

SENATE OF SERAMPORE COLLEGE

and

THE BOARD OF THEOLOGICAL EDUCATION of the SENATE OF SERAMPORE COLLEGE

College founded by Carey, Marshman and Ward, 1818
Incorporated by Royal Charter, 1827 and
Bengal Act of 1918 as modified
Upto 1997 by Govt. of
West Bengal

CONSTITUTION

**One National Structure
For
Theological Education in India**

(As Adopted by the Board, Senate and the Council, February 2005)

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HISTORICAL NOTE:

1. Serampore College through its Senate has for decades served as a centre for theological training for ministry of the Church in India and the neighbouring countries in South Asia.
2. The overall concern for theological education has in the last several decades, been shared by the Senate of Serampore College and its affiliated institutions as well as by the Board of Theological Education established by the then National Christian Council of India, with which institutions in Pakistan were also for a while associated. There were besides, several institutions concerned with non-formal and non-degree theological education, as well as degree and diploma granting institutions not affiliated to Serampore College. As a result of joint consultations between the Senate of Serampore College and the Board of Theological Education, the two bodies decided to work in a co-ordinated manner, and jointly sponsored the Indian Theological Research Institute to deal with advanced theological research. The joint consultations in Bangalore (1969) and Yeotmal (1972) also recommended the setting up of a single national structure for theological education in India, to deal with the administration of theological education both formal and non-formal, theological research and consultation on theological education.
3. The Board of Theological Education of the Senate of Serampore College (henceforth BTESSC) was accordingly constituted by the Senate in 1975 and its constitution approved by the Council. This Constitution was reviewed in the light of experience, by the joint meeting of the Board of Theological Education and the Senate in January/February, 1979, and a Review Committee was set up to study the problem of the One National Structure for Theological Education and to report to the Senate and the BTESSC. In the light of this report the Senate and the BTESSC in their meetings of January-February 1980, decided that the Senate should continue to be the One National Structure with the BTESSC acting as an advisory body for a further period of three years during which period the Review Committee should make further proposals for clearly defining the functions of the various bodies and Committees and Officers. The Review Committee in their meeting of March 1980 made further proposal for revising the Constitution and for defining duties of Committees and Officers. The BTESSC and the Senate in their meeting of January 1981, approved a draft of the revised Constitution but did not implement it for need of further change and adjustments.
4. In 1984 the BTESSC decided to reconstitute itself as a body with direct relationship with the Council to free itself from its advisory status under the Senate and to have freedom to initiate policies and actions in the promotion of theological education. A draft constitution was prepared in 1984 for this purpose. However, the BTESSC after reconsidering the viability of such a status under the terms of the Charter and Act as a creation of the Council and freedom the Senate would provide for effective and direct involvement in theological education which is the primary concern of the BTESSC, decided to continue in its present status with the Senate with the possibility of review of its structure when necessary.
5. The concern for advanced theological research was expressed three decades ago and much progress was achieved by theological institutions in developing the M.Th. programme. However the doctoral and non-degree research which was the prime objective of the ITRI did not receive the impetus it deserved.

In the eighties the BTESSC and the Senate saw the urgency to establish initially one advanced research centre in the country to develop, co-ordinate and facilitate research at doctoral and non-degree levels emphasizing its indigenous and contextual character. A national consultation with the participation of several related Mission Boards from abroad was held in 1987. Intense planning and negotiations thus led to the establishment of the South Asia Theological Research Institute(SATHRI) in 1989 at Bangalore.

6. Consequent to major developments that had taken place in the programmes of the BTESSC and the Senate over the past fifteen years and the desire to further progress of each department and avoid overlapping of concerns the BTESSC and the Senate decided to review the Constitution to bring changes in the functions of the departments for effective fulfilment of their role in theological education in South Asia. The revised constitution was adopted in February 1994.
7. The One National Structure of Theological Education is now well established. Over the years it has grown in membership with over 50 affiliated theological colleges, federated faculties and research centers in the Indian sub-continent. At present it is being administered by three centres, one at Serampore and the other two at Bangalore and Kolkata respectively. This growth of the BTESSC is called for strengthening its co-ordinated administrative structure which will be participatory, transparent and accountable. The elected officers will have greater role and responsibility in running the affairs of the BTESSC and the Senate, which allow the Principals and the Boards of Studies to play an effective role in the academic matters. And the factor, which makes the change inevitable is the much needed University structure of the Senate.

