

**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 IV of 1918 as modified

upto 1997 by Govt. of

West Bengal



CONSTITUTION

**ONE NATIONAL STRUCTURE
FOR
THEOLOGICAL EDUCATION IN INDIA**

(Revised and up-dated, February 2012)

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HISTORICAL NOTE

1. Serampore College

The College was established in 1818, in the Danish settlement of Serampore, by three pioneer western Christian missionaries—William Carey (1761-1834) Joshua Marshman (1768-1837) and William Ward (1769-1823)—for the instruction of Indian youths in Christianity and other disciplines. In 1827, the College was incorporated by a Royal Charter, granted by King Frederick VI of Denmark, with University status and powers under the authority of an independent College Council.

The President of the Council is the Master of the College. The final authority in all matters related to the College, along with its System, is bestowed on the Master and the Council of Serampore College.

College Council has two independent bodies under its control: College Faculty which runs the day to day affairs, and internal management, of the College in its academic department under delegated powers of the Council; and the Senate, which is empowered to make rules and regulations to conduct its business, under the control of the Council, frame academic rules and regulations for the academic degrees that are to be conferred by the Council.

The College always has secular and theological education coexisting in its campus from the very beginning, but it did not utilize the power to grant degrees in its initial period of service due to financial and logistic considerations. In 1857, University of Calcutta was established, and the College considered it prudent to affiliate its secular degree programmes with the newly established University. The College (Theology Department) first offered degrees in Theology from 1910-18, and later under Serampore College (University) when the Serampore College Act was passed by the Bengal Legislative Council in 1918, confirming the powers of Serampore College to confer degrees in Theology.

Though the College is authorized to grant degrees in Faculty of Theology, there is a provision for it in the Act (see Article 13) to grant degrees in any branch or branches of knowledge provided it fulfills certain conditions and satisfies the State Government; a privilege the College has not so far utilized. We may take note that the actual mode of conferring distinctions, under the Charter and the Act, remains wholly within the discretion of the Council.

The Senate of Serampore College is the creation of the Serampore College Act 1918. Article Eleven of the Act, assigns to the Senate the duty to frame courses of studies and make rules for the conduct of examinations. The Act empowers the Senate to determine the eligibility of candidates for degrees, diplomas and certificates to be conferred by the Council. In exercising its rights, and functioning as a University, it confers its own diplomas and degrees in the Faculty of Theology. The Senate is empowered to make rules and regulations for the convening of its meetings and for the proper conduct of its business. The services of Serampore College as a University is available to all theological institutions that wish to become an integral part of the University as affiliated Colleges, and are willing and able to fulfill the conditions necessary for such affiliation.

The College through its Senate has for decades served as a centre for theological training for ministry of the Church in India and the neighboring countries in South Asia.

Serampore College has developed a system which incorporates many members- Master and the Council, College with Arts-Science-Commerce and Theology departments, Senate and affiliated colleges. A brief introduction may help.

2. The Board of theological Education (BTE)

The Board of Theological Education was constituted by the National Christian Council of India (now known as National Council of Churches in India) in 1955. It was the successor of the long standing NCC Committee on Theological Education. The first meeting of the Board was held at Nagpur in December 13-14, 1956, where 31 representatives from NCCI related theological colleges/seminaries and NCCI officers were invited, but 26 attended. Out of 20 seminaries represented, 13 were Serampore affiliated seminaries; most of the rest, later joined Serampore. Rev. W. Scopes, Secretary of NCC, Dr. C. E. Abraham, President of the Senate and Dr. William Stewart, Registrar of the Senate were the notable participants in the first meeting of the Board. Dr. C. E. Abraham, Principal of Serampore College, and the President of the Senate, chaired the meeting. The meeting declared it-self duly constituted Board of Theological Education on that day, adopted its Constitution that was later approved by the Executive Committee of NCC (Feb 1955/p.66; Feb. 1956/p.24). Initially there were 29 bonafide members of the board; and they were all theological schools. NCC wanted Board to be an independent body,

but the first Board resolved to remain a part of NCC and NCC Secretary as its Executive Secretary. This was not fully acceded by the NCC and Board began functioning under its own secretary, though remaining an organ of the NCC. It is from the first Constitution that we find the membership of the Board being opened, apart of Serampore affiliated theological institutions, to the members of churches, institutions imparting theological education, but not affiliated to Serampore, and research centres. NCC and Senate had a special place among the members of the Board.

