

The Constitution of Govt. J. Thankima College

Preamble of the Constitution

Govt. J. Thankima College aspires towards building a better nation through quality and effective Education. The tool for a quality and effective education is the promise of a Good Governance in the College. Good Governance has it in its hands (1) Accountability, (2) Transparency, (3) The rule of law, (4) Participation, (5) Responsiveness, (6) Consensus orientation, (7) Equity and inclusiveness, (8) Effectiveness and efficiency, (9) Strategic vision, which are bound to bring the successfulness of the Constitution.

We, the members of the General Staff Committee, Govt. J. Thankima College, to fully realize our purpose, do hereby adopt and establish this Constitution as the guiding instrument of our College as on April 7, 2017.

A. POWERS AND FUNCTIONS OF THE KEY FUNCTIONARIES

1. PRINCIPAL

- 1) The Principal is the head and leader of the College; and shall be responsible for all developments and protection of the College either fine or poor.
- 2) All Administrative actions will be undertaken in his name; and all responsibilities, powers and functions assigned to him by the Government shall be carried out effectively.
- 3) He shall be responsible and be a liaison between the Departments, the Government, the Locals and locality, and different Associations; and all business measures and transactions shall be taken under his name.
- 4) As a DDO, he is in charge and is responsible for all the College Funds and its transactions
- 5) Internal Office work-order and arrangements shall be made by him as he deemed fit and proper.
- 6) He is the Ex-Officio President of the Students' Union.
- 7) He shall be the Chairman of the General Staff Committee and Staff Working Committee, and if for some reason is not available, he shall appoint another in his place.
- 8) He shall be responsible for the implementation of quality and effective education in the College
- 9) He shall have the power to appoint the Vice Principal, Head of Departments, and NSS Programme Officer.

2. VICE PRINCIPAL

The need for and appointment of a Vice Principal shall be decided by the Principal. If a Vice Principal is appointed, he/she must be an Associate Professor, who has worked for not less than twenty (20) years in the College.

- 1) The Vice Principal shall have full-fledged powers and functions; and the work, duties and responsibilities shall be assigned by the Principal.
- 2) The Vice Principal shall be appointed based on seniority, in rotation for a period of three (3) years.
- 3) The Vice Principal shall be directly responsible to the Principal.
- 4) The Vice Principal shall assume Principal duties in the absence of the Principal.
- 5) He/She shall be the head and representative of the Management and Finance Committee.
- 6) He/She shall be an Ex-Officio member of the Staff Working Committee and the Coordinator of the Management and Finance Committee.

3. IQAC COORDINATOR

- 1) The IQAC Co-coordinator shall be directly responsible to the Principal academically.
- 2) He/She shall be the head/leader and representative of the IQAC and Academic Committee.
- 3) He/She shall be an Ex-Officio member of the Staff Working Committee and Management and Finance Committee.
- 4) All duties assigned by the Principal shall be carried out by him/her.

4. BURSAR

- 1) The Bursar will be directly responsible to the Principal with regards to College Funds received and its disbursement.
- 2) If any Committee needs to utilize money/funds, it shall do so in accordance and knowledge of the Bursar.
- 3) The Bursar shall be made aware of any received or disbursed fund/money.
- 4) The Bursar shall help and guide the College Cashier in terms of check and list and auditioning of College funds.
- 5) He/She shall perform all duties assigned by the Principal
- 6) He/She shall be an Ex-Officio member of Management and Finance Committee.

5. HEAD OF DEPARTMENTS

There shall be a Head of Departments (HOD) to represent each department.

- 1) The HODs shall be appointed by the Principal on a seniority based in rotation for a term of three(3) years
- 2) The HODs shall be an Ex-Officio member of CATMOC, LMC and Admission & Examination Committee
- 3) All duties assigned by the Principal shall be carried out by them.