From its small beginnings in Serampore in 1818, theological education in India has developed in leaps and bounds. As we are in the third millennium, it is only fitting that the future generation of theological education be entrusted with a viable structure for administering theological education.

8. The Work of the Senate is thus reorganized so as to bring under its concerns the following functions:
 - a) Curriculum Development & Academic Administration
 - b) Advanced Research (Doctoral and non-degree)
 - c) Ecumenical Relations and Church Ministries
 - d) Finance and Property Management
 - e) Co-ordination

These concerns must interact and contribute to the total theological task in India.

9. Vision and Mission of Theological Education in India:

We believe that the Triune God has offered the possibility of renewal of life and hope for the entire creation in and through Jesus Christ, and that as an instrument of God, the Church is called to be involved in God's mission of liberation, reconciliation and community building among all peoples through varied forms of ministry.

Set in the midst of people of other faiths and ideologies as well as situations of life-negating forces, we are called upon to equip the whole people of God to respond to the contextual challenges critically and creatively by being faithful to the Gospel of Jesus Christ.

In light of this faith and self-understanding, we seek to equip ministers, leaders, scholars and the whole people of God to be committed to creative discernment of and active participation in God's liberative mission in the world at large and in South Asia in particular by providing programmes of theological study and ministerial formation at various levels through affiliated colleges, seminaries and institutions.

10. In pursuance of the above the following constitution was considered and adopted by the BTESSC and the Senate and approved by the Council in February 2005.

I. SENATE:

1. The Senate shall be concerned with all matters relating to theological education within the framework of the Serampore College Act, 1918.
 2. (a) The Senate shall be the policy-making body in relation to 1. above and shall meet at least once in a year.

(b) Subject to the provisions of this Act, the Senate shall make rules and regulations for the convening of its meetings and for the conduct of its business.
 3. The Senate shall be responsible for its own funds and property.
 4. (a) The Senate shall appoint the following Committees through which it shall carry out its functions:
 - i) The Executive Committee
 - ii) The Finance Committee
 - iii) The Academic Council
 - iv) The Committee for Research
 - v) The Committee for Ecumenical Relations and Church Ministries
- The Senate shall receive minutes from all Committees.
- b) The Senate shall have powers to appoint other Committees as the need arises.
5. The Senate shall appoint Chairpersons from among the members of the Board or Senate for each of its Committees along with such other members as is hereinafter set forth. The term of office of the Chairpersons and members shall normally be three years.
6. The membership of the Senate shall be constituted in accordance with the provisions of the Act [Clause 9]. The Senate shall consist of the Principal of Serampore College (who shall be the convener) and not less than twelve nor more than eighteen persons as the Council may from time to time determine to be appointed by the Council (on nomination by the Senate).

The composition of the Senate is as follows:

- (i) 3 from Serampore College Faculty
(Principal of Serampore College
Registrar, SSC
Vice Principal of the Faculty of Theology)
- (ii) 6 from affiliated Colleges
- (iii) Secretary of the Board
- (iv) 7 Representatives from Churches (CNI, CSI, Mar Thoma,
Orthodox, Lutheran, Methodist, Presbyterian or any other Church)
- (v) 1 Educationist
- (vi) 1 from Member Institutions

The Executive Committee will make guidelines for nomination and appoint a Nomination Committee which will make nominations to the Senate at the annual meetings of the Board. The Board shall recommend names of persons to be considered by the Senate for nomination to be appointed as Senators by the Council.