The main objective of the Board was to act as corporate body of theological institutions, providing opportunity for consultations and mutual cooperation in training of the ministry and laity for the total ministry of the churches in India. It planned to evolve itself as an Accrediting Body with the help of Senate of Serampore College, but this could not become a reality because Serampore College, as affiliating Body, can not act as such.

3. Board of Theological Education of Senate of Serampore College (BTESSC)

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 (BTE) established by the 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 (ITRI) 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.

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 Serampore College Council. This Constitution was reviewed in the light of experi-

ence, 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.

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.

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 center 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.

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 fulfillment of their role in theological education in South Asia. The revised constitution was adopted in February 1994.

4. One National Structure of Theological Education in India

The One National Structure of Theological Education in India, with the active participation of the Council, the Senate and the Board, 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 and the Senate 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.

BTESSC and the Senate, which allow the Principals and the 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-Doctoral)
- 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.

5. 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 and institutions.

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.

6. New development since 2005:

One of the major developments that took place was the bifurcation of BTESSC office and functions of its officers. In view of the development of doctoral centres under Serampore, there arose a need for the review of the role of SATHRI/Research, a wing of BTESSC, located in Bangalore, which was under-taken by the Board and the Senate in 2009. A sub-committee was appointed to review the BTESSC/Research/SATHRI system and recommend the needed change.

a. As per the recommendations of the Review Committee, an independent BTESSC office was created in Bangalore under the care of a full-time Secretary, and another independent Department of Research/SATHRI was established in Serampore under the Faculty of Theology of Serampore College (University), for which a post of Dean was created.

b. Full time Secretary of BTESSC

The BTESSC and the Senate in 2010 took a decision to appoint full-time Secretary for BTESSC so that he can effectively function and fulfil his duties as laid down in this Constitution.

- c. **Department of Research/SATHRI**
A Department of Research/SATHRI is established under the care of Senate of Serampore College (University), incorporating Research and SATHRI programme of the Senate and BTESSC.

Department of Research/SATHRI shall function within the structure of Senate of Serampore College (University) with the approval of the Council of Serampore College.

The primary task of Department of Research/SATHRI is to strengthen the academic programmes through providing teaching, to conduct research and to ENCOURAGE NON-FORMAL RESEARCH THROUGH extension education programmes of the Senate. These are academic affairs.

The financial and administrative arrangements within the Department of Research/SATHRI are only to help accomplish efficiently the primary task.

The officers and the functionaries in the department, as per requirement, shall be appointed by the Executive Committee of the Senate with the approval of the Senate.

- d. **Role of SATHRI**

With regards to the role of SATHRI within the university, it was recommended that

- i. SATHRI should play the role with the aim of coordinating and stimulating doctoral level research for the community of Serampore College/University, (given the changing scenario in education and research);
- ii. the research it promotes also integrally includes questions of pastoral concerns and social relevance.;
- iii. SATHRI's academic programmes should respond positively beyond resorting to complaints and fears about falling academic standards and dilution in scholarship. Such efforts will be envisaged without compromising on issues of rigor, sound scholarship and so on;

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 MinistriesThe 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, Orthodox, Mar Thoma Syrian Church of Malabar Lutheran, Methodist, Presbyterian, Baptist 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.

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 Dean, Research/SATHRI

iii) The Secretary, BTESSC

iv) Any other Officer/Functionary

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. As such, it is an advisory body to the Senate and is set by the Senate and only recommends matters to the Senate.

The Senate shall elect its own President and Treasurer from among its members.

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 shall convene the Senate meetings.

