

THE CONSTITUTION OF THE SHANGPUNG COLLEGE, SHANGPUNG

- I. a) **Name:** The name of the Institution shall be “Shangpung College”.
b) **Sponsoring Body:** Ka Synjuk ki Dorbar Shnong, Shangpung

II. Aims and Objectives: -

1. To provide a qualitative education at the College level to young men and young women who aspire to pursue their higher education.
2. To provide education this will inspire the students for selfless and dedicated services wherever they may be called in any part of the country.
3. To provide as far as possible education of a high standard of scholarship and learning, and to prepare students for their life-work as responsible citizens of the country.
4. To provide education this will inspire the students towards social, economic, political education and moral issues of the country.

III. Affiliation of the College: -

The College shall be affiliated to the North Eastern Hills University (NEHU), Meghalaya Board of School Education (MBOSE).

IV. The Governing Body: -

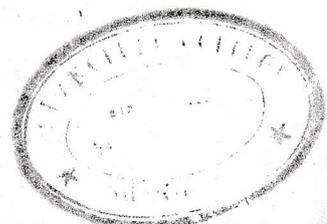
A. Composition:

The Governing Body of the College shall be constituted by the Sponsoring Body:

- i) President to be nominated by the Sponsoring Body.
- ii) The Principal of the College, who shall be appointed by the Sponsoring Body, shall also be the Secretary of the Governing Body (Ex-Officio).
- iii) The Vice-Principal of the College (Ex-Officio).
- iv) President of Ka Synjuk ki Dorbar Shnong.
- v) The Secretary of Ka Synjuk Ki Dorbar Shnong.
- vi) Three members from the Sponsoring Body.
- vii) Two Representatives from the Teaching Staff.
- viii) One Parent Representative
- ix) One of the Principals of other Colleges under the North Eastern Hills University to be selected by the Governing Body on rotation.
- x) One Member to be nominated by the State Government.
- xi) One Representative of the North Eastern Hills University (NEHU).
- xii) One prominent citizen.

B. Term and Tenure of Governing Body:

- i) The term of the Office of the Governing Body shall be for a period of three years from the beginning of the College Financial year. i.e. (1st January).



Shangpung Sponsoring Body
President
[Signature]

Secretary
Governing Body
Shangpung College
[Signature]

Treasurer
Governing Body
Shangpung College
[Signature]

- ii) Vacancies within the period of Membership of appointment shall be filled by the Appointing Body within three months as far as possible. The new appointment shall be for the unexpired period of the previous holder's term.

C. Meetings:

Meetings of the Governing Body:

- i) The Governing Body of the College shall meet at least thrice a year, one before commencement of every academic sessions and another during mid-year and another before the end of the session where the Budget of the College shall also be passed.
- ii) a) Regulars meetings of the Governing Body shall be called on the Notice by the Secretary in consultation with the President of the Governing Body
- b) Special (or Extraordinary/Emergent) meetings of the Governing Body shall be called on the written request of the President and the Secretary, or on the written request of any six members of the Governing Body.
- c) Notices of regular meetings of the Governing Body including the copies of the agenda shall be sent by the Secretary at least fifteen days before the date of the meeting. Notice of Special Meeting including copies of the agenda shall be sent to the members by the Secretary at least seven days before the date of the meeting.


President
Governing Body
Shangpung College
Shangpung

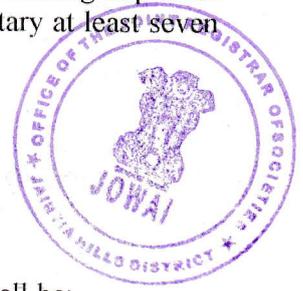
D. Quorum:

Five members present shall form a Quorum.

