SENATE OF SERAMPORE COLLEGE

Minutes of the Executive Committee, held on November 27, 2012 at 9:00 A.M. in Ecumenical Christian Centre, Whitefield, Bangalore – 560066, Karnataka

EC/57/12 Opening Devotion
Bishop Philoxenos welcomed Prof, Dr. Laltluangliana Khiangte, who has been appointed Principal and the Secretary of the College Council, and was attending the meeting for the first time.
The Chair led the short devotion and offered the prayer at the commencement of the meeting.

EC/58/12 Members
a) Present
   Bishop Dr. Isaac Mar Philoxenos, Chairperson
   Dr. Laltluangliana Khiangte
   Dr. P. Mohan Larbeer
   Dr. Ivy Singh,
   Dr. Moses Manohar
   Rev. Richard Rodgers
   Dr. H. Vanlalauva
   Dr. Takatemjien Ao
   Dr. Ravi Tiwari, Registrar
b) Invitees
   Dr. Wati Longchar,
c) Apologies
   Rev. Ms. Rachel Bagh
   Dr. K.M. George

EC/59/12 Hours of Sessions: 9:00 a.m. onwards
The hours of session, as suggested, was approved:

EC/60/12 Adoption of Agenda
The Agenda of the meeting, as presented, was approved.

EC/61/12 Appointment of the Recording Secretary
It was resolved that
Resolution I
Dr. Wati Longchar be appointed Recording Secretary, along with the Registrar, for the meeting,

INTERIM BUSINESS

EC/62/12 Minutes of the Executive Committee held on May 02, 2012
It was resolved that
Resolution II
The Minutes, as approved by circulation, be confirmed.

EC/63/12 Salary Revision Committee (Ref. EC/45/12) – Minutes (July 27 and Sept. 22, 2012
It was resolved that
Resolution III
The Minutes of the Salary Revision Committee, as approved by its members, be received and adopted. (Appendix-I-II)
EC/64/12  ATESEA-BTESSC Joint Meeting – Minutes
It was resolved that

Resolution IV
The Minutes of the ATESEA-BTESSC, as approved by its members, be received and adopted. (Appendix-III)

EC/65/12  D.Th. Result (by circular vote)
It was resolved that

Resolution V
The Results of the following candidates, qualified for the degree of Doctor of Theology, as approved by the members by circular vote, be confirmed

172/02  Sangtemkala Ao
206/04  Easow Mathew
195/03  W. Along Jamir
318/06  T. M. Emmanuel
178/02  Thomas Yohannan
224/05  Vanguri Manikya Rao
240/07  Jacob Mathew
222/05  R. Zolawma
252/08  Akatoli Chishi
253/08  Moanungsang

EC/66/12  ATA – SSC Minutes
It was resolved that

Resolution VI
The Minutes of the ATA-SSC meeting, as approved by its members, be received and adopted. (Appendix-IV)

BUSINESS ARISING

EC/67/12  Registrar, Senate: Search Committee (EC/35/12; Sen/11/12)
The Chair reported that the Search Committee met and interviewed three candidates. It has decided to meet again on Dec. 18, 2012 to interview a few whom they wish to invite before completing the process. It was noted that the Sub-committee will report to the Executive in its January-2013 meeting.

EC/68/12  Salary Revision Committee (Ref. Appendix-I & II)
The Executive thanked the members of the Sub-committee for their commendable work. The Executive was informed that the revision is thorough and is based upon the daily wages as applied in West Bengal; that extra increments for completion of 20 years service or for other kind of appreciation, are now replaced, and a provision for one time appreciation allowance is provided; that Children Allowance is replaced by family/self-development allowance which is provided till the employee is in service of the Senate. It was noted that the Service rules for BTESSC staff is yet to be prepared and approved; that the Salary of the Secretary is to be settled after such an approval.

