

CONSTITUTION OF THE JUBILEE MEMORIAL COLLEGE

PREAMBLE

Mokokchung Town Baptist Arogo in its celebration of Platinum Jubilee in the year 2012 resolved that the educational mission of the MTBA should be enlarged and widened by establishing a College for providing College education of high standards to pupils of any community and nationality from all parts of the country and Northeast India. Thus the Jubilee Memorial College was established in the year 2015.

Article –I

NAME

The name of the institution is “Jubilee Memorial College”, hereafter referred to as JMC. The College will use the name or its acronym “JMC” in all publicity materials and correspondence.

Article – II

VISION & MISSION

Vision Statement

The college will be an influential agency in the field of education, focusing on inter-cultural, interdisciplinary and integrative teaching and learning that offers every student a life-orienting opportunity, embedded in core moral values.

Mission Statement

Jubilee Memorial College is dedicated to the development of informed, articulate, sensitive, responsible citizens. It seeks to integrate moral values with educational, social and professional life and strives to foster personal, intellectual, spiritual and social development in every student.

Article – III

AIMS & OBJECTS

1. JMC shall strive to become a world-class institution by providing an atmosphere of academic excellence with outstanding teaching and learning experience.
2. JMC shall train young men and women into competent and confident citizens with character, skills and knowledge
3. JMC shall inculcate work culture with humane and spiritual values.
4. JMC shall be an institution committed to providing a relevant and holistic education in the context of India with a global perspective.

Article – IV

OWNERSHIP/ RELATIONSHIP/AFFILIATION

- A. The Mokokchung Town Baptist Arogo (MTBA) being the founder and sponsor of JMC, the landed property and sale deed shall be vested with MTBA Education Trust. The annual audit of JMC shall be under the preview of MTBA Annual General Meeting and its report shall be presented to MTBA Annual General Meeting.
- B. JMC shall look to MTBA for moral and spiritual guidance along with financial support until such time when it becomes a self- supporting institution.
- C. JMC shall be an autonomous institution with its power and authority vested on the Board of Governors.
- D. JMC shall have relations with other organizations within India and abroad to whom it shall look forward for moral, spiritual and financial support.
- E. JMC shall remain affiliated with the Nagaland University and fulfill all the requirements laid down by the University
- F. JMC shall also seek Accreditation and Affiliations with other recognized Universities and bodies as it may deem fit and necessary.

Article – V

Nomination of the Board of Governors

- A. Nomination of the Board. There shall be a Board of Governors of 9 members (hereafter cited as Board) for a term of three years subject to extension for another term consisting of the following:
 - 1. 9 members shall be nominated by the MTBA of which:
 - 2. 5 members from all walks of life
 - 3. 1 member shall be nominated from Nagaland University.
 - 4. 2 member shall be nominated from MTBA Edn Trust
 - 5. 1 Faculty member to be nominated by the Faculty annually.
- B. The following shall comprise of the Ex-Officio members
 - 1. Principal JMC
 - 2. Chairman MTBA Edn Trust
 - 3. Pastor MTBA
 - 4. Treasurer JMC

Article – VI

POWERS & FUNCTIONS OF THE BOARD OF GOVERNORS

C. Office of the Board

1. Chairman/Chairperson

a. Office

- i. The Chairperson shall be elected by the Board from among the appointed members, who shall serve till end of his/her term in the BoG
- ii. The term of office of the Chairperson shall end with the closing of the college Academic year.
- iii. In the event, the office of the Chairperson becomes vacant, the Board shall make an interim appointment.

b. Function

- i. The chairperson shall preside over all the meetings of the Board. In the event of a tie vote he/she shall exercise the tie-breaker.
- ii. The ACR of the Principal shall be maintained by the Board Chairman.

2. Secretary

a. Office

The Principal of the College shall serve as the Secretary of the Board.

b. Function

- i. Convene all meetings of the Board.
- ii. Prepare the agenda and circulate them to all members of the Board.
- iii. Prepare the final copy of all minutes and circulate them to all members of the Board.
- iv. Refer all actions of the Board to the appropriate person/bodies.
- v. Preside over the election of the pro-tem Chairperson for that particular meeting if Chairperson is absent.