E. Powers and Functions:

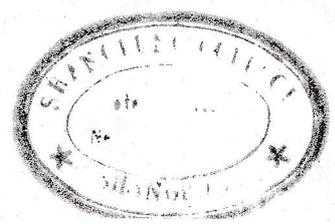
Powers and Functions of the Governing Body of the College shall be:

1. To administer the College in accordance with the Constitution of the College.
2. To appoint, confirm, suspend and dismiss the teachers and other staff of the College except the Principal who shall be appointed by the Sponsoring Body.
3. To appoint the Vice Principal, the Accountant, Office Assistants, the Wardens of the Hostels, Dean of the Students, the Director of Social Service and Physical Education and the Student Counselor and also prescribe the duties, salary/scales/honorarium and perquisites of such employees.
4. To determine the scale of salary and allowance etc of all the employees of the College.
5. To establish and administer the Provident Fund or any other Funds in accordance with the rules.
6. To raise Funds and control the Finance of the College and receive the audited statement of all accounts.
7. To consider and pass the College Budget for forwarding to Ka Synjuk Ki Dorbar Shnong, and sanction the expenditure of any sums that are not included in the budget.
8. To appoint Chartered Accountant and fix their remuneration; and arrange for half yearly internal audit of all Accounts of the College Funds.




Secretary
Governing Body
Shangpung College
Shangpung


Treasurer
Governing Body
Shangpung College
Shangpung



9. To appoint any Committee for carrying out any particular part of its functions.
10. To frame, amend or delete bye-laws/rules to regulate the conduct of its own business and the administration of the College.
11. To sue or be sued, to conduct, defend, compound or abandon all legal proceedings by or against the College and or its Officers and Staff in the discharge of the official duties in accordance with Article -V (5).
12. To grant leave other than casual leave to the teachers subject to the prescribed rules and to arrange for filling the vacancy.
13. To determine the General Scheme of Studies of the College and to arrange for the inclusion of additional subjects with the approval of the University to which the College is affiliated.
14. To create new posts for the College.
15. To consider and initiate projects for the improvement of the College.

F. No acts or proceedings of the Governing Body shall be invalidated merely by reason of any vacancy in its membership.

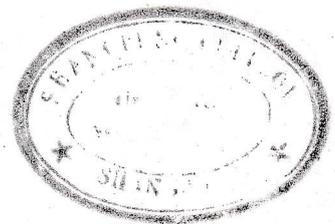
G. Functions of the President and Secretary:

1. *President:* The President of the Governing Body shall preside over the meetings of the Governing Body and in his absence any other member of the Governing Body may be selected to the chair.
2. *The Secretary:* The Secretary shall convene all meetings of the Governing Body on the advice of or in consultation with the President. He shall properly maintain a Minute Book of the Governing Body which shall be opened to inspection by the University authorities and the Director of Public Instruction. He shall maintain all accounts, records and register of assets and liabilities of the College and shall be responsible for the construction and development work of the College including proper maintenance of the College properties.



V. Powers and Functions of the Principal: -

1. The Principal shall be responsible for the discipline of the College and shall generally administer its affairs in accordance with the Aims and Objects of the College and the decision of the Governing Body of the College. Except where it is ordered otherwise by general or special orders, the Governing Body will leave to the Principal all routine matters in connection with arrangements of Classes, admission and transfer of students, settlements of class routine, periodical examination, awarding of class promotion and all matters of routine relating to instruction, administration and discipline and control of students and staff. In case of any complaint it will be opened to the Governing Body, however, to depute one or more of the members to make an inquiry into any of these matters, if necessary, and to report there-on the Governing Body.
2. a) The Principal shall, as occasions arise make temporary appointments of members of staff in any category, in consultation with the President. No permanent appointment shall be made without the sanction of the Governing Body of the College.
- b) He may suspend any member of the staff of the College, but shall in every case report his action and his reasons to the Governing Body.



President
Governing Body
Shangpung College
Shangpung

Secretary
Governing Body
Sharada College
Shillong

Treasurer
Governing Body
Sharada College
Shillong

3. The Principal shall arrange for the members of the Staff as are appointed to execute agreements / undertaking with the College in the prescribed form.
4. The Principal shall deal with any question and exercise any function that may be referred to or assigned by the State Government or the University.
5. The Principal shall sign and execute all documents as authorised from time to time by the Governing Body. He shall sue or be sued on behalf of the Governing Body and generally represent the Governing Body for all officials or legal business proceedings in accordance with Article IV (E) (11).
6. The Principal shall prepare the annual report of the College for submission to the Governing Body and to the Sponsoring Body.
7. To maintain and manage the properties of the College both moveable and immovable, and carry on any construction work on the property used by the College or purchase or otherwise acquire for the College any property.
8. To supervise and administer the College Hostels and other Staff Quarters.