7. 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.
8. 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.
9. 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.
10. The Dean of Research/SATHRI or any such other Officer/Functionary shall be invited to the Senate meetings if they are not already members of the Senate.
11. 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./BMiss, 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, Dean, Research/SATHRI of Research and other Functionaries of the Senate Programmes are ex-officio members.
 - (k) The Board shall have power to co-opt not more than two persons whose expertise is beneficial to its work.
3. Criteria for membership
 - i. The criteria should be as per the provision laid down in the constitution;
 - ii. The institutions seeking membership should have engaged in theologizing, making significant contribution in the field of theology;
 - iii. The institution should be closely related to the church, involving in the specialized ministry of the church;

- iv. The institution should have made considerable contribution to the church and society for a long time;
 - v. The institution should have national and ecumenical character, in the wider sense, in the region of south Asia;
 - vi. The reciprocity in terms of participation in programmes for the enrichment of theological thinking and training should be desirable on the part of institution applying for affiliation;
 - vii. The membership should be for a period of five years, which should be reviewed thereafter.
4. Age limit for BTESSC Members
All members of the Board, irrespective of the category they represent, cease to be the member of the Board after attaining the age of sixty-five years.
5. Under the overall supervision of the Senate, the Board shall fulfill 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 (BTBPSA)
 - 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.
6. The President of the Senate shall be the Chairperson of the Board.
7. The Board shall meet at least once every year, and normally in conjunction with the annual meetings of the Senate.
8. The Secretary of the Board shall be appointed by the Senate on the recommendation of the Board.
9. 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) Dean of Research/SATHRI
 - 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 and 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, Research/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 finalize 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) Dean of Research/SATHRI/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) Dean of Research/SATHRI/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. and Extension Programme (AC/08/05) Committee, which will administer the D.Min. and Extension Programmes as per the rules and regulations.
 - f) To recommend to the Senate such affiliated institutions as are adjudged to be of a sufficiently high calibre, 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 degrees 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 the Dean of Research/SATHRI, Deans of Extension and D.Min Programme.
 - 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)
 - Dean of Research/SATHRI (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

- a. The Committee is a statutory body, responsible for all academic, financial and other administrative affairs of the department under the care of Senate of Serampore College/Executive Committee. Department of Research/SATHRI shall abide by its decisions.
- b. The committee, as coordinating and enabling body, shall also be responsible for doctoral programmes of all doctoral centres affiliated to the Senate of Serampore College (University)
 - 1. The Composition of the Committee for Research shall be as follows:
 - Chairperson (Nominated by the Senate)
 - Dean of the Department of Research/SATHRI (Convener and Secretary)
 - President of the Senate
 - Secretary, BTESSC
 - Registrar of the Senate
 - Chairperson, Academic Council
 - One member of the Serampore College Council
 - Principal/Vice-Principal (Theology), Serampore College

Three representatives from Doctoral Centers, to be nominated by the Senate by rotation
One eminent educationist
(one representative of the professors from the Department of Research)

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 for doctoral candidates from an approved panel.
 - 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 set up academic research facilities leading towards the D.Th. degree through the affiliated Colleges or otherwise.
 - h) To appoint a supervisory committee as approved by the Senate, to perform such functions that are necessary for efficient working of the research programmes.
 - i) To grant scholarships for D.Th. and non-doctoral research candidates.
 - j) To raise financial resources for the required programme and prepare budget proposals and submit the same to the Senate through the Finance Committee.
 - k) 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) President of Senate, Chairperson

- ii) Secretary, BTESSC (Convener)
 - iii) Registrar
 - iv) Dean of Research/SATHRI
 - v) One Representative of the Serampore College Council
 - vi) Two representatives of Theological Colleges (One woman)
 - vii) Two Representatives of Related Institutions
 - viii) Three Representatives from Churches
 - ix) Dean, DMin and Extension
2. The functions of the Committee shall be:
- This Committee shall be the Working Committee of the BTESSC and shall take necessary steps to direct BTESSC in its plans and programmes and administration.
- 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.
- d) Terms of appointment for the Deans - DMin and Extension Programs shall be for three years .

IX. ADMINISTRATIVE OFFICERS

A. Appointment:

The Registrar, the Secretary of the BTESSC and the Dean of Research/SATHRI 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.

The Dean, Extension and DMin Programme shall be appointed by the Executive Committee of the Senate.