7. The Senate shall appoint the following officers/functionaries on the advice of the Board with the former approval of the Council.
 - i) The Registrar
 - ii) The Director, Research
 - iii) The Secretary, BTESSC
 - iv) Any other officer/functionary
8. The Senate shall set up a Board to make recommendations on matters pertaining to its policies and functions as laid down in Section II 3.
9. The Senate shall elect its own President and Treasurer from among its members.
10. In the event there being temporarily no permanent Principal of Serampore College according to the provisions of the Act, the Vice Principal, Theology Department, Serampore College as Acting Principal shall convene the Senate meetings.
11. The Senate shall frame courses of study and make rules for the conduct of examinations, and shall subject to the control of the Council determine the qualifications for degrees and diplomas and do and perform all other matters and things necessary or proper for or relating to the determination of the eligibility of candidates for degrees, diplomas, and certificates to be conferred by the Council.
12. The Senate shall evaluate Colleges and grant affiliation for the purpose of registering candidates for courses of study leading to the degrees and diplomas of Serampore College as per its rules and regulations.
13. The Registrar shall be the Secretary of the Senate and shall be responsible for maintaining the minutes and records and carrying on correspondence on behalf of the Senate.
14. The Director of Research or any such other Officer/functionary shall be invited to the Senate meetings if they are not already members of the Senate.

15. The Principals of affiliated Colleges who are not otherwise members of the Senate shall normally be invited to the meetings of the Senate.

II. THE BOARD

1. The name of the Board shall be the Board of Theological Education of the Senate of Serampore College (BTESSC), hereinafter called the Board.

2. The Board shall consist of:

(a) The Principals of all affiliated Colleges.

(b) The heads of institutions and representatives of Churches recognized by the Senate as having co-operative functions in the theological field and accepted as members of the Board having fulfilled the criteria for membership. Such membership on the Board shall not exceed 1/3 of the total membership of the Board.

(c) Three members of different Churches out of which at least one shall be a woman nominated by the concerned church for a period of three years.

(d) Not more than two educationists nominated by the Board at its annual meeting for the three year period.

(e) Three theological teachers who are not otherwise members on the Board selected annually by rota from affiliated Colleges.

(f) Six student representatives from affiliated Colleges to be selected by rota each year (1 D.Th., 1 M.Th., 2 B.D. and 1 B.Th., 1 B.C.S./ Dip.C.S./ D.Min.) of which at least two shall be women.

(g) Two members of the Serampore College council nominated by the Council for a three year period.

(h) The General Secretary of the NCCI or nominee.

(i) Senators who are not otherwise members of the Board.

(j) The Registrar, Director of Research and other Functionaries of the Senate Programmes are ex-officio members.

(j) The Board shall have power to co-opt not more than two persons whose expertise is beneficial to its work.

3. Under the overall supervision of the Senate, the Board shall fulfil the following functions:

- (i) Reflection and pioneering on new methods and styles in theological education in relation to the need of the country and of the Churches.
 - (ii) Production of theological literature in general and Theological Text Books in regional languages through the Board for Theological Text Book programme of South Asia (BTTBPSA)
 - (iii) Promotion of the welfare of theological teachers and students.
 - (iv) Development of ecumenical co-operation among Theological Institutions and their Libraries.
 - (v) Promotion of relationship between Churches, Theological Institutions and Study Centres.
 - (vi) The Board shall recommend names of persons to be considered by the Senate for nomination to be appointed as Senators, Officers, Chairpersons and members of different Committees.
4. The President of the Senate shall be the Chairperson of the Board.
 5. The Board shall meet at least once every year, and normally in conjunction with the annual meetings of the Senate.
 6. The Secretary of the Board shall be appointed by the Senate on the recommendation of the Board.
 7. The Secretary in consultation with the Chairperson shall convene meetings of the Board.

III. THE EXECUTIVE COMMITTEE

1. The composition of the Executive Committee shall be as follows:

- i. President of the Senate (Chairperson)
- ii. Secretary, BTESSC
- iii. Treasurer
- iv. Three persons elected by the Senate from its members
- v. One member of the Serampore College Council
- vi. Chairpersons of the Departmental Committees
- vii. Director of Research
- viii. Deans and Finance Officer (invitees as and when necessary)
- ix. Registrar (Secretary and Convener)

2. The function of the Executive Committee shall be:

- (a) To transact the interim business of the Senate in between its annual meetings subject to ratification by the Senate.