It was resolved that

Resolution VII
i. Decisions and suggestions made by the sub-committee in its meeting of September 22, 2012 be accepted and approved.
ii. Following scale of pay be approved:

<table>
<thead>
<tr>
<th>S.n</th>
<th>Category</th>
<th>Scale of pay-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Registrar (50+)</td>
<td>57050-2850-85550-4280-128350</td>
</tr>
<tr>
<td>II</td>
<td>Dean of the Faculty of Research/SATHRI, Serampore College (University (50+))</td>
<td>38050-1900-57050-2850-85550</td>
</tr>
</tbody>
</table>
### EC-Nov. 2012

<table>
<thead>
<tr>
<th>III</th>
<th>National Professor (45+)</th>
<th>38050-1900-57050-2850-85550</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV</td>
<td>Secretary, BTRESSC/Dean, Extension Programme (35+)</td>
<td>25350-1270-38050-1900-57050</td>
</tr>
<tr>
<td>V</td>
<td>Deputy/Associate/Assistant Registrar</td>
<td>25350-1270-38050-1900-57050</td>
</tr>
<tr>
<td>VI</td>
<td>Administrative Assistant (Theologically qualified)</td>
<td>16900-845-25300-1265-37950</td>
</tr>
<tr>
<td>VII</td>
<td>Secretary to the Registrar/Senior Office Assistant</td>
<td>16900-845-25300-1265-37950</td>
</tr>
<tr>
<td>VIII</td>
<td>Office Assistant</td>
<td>11250-560-16850-845-25300</td>
</tr>
<tr>
<td>IX</td>
<td>Junior Office Assistant/data-entry operator/Typist</td>
<td>7500-375-11250-560-16850</td>
</tr>
<tr>
<td>X</td>
<td>Sub-staff/Driver-cum office attendant/Office attendant, Care-taker/Helper/Maintenance staff/Night Watchman</td>
<td>5000-250-7500-375-11250-560-16850-840-25250</td>
</tr>
</tbody>
</table>

### iii. Following allowances be approved:

a. DA 7% of the Basic
b. House Rent Allowance 15% of Basic + DA, Up to maximum of 3500/- per month
c. Transport Allowance 5% of Basic + DA
d. Family/Self Development Allowance (to be given to all employees Irrespective of having children or not till their service in the Senate) 700/- per month
e. Medical Allowance (on production of Receipts)  
   - Officers 15,000/- per annum  
   - Office staff 11,000/- annum
f. Holiday Allowance 50% of gross per annum
g. Festival Allowance 25% of gross per annum
h. Hospitality Allowance for officers 1000/- per month
i. Leave encashment (for the Senate office staff only) 15 days/year based on gross salary per annum

j. Contributory PF 12% of Basic + DA
k. Book Allowance for officers 2000/- per annum (on production of receipts)

### iv. Following criteria for fitment be approved:

a. Present salary (Basic+ DA) shall be taken as starting point;
b. Service adjustment shall be considered, taking into account the years of service of each employee for giving increment as follows:
   
<table>
<thead>
<tr>
<th>Years</th>
<th>Increment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9</td>
<td>Nil</td>
</tr>
<tr>
<td>9-18</td>
<td>1 increment</td>
</tr>
<tr>
<td>18-27</td>
<td>2 increment</td>
</tr>
<tr>
<td>27+</td>
<td>3 increments</td>
</tr>
</tbody>
</table>
   
   (If a year is short of recognition of service for increment, a maximum of one year be added for the benefit of an employee)
c. The salary then be placed on the corresponding higher point in scale.

v. A one time payment of a fixed amount (equivalent to Basic+ DA of one month) be made as an appreciation on the completion of 20 years of service of an employee.

vi. When an employee reaches the maximum in the scale, his/her salary be fixed, and a stagnation allowance may be considered by the Executive.

vii. The salary of the Secretary of BTRESSC be as per the Service Manual of the Senate of Serampore College, as per the addendum to Service Manual for the BTRESSC office.
The Executive further resolved that

**Resolution VIII**

a. The revised scale be applicable with effect from April 1, 2012;
b. Anomalies and other related problem may be brought to the notice of officers for
necessary action.
c. Maximum limit of overtime be fixed to Rs.12,000/- per annum per employee.
d. The next salary revision be undertaken after ten years, though the mid-term adjustment
may be considered after five years.

**EC/69/12 ATESEA (Ref. EC/64/12)**

A brief report was given by the Secretary, BTESSC.

After some discussion, it was resolved that

**Resolution IX**

i. Matters that are related to Church Relations be taken up by the BTESSC;

ii. Matters related to academic be looked after by the Registrar of the Senate.

iii. One of the officers of the ATESEA be invited to annual meetings of BTESSC and the
Senate.