D. Meetings.

1. Regular

- a. There shall be annual meeting of the board, normally held in March/April, and another half yearly held in September/October.
- b. The date and place of the meeting shall be fixed by the Board.
- c. Meeting of the Board shall be convened by the Secretary, who shall give at least one month notice.

2. Special

Special meeting of the Board may be called by any one of the following:

- a. The Principal
- b. The Chairperson of the Board, if petitioned in writing by four members of the Board of Governors.

3. Quorum

- a. A simple majority of the voting members shall constitute a quorum.

- b. In the event that a quorum cannot be constituted the meeting will be adjourned, no quorum is required in the next meeting.

E. Functions of the Board.

The functions and duties of the Board shall be to:

1. Determine affiliation, accreditations and general policies of the College.
2. Appointment and dismissal of the Administrative Officers of the College (VP, HoD, Treasurer), except that of the Principal which shall be issued by the Chairperson of the Board with the approval of the MTBA
3. Assume general responsibility of the financial welfare of the College and to adopt the annual budget, or recommend the same for approval to the MTBA Annual General Meeting.
4. Approve pay scale and allowances for the Administrative Officers, Faculty, Non-teaching and Maintenance Staff of the College.
5. Frame rules and Regulations for its own procedures.
6. Appoint, dismiss, release, lien or depute the faculty and staff.
7. Receive and entertain petitions from the Faculty, Staff and Students through the College Faculty.
8. Refer any case to the MTBA Annual General Meeting which the Board may deem necessary.
9. All members of the BoG shall participate in the Annual functions of the College.
10. To appoint Consultants when necessary.

Article – VII

SANCTIONED POST FOR FACULTY POSITIONS

A. The following are the sanctioned number of different Faculty positions.

1. Principal
2. Vice Principal (1)
3. Head of Dept (as per needs)
4. Treasurer (1)
5. Professors*- 1(one) in each department, provided qualified faculty available.
6. Associate Professors*- 1(one) in each department, provided qualified faculty available.
7. Assistant professors*- 1(one) in each Department.
8. Librarian – 1

In each Department, there shall be a minimum of 3(three) qualified faculty. One each of Professor, Asso. Professor and Asst. Professor. The number of professor is fixed at NOT more than 1(one) per Department, subject to sub-clause B.

B. Board may create posts as per requirement.

Article- VIII

APPOINTMENTS

A. The Principal.

1. Eligibility

- a. He/She shall have and earned Ph.D or its equivalent, recognized by the UGC.
- b. A minimum of 10 research publication in peer-reviewed or UGC listed journals.
- c. He/she must have a proven and capable Administrative experience for a minimum of 15 years in a Christian organization/Institute of repute.

2. Tenure

- d. The principal shall be appointed for a period of 3 years. At the end of the first term, a final term of another 3 three years can be considered if found suitable.
- e. It shall be preferable to consider a candidate with national and international networking experience.
- f. At the time of appointment, the minimum and maximum age shall be 50 years and 60 years respectively.
- g. The appointment of the Principal shall be issued by the Chairman of the Board, after obtaining due approval of the MTBA Annual General Meeting.

3. Superannuation

- a. The principal, after the end of his/her term period is over, if superannuation age of 65 years is still not attained, the following conditions shall apply;
- b. If a direct appointment is made as Principal, after his/her term is over, he/she may continue as a faculty till superannuation, if an appropriate and qualified faculty post is available as may be relevant at that point of time.
- c. If appointment is made from the serving faculty, after the term period is over, he/she may continue as a faculty till superannuation as in the previous rank or otherwise, as may be relevant at that point of time.

4. Selection Committee/ Advertisement

- a. The appointment of the principal shall be done through advertisement.
- b. If there are no applicants, then the appointment will be through a search committee.