- (b) To act on behalf of the Senate in times of emergency and report to the Senate for ratification.
 - (c) To co-ordinate the policies and programmes of the various committees appointed by the Senate and deal with inter- departmental matters.
 - (d) To appoint Dean of Extension, Dean of D.Min programme, Finance Officer and any other Functionary and to assign job description.
 - (e) To supervise implementation of the decisions of the Senate.
 - (f) To receive annual budget and audited statement of accounts of the Senate, SCEPTRE, SATHRI and Board Offices and the statement of accounts of the Provident Fund from the Finance Committee and forward the same to the Board and the Senate.
 - (g) To screen applications for the Solidarity Fund and forward the same to the Board.
 - (h) To finalise the agenda of the Board and of the Senate.
 - (i) To encourage self-support in theological education and help in the formation of plans for self support.
 - (j) To receive and screen appeals from member institutions for grants from related Mission Boards and forward the same to the Senate.
 - (k) To appoint, promote or dismiss the Office Staff and ensure discipline on them.
 - (l) To recommend for appointment of Officers of the Senate and the Board.
 - (m) To fill in the vacancy in different committees.
 - (n) To carry out such functions as are from time to time entrusted to it by the Senate.
3. The Registrar shall be the convener of the Executive Committee and he shall convene the meeting in consultation with the Chairperson.
4. The Executive Committee shall meet at least twice a year.

IV. FINANCE COMMITTEE

1. The Composition of the Finance Committee shall be as follows:
- (i) President of the Senate, Chairperson
 - (ii) Secretary, BTESSC
 - (iii) Treasurer (Convener)
 - (iv) One Finance Expert
 - (v) Finance Officer
 - (vi) Registrar

(vii) Director of Research/Deans (Invitees)

2. The functions of the Finance Committee shall be:

- (a) To prepare the annual budgets and get the accounts of the Senate, SCEPTRE, SATHRI and Board Offices audited through the respective offices and present the same to the Board and the Senate through the Executive Committee.
- (b) to receive requests from various Colleges to be screened and forwarded to the Executive Committee
- (c) to serve as the Provident Fund Trust Committee of the Senate
- (d) to deal with all other financial matters and to develop financial resources in consultation with the Executive Committee.

3. The Treasurer shall be the Convener of the Finance Committee.

V. THE ACADEMIC COUNCIL

1. The composition of the Academic Council is as follows:

- (i) Chairperson, elected by the Senate
- (ii) President of the Senate
- (iii) Secretary, BTESSC
- (iv) Conveners of the Boards of Studies representing all the branches(10)
- (v) 4 Principals of B.Th., B.D., M.Th., D.Th. Colleges and Registrar of one of the Federated Faculties (5)
- (vi) One representative of the Serampore College Council
- (vii) One secular Educationist
- (viii) Director of Research/Deans of Extension/D.Min.
- (ix) Chairperson, Research Committee
- (x) Registrar (Convener)

2. The functions of the Academic Council shall be:

- (a) To make recommendations to the Senate on all matters related to the administration of the academic programmes.
- (b) To frame rules and regulations and prepare curricula for various degree and diploma courses and recommend the same to the Senate for approval.
- (c) To evaluate Theological Colleges and recommend for affiliation or withdrawal of affiliation to the Senate.
- (d) To appoint Commissions to evaluate the request made by institutions for introducing new areas of studies and to recommend to the Senate.