**EC/70/12 ATA (Ref. EC/66/12)**

The Executive appreciated the progress in the process of dialogue with ATA. It cautioned
any haste in recognizing the courses of ATA as the university status of Serampore should
be protected, so also the privilege granted by many universities to Serampore graduates for
higher studies and research. It also suggested that mutual cooperation, and participation,
in consultations and seminars arranged by Senate/ATA should be encouraged; and the
policy regarding double affiliation should continue. Colleges accredited with ATA should
be discouraged to be affiliated to the Senate.

**NEW BUSINESS**

**EC/71/12 EMW Grant towards membership fee of Globethics.net/glt for 3 years, 2012-2014**

The Executive recorded with thanks the generous grant of Euro1250, made available by
EMW towards the payment of membership fee of globethics.net/glt.

**EC/72/12 Application for EMW Grants (Appendix V)**

The Executive received, and approved, the applications of following for EMW grant:

a. UTC, Bangalore – Hostel Project

b. BTESSC
   i. Building Project
   ii. Scholarship
   iii. Library Development

c. SCEPTRE

d. JRTS – Women’s Hostel

It was suggested that the separate allotment with regards to BTESSC grant be clarified
from EMW; and the Registrar is requested to do the needful.

**EC/73/12 Membership in NCCI (Ref. EC/42/08; B/12/06; Sen/18/07)**

The Executive noted that the NCCI has changed its relation with BTESSC from All India
Christian Organizations to Related Agency under its amended Constitution; that BTESSC
will have to submit its annual reports to General Body of NCCI; that General Secretary
shall be an ex-officio member of BTESSC; that BTESSC shall pay Rs. 15000/- as
membership to NCCI.

The Registrar informed the Executive that BTE was the creation of the Committee on
Theological Education of NCCI; that it became an independent but Related Agency of
NCCI in 1956; that the Executives of BTE and Senate has been meeting regularly since
1972; that the BTE and SSC moved towards forming One National Structure of
Theological Education in India from 1976; that BTE was, at first, an advisory body to the
Senate, then to Council, and was appointed by the Senate; that it severed relationship with
NCCI since 1976; that, as Board of Theological Education of the Senate of Serampore
College, it is now the One National Structure of Theological Education in India, appointed
by the Senate and approved by the Council of Serampore College; that BTESSC as a part of the Senate of Serampore College can not submit its report to any external body other than the Senate.

As such BTESSC is no more a Related Agency of NCCI and their relationship was severed form 1976. NCCI was accepted into BTESSC as a member in 1978, and it applied for the membership of BTESSC in 1980.

It was also reported that BTESSC applied for membership in the NCCI on reciprocal system, being a member of BTESSC.

In the light of information received by the Executive, it was resolved that

**Resolution X:**
The President be requested to bring these facts to the notice of NCCI with the request NCCI to continue the Category of BTESSC under All India Organizations.

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**EC/74/12 Senate/Board Meetings and Convocation 2013**

Executive received the following information with regards to tentative arrangement for the Convocation:

a. Convocation Speaker: Dr. H.S. Wilson

b. Commemoration Service Preacher: Rt. Rev. G. Devakadasham

c. Foreign Invitees: (See Appendix VI)

   Morning: February 8, 2013
   Morning: February 9, 2013

(Registrar will make the arrangement for the devotions)

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**EC/75/12 Tentative Agenda**

a. Senate

b. Board

The Executive received the tentative agenda of the Senate. It was reported that the Secretary of Board will present the agenda at the January meeting of the Executive.

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**EC/76/12 Cancellation of Registration- Mr. Chethang Thongkhoulun Mate (B.Th./4439/03; B.D./AA3484)**

It was reported that the degree certificate of was taken by the Principal of Trulock Theological Seminary at the Convocation -2008; the certificate was not delivered to him in spite of repeated request; that he got admission in Aizawl Theological College for BD studies; that he submitted a fake certificate as he did not have original BTh certificate; that he was debarred registering to Serampore courses for this reason.