President
 Governing Body
 Shangpung College
 Shangpung

VI. Office of the College: -

The following members of the Administrative Staff shall be the Officers of the College.

1. The Head of the College shall be the Principal who shall be responsible to the Governing Body. He shall be in-charge of the Administration and proper discipline of the College.
2. There shall be a Vice - Principal who shall have such powers as shall be assigned by the Governing Body and who shall be responsible to the Principal.
3. (a) There shall be an accountant who shall keep proper records of all money receipts and expenditures.
 (b) Office Assistant, Viz. LDA, UDA, etc who shall deal and keep proper records of all College documents on the supervision of the Principal.
4. There shall be a Dean of men and a Dean of women.
5. Wardens for Hostels.
6. Director of Social Services.
7. Director of Physical Education.
8. Students Counselor.
9. The Power and Functions of the Officers in clauses 4 to 8 shall be prescribed by rules.

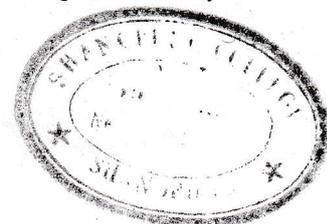


Secretary
 Governing Body
 Shangpung College
 Shangpung

VII. Appointment of Staff: -

1. All appointments of full time teaching staff including non teaching staff shall be made by proper advertisement and selection by the selection Committee in conformity with the University rules prescribing the minimum qualifications of staff. The Sponsoring Body reserves the right to make appointment without advertisement subject to the minimum qualification prescribes by the University.

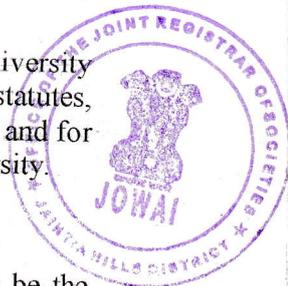
Treasurer
 Governing Body
 Shangpung College
 Shangpung



2. When a person is appointed as Principal or a Lecturer, a formal letter of appointment shall be issued to him specifying the nature of the post and terms and conditions thereof for which necessary rules shall be framed by the Governing Body.
3. An appointment may be made either on permanent basis or a fixed period.
4. In the case of appointment to a permanent post, a lecturer shall ordinary be in probation for 2 years and shall be confirmed in the post on the expiry of period of probation if his services are found to be satisfactory on the report of the Principal. If the confirmation when due and applied for the person concerned is withheld, the Governing Body shall record reasons thereof in the resolution on the subject.
5. An increment in the time scale of pay shall be drawn as a matter of cause. The increment, however, may be withheld on grounds of unsatisfactory work and in such a case the grounds shall be recorded and the period for which it is withheld shall be satisfied.
6. The calculation of the period of service of an employee shall be prescribed by rules.
7. The matters relating to discipline shall be prescribed by rules.

VIII. The Governing Body of the College and the Sponsoring Body/Government/University: -

The Governing Body shall be responsible to Sponsor Body/Government/University for efficient management of the affairs of the College in accordance with the statutes, ordinances, rules and regulations of the University enforces from time to time and for giving effect to the specific directive of Sponsoring Body/Government/University.



IX. Properties: -

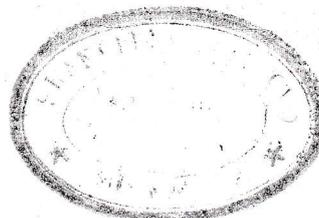
1. All properties of the College, moveable and immoveable, shall deem to be the properties of Sponsoring Body and shall not in any way be sold, mortgaged, or disposed off except with the approval of Sponsoring Body.
2. In the event of dissolution of the College, all properties moveable and immoveable shall be engaged and control by Sponsoring Body.

X. Amendments: -

Amendments to the Constitution when and where necessary shall be recommended by the Governing Body of the College for approval by Sponsoring Body.

XI. Interpretation: -

Sponsoring Body shall be the final authority in the interpretation of this Constitution.



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Shangpung

Secretary
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Treasurer
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