B. Duties:

1. The President:

- a. All Officers of the Senate and 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 Dean of Research/SATHRI:**
- a. The Head of the Department of Research shall be designated as Dean and shall be appointed by the Senate in accordance with the rules/procedures/statutes as laid down by the Senate;
 - b. he/she shall be the principal academic and executive officer responsible for smooth and efficient functioning of the Department in pursuit of the objectives;
 - c. the term of headship shall normally be for five years; though the incumbent shall be eligible, only after suitable assessment, for one more term of five years,
 - d. Dean may be appointed by rotation, if so decided.
 - e. **FUNCTIONS OF THE DEAN, DEPARTMENT OF RESEARCH/SATHRI**
 - i. The Dean shall be the Executive Officer for the Research Programme of the Senate under the guidance of the Committee for Research
 - ii. Shall be the convener of the Committee for Research.
 - iii. Shall direct the programmes of Department at doctoral and non-degree levels as approved by the Senate and shall supervise and co-ordinate the programme at national level.
 - iv. 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.

- v. Shall be responsible for publication of research findings and cooperate with the Committees for theological publications under the Board/Senate.
 - vi. Shall keep proper records of the Committee and communicate its decisions to all the members of the Committee.
 - vii. Shall report the decisions of the Research Committee to the Executive Committee, the Board and the Senate for approval.
 - viii. Shall be responsible for the general oversight, guidance, and supervision of D.Th. and non-doctoral candidates through the Research Committee.
 - ix. Shall be responsible for general oversight and discipline of office staff.
 - xi. the Senate may consider fixing the term of headship with a view to provide stability in the functioning of the department.
- 4. The Dean of Extension and DMin Programme**
- a. The Dean of Extension and DMin Programme is the staff of the Senate and shall be the Officer for Senate Centre for Extension and Pastoral Theological Research (SCEPTRE) , a programme of Senate of Serampore college;
 - b. Shall be the Officer for Extension and Programs of Doctor of Ministry & Continuing Theological Education for pastors
 - c. Shall convene the Committee for the Extension and Doctor of Ministry & Continuing Theological Education
 - d. Shall be responsible for the Master of Christian Studies, Bachelor of Christian Studies Degree, Doctor of Ministry Degree and the Diploma in Christian Studies and any other programs of Extension under the overall supervision and control of the Academic Council.
 - e. Shall be responsible for planning, implementing and supervising Extension Programme and research programs related to the Doctor of Ministry Degree & Continuing Theological Education of Pastors as approved by the Extension Programme Committee and Doctor of Ministry Committee in all aspects except Registration and Examination, which is done by the Senate Office.
 - f. Shall be responsible for promoting these programs among all the churches and people of all faiths where provision is made and enlist their support.
 - g. Shall keep proper records of the Committees and communicate decisions to all the members of the Extension Programme Committee and Doctor of Ministry Committee and the Academic Council.

- h. Shall organize regional, national seminars and create study cells for clusters of candidates where possible.
 - i. Shall be responsible for general oversight, guidance, supervision of the candidates and submit reports to the Doctor of Ministry Committee.
 - j. Shall be responsible for general oversight and discipline of his/her office staff under the overall control of the Executive Committee of the Senate.
 - k. Shall implement all the decisions of the Senate/Academic Council in respect to the Extension Programme and Doctor of Ministry Programme & Continuing Theological Education of Pastors and shall be accountable to the Senate and the Academic Council through the Registrar of the Senate.
 - l. Shall perform such duties and functions as and when assigned by the Executive Committee and/or the Senate.
 - m. Shall be a permanent invitee to the Committee for Ecumenical Relations and Church Ministries.
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 in consultation with 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 Board and Senate through the Executive Committee.
 - c) Shall keep the money in a Bank or Banks authorized 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, Research/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/Dean of Research/SATHRI/Deans or any other authorized 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 Executive Officer of the Board of Theological Education of Senate of Serampore College.
- b) Shall be responsible to convene the meetings of the Board of Theological Education of Senate of Serampore College 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 Board through ERCM.
- 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.