After discussing the case, the Executive took a sympathetic view of the student the resolved that

**Resolution XI**

i. Student be allowed to take his duplicate certificate;

ii. He be allowed to continue his studies under Serampore;

iii. In-absentia certificate be not given to the Principal of Trulock Theological now on as he failed to deliver the certificate which were given to him in faith.

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**EC/77/12 International Consultation – January 2013 (EC/54/12)**

Executive received the report that the Consultation will be taking place at ERC, UTC, Bangalore; that seven partners have sent their confirmation to attend the consultation.

It was suggested that the principals who will be attending the Working Committee be invited to this Consultation along with the Principal of UTC; that they be requested to present a brief paper on the concept/prospect/need for partnership in theological education in their region.

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**EC/78/12 GETI Institute, Busan Assembly**

The Chair gave a brief of the programme. He informed that the participants will be able to attend the WCC assembly. The Committee discussed the implication involved in such a partnership, especially financial. It was suggested that the students scoring highest marks
in BD second and MTh first year be selected; that institutions/colleges to which they belong should be encouraged to support the student’s expenses; that students/colleges be encouraged to share 50% expenses, rest be provided form the D.Th/MTh scholarship fund. After the discussion, the Executive resolved that:

Resolution XII
i. Two students each from BD second year and MTh first year, scoring highest marks, be selected;
ii. One among D.Th candidates who has completed residential studies and is under faculty development plan be nominated;
iii. Two of the participants shall be women
iv. Students be provided 50% travel bursary from the MTh/D.Th scholarship fund;
v. 50% bursary be arranged by the institution where they studied.

EC/79/12 CATS Continuation Committee

The Chair presented the letter from the Vice President of CATS, requesting him to appoint a delegate to the Continuation Committee of the CATS. He pointed out the BTESSC-SATHRI was a member till 2006.
The Secretary, BTESSC provided the Constitution of the CATS for the reference of the members. (Appendix VII).
It was noted that BTE/SSC was the founding member of CATS as such it is a member of the Continuation Committee of the CATS; that the Director of Research/SATHRI has been attending the CATS meeting regularly till 2006; that CATS was never brought to the notice of Coordination/Executive Committee/Board/Senate in the past; that contact with the CATS, it seems, was on personal basis.
The Executive appreciated the invitation of the Vice-President of CATS, and after some consideration, it resolved:

Resolution XIII
i. that the relations with CATS be re-established;
ii. President/his nominee may attend the meeting of the Continuation Committee and do the needful with regards to membership and participation in the CATS.

EC/80/12 Visit of Chinese Delegation (EC/52/12)

It is reported that the Chinese delegation will visit India from August 17-27, 2013. Dr. Henry Wilson is coordinating the visit. NCCI/Senate or any other organizations are being considered joint invitees. Dr. Wilson informed that the visit to North-east and Chennai may not be possible.

EC/81/12 Theological College of Lanka – Concerns

The Executive noted the concerns of the Churches in Sri Lanka and the efforts that are being made to accommodate their concerns by the Senate. It was suggested that the Churches and TCL should be provided necessary help in carrying out their ministry in Sri Lanka.

EC/82/12 Globethics.net/glt annual meeting

Dr. Wati Longchar gave a brief report of his visit to Geneva to attend the annual meeting of Globethics.net/glt. He informed that the financial burden to member institutions may be increased due to heavy investment that will require sustaining programme and an office in Geneva. He suggested that the Asian members may consider a similar project in their region which may cut financial burden of globethics.net/glt..
It was also informed that the half yearly fee of US$500 is paid and his travel expenses are met by the Senate. EMW has been kind enough to sanction US$1500 for the initial payment of membership fee. In future such expenses will be needed to be paid the membership fee and expenses for travel to attend annual meetings.
The Executive, therefore, resolved that:

Resolution XIV
i. Travel expenses of the visit to Geneva of Dr. Wati Longchar paid by the Senate be approved;
ii. A fees of Rs. 2000/- per annum be charged from the Colleges for paying annual fee and programmes associated with Globethics.net/glt form 2013,

iii. Dr. Wati Longchar and Secretary, BTESSC be requested to work out a programme for the future.

iv. EMW be thanked for their grant towards membership fee.