B. CATEGORY OF COMMITTEES

1. GENERAL STAFF COMMITTEE

- 1) The Committee shall comprise of those members who are working permanently in the College. A Principal who had been attached to the College from other Departments or Colleges shall also be included.
- 2) The Principal shall preside all meetings of the Committee and this Committee is considered the highest functioning committee above all others committees
- 3) Meetings will be conducted at least twice a year following the Financial year.
- 4) The Committee shall be responsible for arrangements and designs of all internal administration and work order; it will also sit and hear upon agendas and proposal submitted by members.
- 5) The Committee shall be briefed and be made aware of the detailed financial situations from the Management and Finance Committee
- 6) The Committee shall have the power to appoint and assign duties to:
 - i) The Staff Working Committee, Administrative & Finance Committee and Academic Committee Members for a period of three (3) years.
 - ii) The IQAC Coordinator, Institutional Coordinator (RUSA), Planning Board Secretary (UGC), and the Bursar, whose tenure will be the period of three (3) Years.
 - iii) The Staff Working Committee shall nominate three (3) members for the post of a Secretary; and shall elect one among them as General Staff Meeting Secretary.
- 7) One-year plan and budget proposed by the Management and Finance Committee shall be heard and discussed, and if within agreement approved by the Committee.
- 8) The Committee shall receive a report on the steps taken by RUSA, UGC and IQAC.

2. STAFF WORKING COMMITTEE

- 1) For any motion or problem to be heard on behalf of the General Staff Committee, the Staff Working Committee is set up.
- 2) The Committee shall consist of the Chairman, Secretary and members of not more than fifteen (15) in numbers.
- 3) There shall be two (2) types of members: Those that need not be elected by virtue of one's position or status (ex-officio) and those that need to be elected. The Ex-Officio members consist of
 - (1) Principal
 - (2) Vice-Principal
 - (3) Senior most teachers
 - (4) Coordinator (IQAC)
 - (5) Institutional Coordinator (RUSA)
 - (6) Planning Board Secretary (UGC)
 - (7) Secretary (GSC)
 - (8) One (1) Staff Welfare Committee representative
 - (9) One (1) MCTA Branch representative
 - (10) College Librarian
 - (11) Head Assistant

- 4) The Principal shall be the Chairman of the Committee and if and in his absence, the Vice-Principal or any other member shall be called to the Chair. The General Staff Secretary will be the Secretary of the Committee.
- 5) Motions put in by the General Staff Committee and the other Committees will be the agendas meeting shall be conducted as such.
- 6) With the exception of the General Staff Committee, the Staff Working Committee shall be responsible for all members working in the College.
- 7) For the improvement and better quality education in the College, the College Staff Committee shall be responsible in proxy of the General Staff Committee
- 8) The Committee shall nominate three (3) members for the General Staff Committee.

3. MANAGEMENT AND FINANCE COMMITTEE

- 1) This Committee shall consist of Coordinator, Assistant Coordinator and members. The Coordinator will be the Vice Principal; Asst. Coordinator will be the Bursar. If the work of the Vice Principal and the Bursar is taken up by one member, Asst. Coordinator will be elected by the General Staff Committee.

There shall be two (2) types of members: Those that need not be elected by virtue of one's position or status (ex-officio) and those that need to be elected. All members should consist of not more than twelve (12) members. The Ex-Officio members consist of;

- (1) Vice-Principal
- (2) Bursar
- (3) Coordinator (IQAC)
- (4) Institutional Coordinator (RUSA)
- (5) Planning Board Secretary (UGC)
- (6) One (1) Staff Welfare Committee representative
- (7) College Cashier