- (e) To appoint D.Min Committee which will administer the D.Min Programme as per the rules and regulations.
- (f) To recommend to the Senate such affiliated institutions as are adjudged to be of a sufficiently high caliber, to be permitted to frame their own curricula for B.Th. and B.D. courses, hold examinations and recommend candidates for the award of degrees by the Council of Serampore College.
- (g) To review periodically the work of the Colleges offering various degree programmes.
- (h) To register candidates and to conduct evaluation / examination for all degree including D.Min and other courses and declare the results.
- (i) To receive recommendations from the respective boards of studies and to act upon them.
- (j) To assess the equivalence of the academic degrees of other Colleges and Seminaries.
- (k) To frame rules for the proper conduct of examinations and take disciplinary action where necessary.
- (l) To organize Boards of Studies and Staff Institutes and arrange Workshops for preparation of courses and study materials to strengthen the academic programme.
- (m) To grant scholarships on behalf of the Senate.
- (n) To receive and act upon the representations made by the member institutions through their principals to the Registrar of the Senate.
- (o) To recommend names of Conveners/Members of Boards of Studies to the Senate.
- (p) To approve the circulated minutes of the meetings of the Working Committee.
- (q) To receive reports from Director of Research, Deans of Extension and D.Min., programmes
- (r) To perform such functions as may be entrusted to it by the Senate.
- (s) The Academic Council shall meet once a year.

3. Working Committee:

- i) The Working Committee of the Academic Council shall consist of:

The Chairperson
President of the Senate
3 Members from the Academic Council (3 Principals)
Director of Research (Invitee)
Registrar (Convener)

ii) Shall be responsible for the administrative matters of the Academic Council.

iii) The minutes of the meetings of the Working Committee shall be circulated among the members of the Academic Council for approval.

4. The Registrar shall be the Convener of the Academic Council and the Working Committee.

VI. THE COMMITTEE FOR RESEARCH

1. The Composition of the Committee for Research shall be as follows:

Chairperson (elected by the Senate)

Director, Research (Convener)

President of the Senate

Secretary, BTESSC

Registrar

Chairperson, Academic Council

One member of the Serampore College Council

One representative from each Doctoral Center, to be nominated by the Centre, preferably the Dean of the doctoral committee/research)

One eminent educationist

(Other officers of the Senate may be invited when necessary)

2. The Committee for Research shall be responsible for implementation of policies as approved by the Senate and make recommendations to the Senate in relation to contextual and comprehensive theological research as follows:

(a) To recommend policies for doctoral/non-doctoral research.

(b) To supervise the D.Th. research programme according to the procedures laid down by the Senate.

(c) To approve appointment of Supervisors and Examiners for doctoral candidates from an approved panel of examiners.

(d) To enter into collaboration with institutions for the purpose of research in the country and other countries with the approval of the Senate.

(e) To encourage and facilitate publication of theological journals and other scholarly literature.

(f) To produce basic research tools and make available primary and secondary sources for theological research in consultation with the Academic Council and other Committees of the Senate.

(g) To communicate the result of the Research candidates to the Academic Council through the Registrar.

- (h) To set up academic research facilities leading towards the D.Th. degree through the affiliated colleges or otherwise.
- (i) To appoint a supervisory committee as approved by the Senate, to perform such functions that are necessary for efficient working of the research programmes.
- (j) To grant scholarships for D.Th. and non-doctoral research candidates.
- (k) To raise financial resources for the required programme and prepare budget proposals and submit the same to the Senate through the Finance Committee.
- (l) To promote post-doctoral research and provide facilities for scholarly studies and research for theological teachers and pastors.

VII. THE COMMITTEE FOR ECUMENICAL RELATIONS AND CHURCH MINISTRIES

1. The Composition of the Committee for Ecumenical Relations and Church Ministries shall be as follows:

- (i) Chairperson (elected by the Senate)
- (ii) Secretary, BTESSC (Convener)
- (iii) President of the Senate
- (iv) Registrar
- (v) Director of Research
- (vi) One Representative of the of Serampore College Council
- (vii) Two representatives of Theological Colleges (One woman)
- (viii) Two Representatives of Related Institutions
- (ix) Three Representatives from Churches

2. The functions of the Committee shall be:

This Committee shall be responsible for implementation of the following programmes according to policies laid down by the Senate and the Board and make recommendations in relation to the following functions:

- (a) To foster continuing theological conversation between theological colleges, churches, church-related bodies and secular agencies.
- (b) To explore the nature and form of the ministries of the Church currently needed and the training required to carry out these ministries, in the socio-political aspects of life.
- (c) To organize consultations, seminars and conferences on relevant theological issues in order to stimulate creative theological thinking in the member institutions.
- (d) To encourage co-operation and collaboration in theological education in the region, including arrangement for exchange of theological teachers and students.