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**EC/83/12 Resubmission of M.Th. Thesis – Request from GLTC, Chennai**

The Committee was informed that the College has contested the evaluation of the second examiner, and requested to advance the date of resubmission during the year itself.

Executive considered the request and resolved that

**Resolution XV**

That the Senate rules for evaluation be strictly followed, and the evaluation of the examiners should be respected, and not contested.

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**EC/84/12 M.Th. Studies** (cf. WC/42/12; Sen/25/11; WC/17/11; AC/13/10; Eva. Cri. 1991, 2007)

The Executive discussed the issue of number of courses to be allowed for MTh affiliation and also the number of qualified staff in each branch of studies in the light of the recommendations of the Working Committee and earlier discussions. It also expressed its concerned at the falling standard in MTh studies, and hesitancy on the part of colleges not to appoint staff with doctoral degrees in spite of the fact that many are graduating with D.Th degree under Serampore system each year.

After some discussion, the Executive resolved to recommend to the Senate:

**Resolution XVI**

i. The number of branches at MTh be limited to seven in the case of Federated Faculties, and five in the case of other centres;

ii. Permission shall not be granted to centres which do not have two members as core faculty with doctoral degree in the branches they wish to offer MTh studies;

iii. This shall be applicable with effect from 2013-14 sessions.

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**EC/85/12 D.Th. Results**

i. On the basis recommendation of the examiners, and in the light of the provision under D.Th Regulation, the Executive resolved that:

**Resolution XVII**

the result of the following candidate be declared:

239/07 Santi Sudha Monica Not qualified for the degree.

ii. Registrar reported that apart of those whose results has been declared, a few candidates are waiting for their viva voce which is being arranged, and there will be a few whose report may be arriving soon. The Registrar requested the Executive to authorize him to declare their result on the basis of the report of the viva voce.

The Executive resolved that

**Resolution XVIII**

The Registrar be authorized to declare the results as and when the viva voce reports are received.  (Appendix- VIII )

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**MATTERS FROM FINANCE COMMITTEE**

**EC/86/12 Treasurer Report (Ref. FC/8/12)**

The Committee received the report with thanks to the Treasurer.

**EC/87/12 Audited statement and accounts for the year 2011-2012 (Ref. FC/9/12)**

i. Senate Office, Serampore

ii. Foreign Contribution Account – Senate

iii. Provident Fund

iv. Pension Fund

v. SCEPTRE, Kolkata
vi. BTESSC, Bangalore  
vii. Research/SATHRI, Serampore  
viii. Consolidated Account

The Treasurer presented the audited account and audit reports for the year 2011-12. It was reported that the consolidated account is also prepared and audited which needs to be submitted to the Council for necessary action. It was also brought to the notice of the Executive that the PF and Pension account of the BTESSC is not separately audited. The Chair informed the Executive that the audit reports were presented to the finance Committee which has approved the above mentioned audit reports and has forwarded the same to the Executive for necessary action. On the recommendation of the Finance Committee, the Executive resolved:

Resolution XIX  
i. The Annual Accounts and Audited Report of the Senate Office, Serampore for the year 2011-2012 be received, approved and recommended to the Senate for necessary action.  
ii. The Annual Accounts and Audit Report of the Foreign Contribution Accounts – Senate for the year 2011-2012 be received, approved and recommended to the Senate for necessary action.  
iii. The Annual Accounts and Audit Report of the Provident Fund Account of the Senate for the year 2011-2012 be received, approved and recommended to the Senate for necessary action.  
iv. The Annual Accounts and Audited Report of the Pension Fund Account of the Senate for the year 2011-2012 be received, approved and recommended to the Senate for necessary action.  
v. The Annual Accounts and Audited Report of the SCEPTRE Office, Kolkata for the year 2011-2012 be received, approved and recommended to the Senate for necessary action.  
vi. The Annual Accounts, Audited Report and Foreign Contribution Accounts of the BTESSC Office, Bangalore for the year 2011-2012 be received, approved and recommended to the Board/Senate for necessary action.  
vii. The Annual Accounts and Audited Report of the Research/SATHRI Office, Serampore for the year 2011-2012 be received, approved and recommended to the Senate for necessary action.  
viii. The Annual Accounts and Audited Report of the Consolidated Account for the year 2011-2012 be received, approved and recommended to the Senate for necessary action.