- c. The recommendation for the appointment of the Principal shall be made either through a Selection or a Search Committee.
- d. The Selection Committee shall be set up by the Board and will comprise of the following members: Governing Board chairman, two members from the Board, two nominees from the VC of the University.

B. Vice-Principals /HoDs.

Appointment of the vice-Principal and the HoDs shall be done by the Board on the recommendation of the Principal under the following Guidelines;

- 1. Seniority of service, qualification-cum-efficiency and interest in the job with a teaching experience of 10 years and above.
- 2. Administrative ability of the candidate.
- 3. Satisfactory Annual Confidential Report (ACR) of the candidate of the last 3(three) years.

C. Faculty.

On the recommendation of the Principal and the Selection Committee, appointment of the Faculty shall be the responsibility of the BoG.

D. Non-teaching staff.

Selection of non-teaching and maintenance staff shall be the responsibility of the Principal and the Selection Committee, subject to the approval of the BOG.

Article – IX

ADMINISTRATIVE COMMITTEE

There shall be an Administrative Committee of the College comprising of the following:

- A. Principal
- B. Vice- Principal
- C. The Treasurer
- D. HoDs

The administrative committee shall oversee the day to day administrative matters of JMC, execute the decisions of the governing board, faculty meeting, and look into the discipline and welfare of both faculty-staff and the JMC students.

A. The Powers and functions of the Administrative Officers

1. The Principal:

The functions and duties of the Principal shall be to:

- i. Act as the Chief Executive Officer (CEO) of the College having responsibility for the general administration of its office in accordance with the rules and policies laid down by the Board.

- ii. Carry out all official correspondence relating to the maintenance and welfare of the College and promote relationship with public, Organizations and Universities.
- iii. Recommend to the Board matters relating to the addition of new building, the utilization and maintenance of buildings and property and the procurement of necessary equipment.
- iv. Recommend to the Board the appointment and confirmation of faculty and non-teaching Staff members as per Service Manual.
- v. Appoint and terminate Maintenance Staff as per provisions in the Service Manual.
- vi. Delegate responsibility or assign work to the Administrative Officers, Faculty and Staff as the need arise. He/She may consult the faculty when necessary.
- vii. Serve as Chairperson of the Faculty meetings.
- viii. Submit Annual Reports to the Board, the MTBA and other co-sponsoring bodies concerning the affairs, financial statement, budget and conditions of the College.
- ix. Act as sanctioning officer of the College.
- x. Act as ex-officio member and secretary of the College board.
- xi. Act as ex-officio member in the MTBA Annual General Meeting.
- xii. Act as correspondent to the Nagaland University
- xiii. Act as the Convenor of the College development and Housing Committee.
- xiv. Advise Faculty and Staff and be responsible for their leave and service rules.
- xv. Be responsible for any duty not assigned to any other in the College.
- xvi. Maintain ACRs of all JMC faculty and staff.
- xvii. Spend for emergency necessities up to Rs.10000/-(Rupees Ten Thousand Only) over and above the budgeted amount at a time which shall be approved by the Board.

2. Vice-Principal

- i. The Vice Principal shall be the secretary for the Faculty meetings.
- ii. He/She shall receive all petitions and notices of business to be brought before the Faculty, convene its meetings, prepare its agenda and circulate the minutes among the members.
- iii. Under unavoidable circumstances in the absence of Principal he/she shall preside over the faculty meetings.
- iv. Implement the academic programmes of the College as per the direction of the rule and regulations of the Nagaland University, and other affiliating, accreditation bodies.
- v. Explore the possibility of introducing relevant College courses in the light of the needs of the people in the region and make necessary recommendation to the Faculty.
- vi. Supervise the various academic activities of the College in coordination with the HODs of the departments.
- vii. Correspond concerning admissions and make recommendations to the Faculty.
- viii. Maintain registrations and academic records of every student enrolled in the College.
- ix. Assume responsibility for matters pertaining to internal examination and of the external examination.
- x. Prepare class schedules and give notices concerning academic matters.

- xi. Act as Chairperson of the Library Committee.
- xii. Act for the Principal when the latter is absent from the College.