- (e) To assist member institutions to strengthen their faculties through staff institutes and any other programmes in consultation with the Academic Council.
- (f) To promote ecumenical concerns in theological education with a view to strengthening the witness of the Church in contemporary society.

VIII. TERM OF OFFICE

- (a) The President of the Senate, The Treasurer, the Chairpersons of the Committees of the Senate and the Board shall be elected for a three year term with eligibility for re-election, subject to the provision that no person shall be elected for more than two consecutive terms. At the normal time for review of membership of Committees at least 1/3 of the elected members shall be changed.
- (b) When the President is absent for more than six months or at the time of the Senate, the Senate shall elect a Pro tem President.
- (c) When the Chairpersons of the Committees are absent at a meeting of their respective committees, the members present shall elect one among them as the Chairperson for that session.

IX. ADMINISTRATIVE OFFICERS

A. Appointment:

The Registrar of the Senate, the Secretary of the BTESSC, the Director of Research shall be appointed by the Senate with the formal approval of the Council. These officers shall be accountable to the Senate and become subject to the terms of office and service conditions made by the Senate and approved by the Council.

B. Duties:

1. The President:

- a) All Officers of the Senate the Board function under the guidance and direction of the President who shall be the chief administrator.
- b) The President shall preside over the meetings of the Senate/Board, Executive Committee and the Finance Committee and the respective Secretaries shall prepare the agenda in consultation with the President.
- c) Shall be responsible for overseeing implementation of the resolutions of various committees.
- d) Shall promote schemes of welfare for teaching and non-teaching staff of affiliated College.

- e) Shall promote the teaching and research needs of Colleges.
- f) Shall promote exposure and exchange programme for theological teachers.
- g) Shall be responsible for developing partnerships with Churches, Mission Boards and other Colleges without prejudice to the bilateral partnership of each member College.

2. The Registrar:

- a) The Registrar shall be the Executive Officer of the Senate and its Secretary
- b) Shall convene the Executive Committee and the Academic Council and its Working Committee in consultation with the President/Chairperson.
- c) Shall maintain the minutes and records of the meetings of the Senate, the Executive Committee, the Academic Council and its Working Committee and shall be responsible for communicating and implementing the decisions.
- d) Shall be responsible to the Senate in all its functions related to the administration of the academic programme according to the rules and regulations laid down by the Senate.
- e) Shall be responsible as directed by the Executive Committee for appointing Senate Office Staff, prescribe their duties and have the general oversight of the Senate Office and staff discipline.
- f) Shall be the custodian of all records of the Senate and the related administrative Committees of the Senate.
- g) Shall be the Secretary for the P.F. Trust Committee of the Senate of Serampore College.

3. The Director of Research:

- a) The Director of Research shall be the Executive Officer for the Research Programme of the Senate under the guidance of the Committee for Research and the Academic Council.
- b) Shall be the convener of the Committee for Research.
- c) Shall be the Director of SATHRI in all its programmes at doctoral and non-degree levels as approved by the Senate and shall supervise and co-ordinate the programme at national level.
- d) Shall be responsible for planning and implementation of research programmes of D.Th. candidates including exposure to other places in India or abroad as directed by the Research Committee.
- e) Shall be responsible for publication of research findings and co-operate with the Committees for theological publications under the Board/Senate.

- f) Shall keep proper records of the Committee and communicate its decisions to all the members of the Committee.
- g) Shall report the decisions of the Research Committee to the Academic Council, the Board and the Senate for approval.
- h) Shall be responsible for the general oversight, guidance and supervision as well as discipline of D.Th. and non-doctoral candidates through the Research Committee.
- i) Shall be responsible for general oversight and discipline of office staff.