EC/88/12 Annual Budget for the year 2013 - 2014 & 2014 – 2015 (Ref. EC/10/12)  
i. Senate Office, Serampore  
ii. SCEPTRE, Kolkata  
iii. Research/SATHRI, Serampore  
iv. BTESSC, Bangalore


The Chair informed the Executive that the budgets were presented to the Finance Committee which has approved the above mentioned audit reports and has forwarded the same to the Executive for necessary action. On the recommendation of the Finance committee, the Executive resolved:

Resolution XX  
i. The proposed budget for the year 2013 - 2014 & 2014 - 2015 for the Senate Office, Serampore be received, approved and recommended to the Senate for necessary action.
ii. That the proposed budget for the year 2013 - 2014 & 2014 - 2015 for the SCEPTRE Office, Kolkata be received, approved and recommended to the Senate for necessary action.

iii. That the proposed budget for the year 2013 - 2014 & 2014 - 2015 for the Research/SATHRI Office, Serampore be received, approved and recommended to the Senate for necessary action.

iv. That the proposed budget for the year 2013 - 2014 & 2014 - 2015 for the BTESSC Office, Bangalore be received, approved and recommended to the Board/Senate for necessary action.

MATTERS FROM SENATE OFFICE:

EC/89/12 Retirement:
The Executive noted that following will be retiring from the services of the Senate with effect from the dates/month mentioned against their names:
i. Rev. Dr. Ravi Tiwari (March 23, 2013)
ii. Mr. Arup Kumar Banerjee (February 2, 2013)
The Executive resolved
Resolution XXI
i. To express deep sense of appreciation of the committee for the faithful services they have rendered to the Senate and the contributions they have made.
ii. That all their dues be paid to them as per Senate Rules.

EC/90/12 Confirmation of Mr. Ashish Kumar (cf. EC/61/11; EC/34/10)
The Registrar reported that Mr. Ashish Kumar has been helping the Senate in devising programmes for the examination, administration and finance departments since 2010; that he was appointed as Special Administrative Assistant in 2011; that he has been faithfully performing his duties. Registrar recommended that his services be utilized for the work of the Senate.
The Executive resolved
Resolution XXII
i. that Mr. Ashish Kumar, BSc, BD, MTh, MBA, Advanced Diploma in Computer Programming, be appointed as Administrative Assistant (Theological Qualified) with effect from Dec. 1, 2012 as per the Service Rules of the Senate;
ii. Taking into account his previous services to the Senate, his services be taken to be confirmed from Dec. 1, 2012;
iii. The Registrar be requested to do the needful.

EC/91/12 Appointment of New Staff
The Registrar reported that an office assistant needs to be appointed as a senior member of the staff is retiring. He also reported that he has identified a person with PG degree and diploma in computer application. The committee requested the Registrar to do the needful.

EC/92/12 List of holidays – 2013
The Committee following list of holidays for the Senate Office (Appendix IX)

EC/93/12 Letter from Mr. Arup Kumar Banerjee
Registrar informed the Committee that the Attendance Register was missing for some days and was not found; that he issued a notice to the staff to sign into a new Register kept in his office; that after a few days the old register was found in the room of Mr. A.K. Banerjee behind an almirah; that no body took the responsibility for its disappearance and appearance; that Mr. Banerjee, in this context, submitted this letter.
Registrar also brought to the notice of the Committee that some of the documents were burnt and removed from the Senate office in the past.
The Committee took serious note of this, and requested the Registrar to do the needful so that such things do not happen again.
New Fixed Asset
The Committee noted the following addition in the Senate office:
Multi Function Digital Printer (SHARP) Rs.70200/-

Income Tax case (cf. EC/16/11; EC/108/11)
i. Income Tax – Appellate Order (Appeal Nos. 264/CIT (A); 265/CIT (A)
The Committee received the order for record. (Appendix X & XI)

ii. Total Income Tax paid to I.T. Department
The Committee was informed that in consequence to the order of the Income Tax demand, the following tax have been paid:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-07-2012</td>
<td>940000/-</td>
</tr>
<tr>
<td>18-07-2012</td>
<td>400000/-</td>
</tr>
<tr>
<td>27-09-2012</td>
<td>300000/-</td>
</tr>
<tr>
<td>27-09-2012</td>
<td>200000/-</td>
</tr>
<tr>
<td>28-09-2012</td>
<td>460000/-</td>
</tr>
<tr>
<td>28-09-2012</td>
<td>200000/-</td>
</tr>
</tbody>
</table>

