administrative branches from among the staff members up to ARs of the University to the EC.

The Vice Chancellor will nominate a Dean to Chair the EC. The Council will nominate a Secretary from among its members. The tenure of the Chairman, Secretary and other members of the Executive Committee would be for one year.

The Vice Chancellor will be the patron of the Joint Staff Council and shall interact with the EC on mutual convenient date and time. The VC shall also interface with the EC and the BOM.

### **MEETINGS OF THE STAFF COUNCIL**

The meetings of the Council shall be held preferably once in a quarter. A proper notice shall be sent to all the members at least fifteen days in advance from the date of such a meeting by the Secretary. A special meeting of the Council may be convened by the Chairman on his own or on the request from the Secretary by giving a minimum of 10 days notice for such a meeting. The quorum of the meeting shall be one third of the strength of the Council.

An item proposed to be included in the agenda should have to be sent by a member with an explanatory memorandum to the Secretary, Staff Council at least four weeks in advance of the meeting. The Secretary will include the same in the draft agenda for approval of the Chairman. The member whose item is not included in the agenda will be informed of the facts and reasons thereof by the Secretary, Staff Council. The agenda of the ordinary meeting shall be circulated 7 days before convening of the meeting. Any item not on the agenda will be taken up only with the permission of the Chair under whose direction the minutes of the meeting will be drafted and circulated to the members after getting them approved by the Staff Council. Only those statements issued under the authority of the Staff Council shall be notified.

### **JURISDICTION AND FUNCTIONS**

The jurisdiction of this Staff Council shall include all matters relating to the welfare of the employees and improvement of efficiency in the standards & quality of works. In regard to recruitment, promotion, assessment and discipline, consultation will be limited to the matters of implementation of general policy as

delineated in the Statutes, Ordinances, Regulations etc of the University and individual cases cannot be considered.

When the matters cannot be settled by the Staff Council, the matter would be referred for arbitration. For other items, which are not arbitrable, action will be taken by the University according to the applicable Acts, Statutes, Ordinance, regulations etc.

### **ARBITRABLE ISSUES**

If no agreement is reached on any arbitrable issue, the matter may be transmitted to a Committee, selecting from its members to study and report on any matter falling within its jurisdiction, of the Staff Council for further examination and report. Before a final disagreement is recorded, the University will obtain the approval of the BOM for the same. The procedure for recording the disagreement should be completed within 4 months from the date it is decided to record a disagreement.

The agreement reached by the Council will become operative subject to final approval of the BOM of the University.

### **ARBITRATION**

Arbitration is permissible only in respect of (i) Welfare measures; (ii) standards & quality of works. Individual cases cannot be referred for arbitration. Before signing the disagreement, if there is any dispute regarding the arbitrability of an issue and if the majority members feel that the issue is arbitrable, the matter will be further referred to the Sub-Committee of the BOM, to be constituted by the Vice Chancellor, to whom members of the Staff Council will present its views in writing and the opinion of the Sub-Committee will be binding. Approval of the BOM will be obtained for the issues for which there were disagreement in the Staff Council and subsequently it was decided to be an arbitrable one.

The University shall finalize the terms of reference and within a period of four weeks shall appoint a Board of Arbitration. The Board will consist of three members – one drawn from a panel of 5 names submitted by the official side (names, nominated by the Vice Chancellor and the Registrar), one from the

similar panel submitted by the staff side (names, nominated by the University Schools) and a Chairman who will be an independent person. The Members and Chairman of the Board will be selected by the Vice-Chancellor of the University. The Board of arbitration will decide the issues after examining the merits of the case and taking into account all other relevant factors. The Award delivered by the Arbitration Board shall be binding subject to the authority of the BOM to accept/modify or reject an award due to other constraints such as financial constraints, social justice etc.

#### **ACCEPTANCE / REJECTION OF AN AWARD**

Before accepting /modifying/ rejecting an Award, the case would be placed before the Sub-Committee of the BOM and its recommendations will be placed before the BOM of the University for acceptance/modification/rejection of the Award.

#### **DATE OF EFFECT OF IMPLEMENTATION OF THE AWARD**

Where no date is indicated in the Award itself by the Board of Arbitration, the date of issue of the order will be the date of giving effect to the Award. Ordinarily, the University will take a decision on the Award within four months. All will be intimated immediately after a decision is taken to accept or modify the Award.

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