4. The Dean of Extension

- a) The Dean of Extension shall be the Officer for Extension Programmes.
- b) Shall be responsible for the B.C.S. Degree and the Diploma in Christian Studies and any other programmes of Extension under the overall supervision and control of the Academic Council.
- c) Shall be responsible for planning, and implementing the programme in all its aspects except Registration and Examination which is done by the Senate Office.
- d) Shall be responsible for promoting these programmes among all the churches and people of all faiths where provision is made.
- e) Shall organize regional, national seminars and create study cells for clusters of candidates where possible.
- f) Shall be responsible for general oversight and discipline of his/her office staff under the overall control of the Executive Committee.
- g) Shall implement all the decisions of the Academic Council in respect to the Extension Programme and report to it on all matters related to the programme.
- h) Shall perform such duties and functions as and when assigned by the Executive Committee and/or the Senate.

5. The Dean of D.Min. Programme

- a) The Dean of D.Min. Programme shall be the Officer for the Programmes of D.Min. and Continuing Theological Education for pastors.
- b) Shall convene the Committee for the D.Min. and Continuing Theological Education.
- c) Shall be responsible for planning, implementing and supervising research programmes related to the D.Min. Degree and Continuing Theological Education of Pastors as approved by the D.Min. Committee.

- d) Shall be responsible for promoting these programmes among the churches and enlist their support.
- e) Shall keep proper records of the Committee and communicate its decisions to all the members of the D.Min. Committee and the Academic Council.
- f) Shall be responsible for general oversight, guidance, supervision of the candidates and submit reports to the D.Min. Committee.
- g) Shall be responsible for supervision, oversight and discipline of his/her office staff under the overall control of the Executive Committee.
- h) Shall implement all the decisions of the Senate related to the D.Min. Degree and Continuing Theological Education of Pastors and shall be accountable to the Senate and the Academic Council through the Registrar of the Senate.
- i) Shall perform such duties and functions as and when assigned by the Executive Committee and/or the Senate.

6. The Treasurer:

- a) The Treasurer shall either directly or through the Officers of the Senate and the Board receive all money on behalf of the Senate and the Board and disburse them in accordance with the budget and the resolutions of the Senate and its Committees with assistance of the Finance Officer.
- b) Shall under the supervision of the Finance Committee and with the assistance of the Finance Officer maintain accurate financial records, prepare annual budgets and statements of accounts, arrange to get them audited by auditors appointed by the Senate, and submit the same to the Senate and the Board through the Executive Committee.
- c) Shall keep the money in a Bank or Banks authorised by the Senate.
- d) Shall suggest ways and means of raising funds as well as getting maximum possible interests by way of investments.
- e) Shall be responsible for the safe custody of all documents and instruments connected with finances of respective departments in the Senate Office, SCEPTRE, SATHRI and Board Offices.
- f) Shall be responsible with the help of the Finance Officer to maintain an up-to-date inventory of all items of movable and immovable property belonging to the Senate/Board and related bodies.
- g) Shall together with either the Registrar/Director of Research/Dean or any other authorised person sign cheques and documents pertaining to the Senate/Board and related bodies accounts with the Banks.

7. The Secretary of the Board:

- a) The Secretary shall be the Officer of the Board of Theological Education.
- b) Shall be responsible to convene the meetings of the Board of Theological Education in consultation with the President and forward the recommendations of the Board to the Senate.
- c) Shall convene the Committee for Ecumenical Relations and Church Ministries and shall implement the decisions taken by the Committee.
- d) Shall represent the Board in relation to its programmes.
- e) Shall be responsible for establishing good public relations with the Churches and institutions with which the Senate and the Board are related for their programme.
- f) Shall be responsible for receiving applications for Solidarity Fund from member institutions and implement the decisions of the Board on allocated grants.
- g) Shall be the Secretary of the BTTBPSA and promote Theological Text Book Programme in Regional languages.
- h) Shall be responsible for supervision and oversight as well as discipline of his/her office staff.

X. AMENDMENTS AND BYE-LAWS:

Subject to the approval by the Council of Serampore College the Senate and the Board may from time to time amend any clause/rule/regulation of this constitution by a two-thirds majority of their total membership at an ordinary meeting jointly, provided due notice has been given for the same.