Appendices

I. Nomination Committee and Election Procedure: Basic Guidelines

- i. The Chairperson of BTESSC bring the list of names;
- ii. The chairperson of BTE/SSC while proposing members of the Nomination Committee will see that it is represented by
 - 2 Principals
 - 2 Church leaders
 - 1 from institutions
 - 1 woman
 - Consultants
- iii. Registrar and the (Dean/Secretary) shall be invited as the consultants;
- iv. Chairperson nominates the Convener of the Nomination Committee;
- v. Registrar prepares a list of vacancies and supply it to the Nomination Committee;
- vi. at the Nomination committee prepares a tabulation for its nominees consisting of following information: (a). church affiliation; (b). regional representation; (c) duration of the office;
- vii. At each instance of election, after the Nomination Committee presents its proposed names or names, the Chairperson of BTESSC shall call for nominations from the floor and there shall be a motion passed for closing the nominations:
- viii. In all details generally accepted Parliamentary procedures of election be followed.
- ix. General guidelines
 - a. no one should be a chairperson of more than one committee unless ex-officio;
 - b. normally a nominee should not be a member of more than one committee simultaneously.
 - c. if any of the elected officers/chairpersons/members of BTE/SSC are away from the country for more than a year, they should intimate their absence to the BTE/SSC so that the vacancies may be filled up.
 - d. In general, the principle of rotation and wide distribution shall be followed by the Nomination Committee.
 - e. To have a convention that if a member fails to attend two consecutive meetings without any information or proper cause, and/or ceases a principal of a college, should cease to be a member of the Senate.

II. SCEPTRE Managing Committee

President

Secretary, BTESSC
Registrar
Deans
Treasurer
Financial expert
Legal expert

III. DEPARTMENTAL COMMITTEES (for Department of Research of the University).

The Executive Committee may approve the constitution of the Departmental Committee giving representation to all categories of teachers in the Committee on Research.

a. COMPOSITION

- i. Dean
- ii. Professors in the department, if any;
- iii. Dean/assistant Dean of extension Programme;
- iv. Principal/Vice-Principal Serampore College;
- v. Secretary of the Council
- vi. Registrar of the Senate
- vii. Upto four Experts, two from within the discipline concerned and two from other related disciplines to be nominated by the Committee on Research
- viii. One member appointed by the Committee on Research;

b. TERMS OF THE MEMBERS

The Terms of the members nominated shall be three years.

c. MEETINGS

Ordinarily, Departmental Committee may meet at-least twice a year but in the event of urgency a meeting may be called by the President of the Senate as and when required.

d. FUNCTIONS OF THE DEPARTMENTAL COMMITTEE

- i. As a statutory body responsible for the academic, financial and administrative affairs of the department it will over-view the educational, research and extension programmes of the Department and give direction and focus so that these programmes be continued at a high level of quality thereby enabling the department to attain and maintain excellence.
- ii. The Minutes and decisions of the committee shall be subject to the approval of the Committee on Research.
- iii. It shall frame course-curricula syllabi and lay down regulations for instructional methodology/evaluation of students' conduct of examinations, if any.

- iv. Make regulations regarding admission of students subject to approved policies of the Senate of Serampore College (University).
- v. Lay down procedure for collaboration with other institutions of higher learning of industries.
- vi. Develop new courses/programmes of study.
- vii. Suggest institution and award of scholarship, fellowship models.
- viii. Identify thrust areas for research and extension programme, and
- ix. Assist and provide guidance for the development of teaching and research in the other centres.

In addition, the Department of Research may have the following sub-Committees to help and assist the Head of the Department for smooth functioning of the department:

1. Administrative Committee
2. Finance Committee
3. Academic Affairs Committee

The Administrative, Finance and the Academic Affairs sub-Committee (s), if constituted, shall consist of the Dean as Chairperson and such other members as may be approved from amongst the faculty members and Administrative Staff, by the Committee on Research provided that one member of each of the Committees shall be member of the Committee on Research. A faculty member who is a member of the Departmental Committee shall not be a member of more than one Committee.

The Sub-committee (s) shall help and advise the Dean of the Department in respective matters for the conduct of the day to day business of the Department. The decision shall be executed by the Dean of the Department, and shall be ratified by the Committee on Research.

IV. Additional Designation for Dean and Administrative Assistant (SCEPTRE) as they are engaged in teaching

Dean can also be designated as Professor.

Administrative Assistant can also be designated as Associate Professor and Associate Dean

V. Managing Committee of Research Department

Master, Council of Serampore College
 Secretary, Council/Principal of Serampore College,
 President, Senate of Serampore College
 Registrar, Senate of Serampore College
 Dean, Department of Research/SATHRI
 Secretary, BTESSC