3. The HoDs

The HoDs shall be on a three-year term rotation and appointment will be on the following basis:

- i. Seniority of service, qualification-cum-efficiency and interest in the job with a teaching experience of 10 years and above.
- ii. Administrative ability of the candidate.
- iii. Satisfactory Annual Confidential Report(ACR) of the candidate.
- iv. A faculty shall work as a HoD for a maximum of 2 consecutive term, each term being 3 years. However, an HoD may also be reshuffled or relieved after the first term.

If exigent, even after completion of 2 consecutive terms, a faculty may be re-appointed but only after a minimum gap of one term.

*Subject to the overall supervision of the Principal, the function and duties of the VP/ HoDs shall be:

- i. to Co-ordinate the academic programs.
- ii. Prepare/evaluate syllabus
- iii.Coordinate any matters related to students' concern/welfare.
- iv.Co-ordinate workshops, programmes and seminars including Faculty seminars. .
- v. Plan and direct Study cum Exposure Trips.

4. Incharge (Chaplain) of Socio- Spiritual Activities. Under the supervision of the Principal, he/she shall plan and direct all Socio-Spiritual Activities of the College.

5. The Treasurer

- i. Act as DDO of the College.
- ii. Be responsible for all financial matters and properties of the College.
- iii. Act as ex-officio member of the Board.
- iv. A faculty shall work as the DDO for a maximum of 2 consecutive terms, each term being 3 years.

Article – X

OFFICE ADMINISTRATIVE STAFF

The following are the Administrative Staff of the College.

1. Accountant
2. UDA
3. Librarian

Article – XI

MAINTENANCE STAFF

1. Driver
2. Chowkidars
3. Mali
4. Sanitary workers

Article –XII

MTBA EDUCATION TRUST

All the immovable property of the JMC shall vest in the MTBA Education Trust. Neither the members of the Board nor any public shall be entitled to alienate or encumber in any manner the aforesaid properties and assets without the decision of the MTBA EDUCATION TRUST

Article XIII

LEGAL RESPONSIBILITIES

The College may sue or be sued in the name of the Secretary/Principal who shall at the expense of the JMC be competent to employ lawyers and attorneys for the purpose of prosecution and defense of suits and legal proceedings and to sign plaints, written statements, affidavits and other papers in relation thereto, as well as file or receive back documents and moneys belonging to or meant for the JMC, take all necessary steps as may be deemed fit and expedient in the interest of the JMC

Article – XII

BANKING

The Principal, the Vice-Principal, and the Treasurer shall be joint functionaries of all College Accounts. They shall act as joint signatories of the Accounts. Any two shall be eligible for transacting Jubilee Memorial College Bank Accounts of which the Principal shall be the primary signatory of all College Accounts.

Article – XIII

AMENDMENTS

- A. Any amendments to this constitution may be made at an ordinary meeting of the Board of Governors provided that the notice for amendment is given to the chairperson, through the Principal and is circulated in writing at least one month prior to the Board meeting and is passed by not less than two third of the members present.
- B. If necessary, discussions on the proposal may be deferred for further examination by the Board members. If not, after a detail deliberation on the proposal, if two-thirds of the Board members present agree, the bill shall stand amended.

Article – XIV

DISSOLUTION

- A. A proposal for the dissolution of the College may be initiated by the Board of Governors to the MTBA General Meeting.
- B. If BoG initiates such a proposal it must be passed by two-third majority of the voting members of the voting at the meeting at which it is put forward.
- C. Dissolution shall be passed by votes of the voting members present in the MTBA Annual Meeting.
- D. If the proposal for the dissolution is so passed all movable and immovable assets of the College shall there upon be transferred to the MTBA to be used for purposes similar to those of the College.

Constitutions Referred:

St. Stephen's College Constitution, Delhi

Clark Theological College Constitution, Aolijen

Union Biblical Seminary Constitution, Pune

Caleb Educational Trust Constitution, Delhi

Educational Endowment Trust Constitution, Pune