Total Rs.2500000/-

The Executive resolved that
Resolution XXIII
i. The payment be approved.
ii. The taxes paid shall be shared by the departments as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate</td>
<td>50%</td>
</tr>
<tr>
<td>BTESSC</td>
<td>25%</td>
</tr>
<tr>
<td>Research/SATHRI</td>
<td>25%</td>
</tr>
</tbody>
</table>

iii. Payment to IT lawyer
The Committee was informed that Rs.60,000/- (Rupees sixty thousand only) has been paid to D.J. Shah as professional fee for appearing on behalf of the Senate in Income Tax case.

The Executive resolved that
Resolution XXIV
i. The payment be approved.
ii. The lawyer fee paid shall be shared by the departments as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate</td>
<td>50%</td>
</tr>
<tr>
<td>BTESSC</td>
<td>25%</td>
</tr>
<tr>
<td>Research/SATHRI</td>
<td>25%</td>
</tr>
</tbody>
</table>

SATHRI Building Fund Deposits Certificates
It was reported that all the certificates which were with the Senate in its vault were handed over to the Research/SATHRI Office for safe keeping.

It was noted.

Refundable Loan to Council of Serampore College
The Committee was informed that, on the request of the Secretary of the Council, Registrar, in consultation with the President, has given a loan of Rs. 3,00,000/- (Rupees three Lakh only) to the Council with the request to pay it back before the end of financial year as the Registrar will be relinquishing his post due to his retirement.

The Executive resolved
Resolution XXV
To approve the action of the Registrar.

Salary by bank transfer
The Committee was informed that salary account of officers and staff of the Senate and Research/SATHRI Office, are being opened in the Indian Bank, Serampore, for those who do not have account there, for the payment of their salary by account transfer system.
It was noted.

**MATTERS FROM SCEPTRE OFFICE**

**EC/99/12 Fixed Assets purchased for the year 2011 – 2012**
The Committee noted the following addition in the SCEPTRE office:

- a. 1 Laptop (ETE-WCC Library Development grant)
- b. 3 Nos of Chairs (ABAM, Impur)
- c. 3 Steel Almirah (ABAM, Impur)
- d. 1 No. of A.C. for guest room (Centre Income)
- e. 1 No. of A.C. for Library (ETE-WCC Library Development grant)
- f. Books from ISPCK for the Library (ETE-WCC Library Development grant)
- g. 1 LED Monitor for the office (ABAM, Impur)
- h. 2 TV sets for guest rooms (Mrs. Sarcar and centre income)

**EC/100/12 Proposal for increase in charges for the Guest Rooms**
The Dean, SCEPTRE reported that Wi-Fi connection and TVs are installed in two of the rooms of the Centre, and there is some justification in enhancing the tariff.
On the recommendation of the Dean, the Committee resolved

**Resolution XXVI**
That the new charges shall be:

- Room I Rs.800/- for single; Rs. 1000/- for double.
- Room II Rs.500/- for single; Rs. 700/- for double.

**EC/101/12 List of Holidays – 2013**
The Committee received the list of holidays for the SCEPTRE Office. *(Appendix XII)*

**MATTERS FROM RESEARCH/SATHRI OFFICE**

**EC/102/12 Working Progress of Research Building**
The Committee received the account with report from the Dean. *(APENDIX XIII)*

**EC/103/12 Grant towards New Building**
The committee was reported that the following grants have been received for the project:

- i. ISPCK, Delhi Rs.25,000/-
- ii. ACTC, Hyderabad Re.50,000/-
- iii. Mizoram Presbyterian Church Synod Rs. 20,00,000/- (in two installments)

(Commitment for 2013 & 2014)
The Committee resolved

**Resolution XXVII**
To thank the donors for their interest and contribution.

**EC/104/12 Segregation of account of SATHRI and BTESSC (EC/65/11)**
The Committee suggested that the Dean and Secretary, BTESSC prepare the details in consultation with the President to settle the issue.