Other members shall be elected/nominated by the Staff Working Committee

- 2) With matters relating to administration and finance, they shall work with and give advice to the Principal.
- 3) Counting from the month of April, they shall have a meeting after every three months; and if that is too cumbersome at least thrice in a year.
- 4) Any funds received or utilize by the College shall be looked into this Committee; and also of the financial matters within the College.
- 5) With matters relating to discipline within the College, they shall work with and advise the Principal
- 6) Works assigned by the Principal, Vice Principal, General Staff Committee, Staff working Committee Shall be carried out by them
- 7) The Committee shall help look into the matters of different committees such as: (1) different Students Union committee, (2) RUSA, (3) UGC. It shall also provide help lines/guidelines wherever necessary

- 8) The Vice Principal is the representative of the Committee
- 9) The Committee shall prepare Annual plan and Budget which is to be submitted and looked upon by the General Staff Committee
- 10) The Committee shall look after the College Consolidated Fund (CCF); and the following funds are to be put into the CCF
 - a) Donations from any sources
 - b) Contributions made by Staff Welfare Association and MCTA branch
 - c) Savings from RUSA, UGC, IQAC and any funding agencies
 - d) Income earned by the College by way of award, reward, remuneration and any other such incomes.
 - e) Profit earned by the College through investment, shares, and debentures, dividend and any other such receipts.

4. IQAC AND ACADEMIC COMMITTEE

- 1) This Committee shall consist of Coordinator, Assistant Coordinator and members.
- 2) The Coordinator will be the IQAC Coordinator and the Assistant Coordinator will be appointed/ elected by the General Staff Committee.

There shall be two (2) types of members: Those that need not be elected by virtue of one's position or status (ex-officio) and those that need to be elected. All members should consist of not more than twelve (12) members. The Ex-Officio members consist of:

- (1) Coordinator (IQAC)
- (2) Institutional Coordinator (RUSA)
- (3) Planning Board Secretary (UGC)
- (4) One (1) MCTA Branch representative
- (5) College Librarian

The numbers of members to be appointed/ elected shall be decided by the Staff Working Committee

- 3) Counting from the month of April, they shall have a meeting after every three months; and if that is too cumbersome at least thrice in a year.
- 4) Keeping in mind the NAAC Assessment, academic improvements should be made.
- 5) The Committee shall work with and advise the Principal academically.
- 6) The Faculty Development shall be the purview of the Committee
- 7) The Committee shall encourage teachers to be more active in the CAS and to carry out works and duties assigned by the Principal, Vice Principal, General Staff Committee and Staff Working Committee
- 8) The representative of the Committee is the IQAC Coordinator and shall follow the IQAC guidelines provided.

5. BOARD OF GOVERNORS (RUSA)

The Board shall work as provided by the RUSA guidelines, their activities, their utilization of funds shall be reported to the sl Staff Working Committee.

6. Planning Board (UGC)

The Planning Board shall work as per the UGC guidelines; their activities, funds utilized shall be reported to the Staff Working Committee

7. IQAC CELL

The IQAC Cell shall work in accordance with the UGC guidelines; their activities, funds utilized shall be reported to the Staff Working Committee

8. Various/Different Sub-Committees

Any work distributed and assigned to them shall be carried out diligently. Reports should be given to the Staff Working Committee of their activities

C. GENERAL GUIDELINES

- 1) RUSA, IQAC and UGC have their own guidelines to follow and without the disturbance of their work culture, the Staff Working Committee shall look into their activities.
- 2) In order to avoid double appointments or elections of members, the RUSA, UGC and IQAC Committee should meet and check the probabilities; where a member can be shared by other Committees, the Committees should decide to make use of that.
- 3) Any Committee involved in Internal Quality should give a report of their activities to their mother Committee and to the IQAC
- 4) If there is any dilemma regarding unwritten rules, the Staff Working Committee shall be responsible for clarity.

D. REPEAL, SAVINGS AND AMENDMENT

- 1) A constitution may be amended with a quorum of three to two majority
- 2) If the need should arise, the Principal can suspend the College Constitution for a period of six (6) months, and may also repeal it. If such a condition should arise, He should give clear and specific reasons in writing.

Principal
Govt. J. Thankima College
Aizawl, Mizoram