**EC/105/12 Construction Estimate (cf. EC/49/12)**

- i. Electrical
- ii. Construction

The Committee received the details from the Hi Tech Engineers. *(Appendix XIV & XV)*

**EC/106/12 Academic Chair (Sen/43/2011)**
The Committee received the draft for the establishment of the Chair and the scheme for endowment for the Chair with thanks to Drs. K. M. George and Ravi Tiwari. *(Appendix XVI)*
After some discussions on the subject, the Committee resolved to recommend to the Senate:
Resolution XXVIII
i. That the scheme be accepted and necessary action be taken;
ii. That Dr. K. Rajaratnam Chair be named as Dr. Rajaratnam Chair for Dalit and Tribal Studies;
iii. In view of bicentenary of the founding of the College, second Chair be established to perpetuate the memory of one of the Founders, as the William Carey Chair in Mission Studies (This can be for the international/exchange scholars).

MATTERS FROM OFFICE OF THE BTESSC

EC/107/12  Board Meeting: 2013
The Secretary reported following concerning the Board’s meeting:
i. Theme of the Seminar: God of Life, lead us to justice and peace.
ii. Resource Person: Dr. Ninnan Koshi

EC/108/12  Staff Matters: VRS (EC/39/12; CC/39/2002)
The Secretary presented the requests of following staff for VRS under the Senate (Appendix XVII):
i. Ms. Celestine M. Ashwal
ii. Ms. Salomy Kumar

After due consideration, the Committee resolved
Resolution XXIX
i. That the request of Ms. Celestine M. Ashwal be accepted;
ii. That the request of Ms. Salome Kumar be accepted;
iii. The Secretary, BTESSC be requested to do the needful as per the VRS scheme of the Senate, and report to the Executive.

EC/109/12  New Membership: Bible Society of India
The Secretary, BTESSC reported that he has received a request from the Bible Society of India for the membership to the BTESSC. The Committee welcomed the suggestion and requested the Secretary to ascertain whether the application contains the proper resolution of the Governing body of the Bible Society.
The Secretary was also requested to prepare a performa for the application of the membership to BTESSC which needs to be submitted by the prospective members.
The Committee resolved
Resolution XXX
Subject to the submission of the proper resolution as required, the Board and Senate be recommended to admit Bible Society of India as a member of BTESSC for a period of five years.

EC/110/12  Membership: Defaulters
The Secretary reported that a few members have not paid their membership to the BTESSC and they are defaulters for a number of years. The Committee suggested that such members be contacted for the last time after which their membership be terminated.

OTHER MATTERS

EC/111/12  Convocation 2015
Registrar presented a request from the Fr. Jacob Kurian, Principal, Orthodox Theological Seminary, Kottayam, inviting Senate to have its convocation in 2015, as it is celebrating the bicentenary of the founding of the Seminary. He also invited the Senate and Board to have their annual meetings at the Seminary.
The Committee thanked the Seminary for its kind invitation and resolved
Resolution XXXI
i. To recommend to the Senate and the Board to have their annual meeting in 2015 at the Orthodox Theological Seminary, Kottayam;
ii. To recommend to the Senate and the Council to have its Convocation for 2015 at Orthodox theological Seminary, Kottayam.

EC/112/12 Foreign fund operation
On the advice of auditors, the committee resolved that
Resolution XXXII
Administrative expenses like audit fee, bank charges, postal expenses, printing and stationary etc. may be utilized from the interest fetched from the foreign fund saving bank account.

EC/113/12 Donations to Department of Research/SATHRI
The Dean presented a donations received towards the general fund of the Department. (Appendix XVIII)
The Committee resolves
Resolution XXXIII
The record thanks and appreciation to all those who have shown interest in the works of the Department and contributed to support it.

EC/114/12 Place and Date of Next Meeting
It was reported that the next meeting is scheduled on January 15, 2013 and will be at ERC, UTC campus, Bangalore.

EC/115/12 Closing Prayer
Dr. Takatemjen Ao closed the meeting with prayer and benediction.

Bishop Isaac Mar Philoxenos  Dr. Wati Longchar  Dr. Ravi Tiwari
President    Recording Secretary  Registrar