

**THOMAS JONES SYNOD COLLEGE,  
JOWAI**

**Estd 1997**

**CONSTITUTION  
&  
RULES AND REGULATIONS**

**AS AMENDED IN 2013**

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## PREAMBLE

With a vision of providing college education to young men and women who wish to have their education under Christian auspices, the erstwhile Khasi Jaintia Presbyterian Synod resolved to establish a College of Higher Education at Jowai, the District Headquarters of Jaintia Hills, vide its Resolution No. 34 (E) CED of the Synod meeting held during 13<sup>th</sup> - 17<sup>th</sup> March, 1996 at the Balang Mawten, Rangthong Presbytery.

This College was particularly named after Rev. Thomas Jones I, also known as the Father of the Khasi Alphabet, who was the first missionary from the Presbyterian Church of Wales to set foot in the Khasi Hills at Sohra on the 22<sup>nd</sup> of June 1841. Naming this College after him is a humble token of commemoration for his significant and monumental contribution to the Khasi Community, especially as a pioneer in the field of education.

The mission of this College is to provide its students with education of a high standard of scholarship and learning and to inspire and prepare them for selfless and dedicated service in any part of the India as responsible citizens of the country. The motto of the College shall be “*Tip Bru, Tip Blai*” which literally means “Know Man and Know God”. This motto calls upon one and all to be conscientious, humane, socially committed and spiritually inspired persons. It is expected that this motto shall be a guiding principle to all students who graduate from this institution.

This College has a distinctive communitarian character in the sense that the community is also a stake holder of the College by way of donations and Contributions to the College fund, both individually and institutionally, i.e., through the local churches, Districts, Presbyteries and the Khasi Jaintia Presbyterian Synod Mihngi, which is the Sponsoring Body of the College.

For effective governance of the College, both in its academic and administrative activities, the College Constitution and Bye-Laws were accordingly put in place at the time of inception of the College.

Chairman  
Governing Body  
Thomas Jones Synod College

Secretary  
Governing Body  
Thomas Jones Synod College

# **PART I**

**THE CONSTITUTION OF THE  
THOMAS JONES SYNOD COLLEGE,  
JOWAI**

**I. Name and Registered Office:**

1. The name of the institution shall be the **THOMAS JONES SYNOD COLLEGE**, hereinafter referred to as the College.
2. The registered office of the College shall be at Iawmusiang, Jowai, West Jaintia Hills District, Meghalaya – 793150.

**II. Aims and Objectives:**

1. To provide education at the College level to young men and women who wish to have their higher education under Christian auspices.
2. To provide education which will inspire students for selfless and dedicated service 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 that will inspire students to formulate a Christian attitude towards social, economic, educational and moral issues of the country.

**III. Affiliation of the College:**

The College shall be affiliated to the North Eastern Hill University.

**IV. The Governing Body:**

**(A) Membership**

The Governing Body of the College shall be constituted by the Sponsoring Body, viz., the Khasi Jaintia Presbyterian Synod Mihngi, and shall consist of the following:

- (1) The Chairman to be nominated by the Sponsoring Body.
- (2) The Principal of the College, who shall be appointed by the Sponsoring Body, shall also be the Secretary of the Governing Body – Ex-Officio.
- (3) The Vice-Principal of the College – Ex-Officio.
- (4) Three persons other than members of the Teaching Staff to be nominated by the K.J.P. Synod Mihngi, at least one of whom shall be a guardian and another shall be a lady.
- (5) Two Donors paying Rs. 1,00,000/- (Rupees One Lakh) or more to be nominated by the K.J.P. Synod Mihngi on rotation.
- (6) The Senior Executive Secretary of the K.J.P. Synod Mihngi – Ex-Officio.
- (7) The Executive Secretary in charge of the Christian Education Department of the K.J.P. Synod Mihngi – Ex-Officio.

- (8) One of the Principals of other Colleges under the North Eastern Hill University to be selected by the Governing Body on rotation.
- (9) Two members of the teaching staff to be elected by the Staff of the College on rotation
- (10) Two persons (Official or non-official) to be nominated by the State Government.
- (11) Two representatives of the North Eastern Hill University.

(B) Period of Appointment of Members of the Governing Body

- (1) The term of office of the Governing Body shall be for a period of three years from the beginning of the College financial year (i.e. 1<sup>st</sup> April).
- (2) Vacancies occurring 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 of the Governing Body

- (1) The Governing Body of the College shall meet at least twice a year – one, before the commencement of the every Academic Session and another, before the Annual Meeting of the Synod where the budget of the College shall also be considered.
- (2)(a) Regular meetings of the Governing Body shall be called on the notice of the Secretary in consultation with the Chairman.  
  
(b) Special (or extraordinary/emergent) meetings of the Governing Body shall be called on the written request of the Chairman and the Secretary, or on the written request of six members of the Governing Body.  
  
(c) Notices of regular meetings of the Governing Body including copies of the Agenda, shall be sent to the members by the Secretary at least 15 days before the date of the meeting. Notices of Special meetings including the copies of the Agenda, shall be sent to the members by the Secretary at least seven days before the date of the meeting.

(D) Quorum: Five members present shall form a quorum.

(E) Powers and Functions: The 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, the Wardens of the Hostels, the Deans of Students, the Directors of Social Service and Physical Education, and the Student

Counsellor and prescribe the duties, salary scales/honoraries and prerequisites of such persons.

- (4) to determine the Scales 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 the K.J.P. Synod Mihngi, and sanction the expenditure of any sums that are outside the Budget.
  - (8) to appoint Chartered Accountants and fix their remuneration; and arrange for half-yearly internal audit of all the accounts of the College Funds.
  - (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 their 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 Chairman and Secretary
- (1) The Chairman: The Chairman 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 elected to the Chair.

- (2) The Secretary: The Secretary shall convene all meetings of the Governing Body on the advice or in consultation with the Chairman. He shall properly maintain a minute book of the Governing Body which shall be open to inspection by the University authorities and the Director of Higher and Technical Education. He shall maintain all accounts records and registers of assets and liabilities of the College and shall be responsible for the construction and development work of the College including the proper maintenance of 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 decisions 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 the arrangement of classes, admission and transfer of students, settlement of class routine, periodical examinations, awarding of class promotion and all matters of routine relating to instructions, administration and discipline and control of students and staff. In case of any complaint, it will be open to the Governing Body, however, to depute one or more of their members to make an enquiry into any of these matters, if necessary and report thereon to the Governing Body.
- (2) (a) The Principal shall, as on occasions arise, make temporary appointments of members of staff in any category. No Permanent appointment shall be made by him 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.
- (3) The Principal shall arrange for all members of the Staff as are appointed to execute agreements with the College in prescribed forms.
- (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 authorized from time to time by the Governing Body of the College. He shall sue or be sued on behalf of the Governing Body and generally represent the Governing Body for all official or legal business proceedings in accordance with Article IV(E) (11).
- (6) The Principal shall prepare the Annual Report on the Working of the College for submission to the Governing Body and to the K.J.P. Synod Mihngi.
- (7) To maintain and manage the property of the College, both movable 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.

## VI. **Officers 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 of the College. 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 of the College and who shall be responsible to the Principal.
- (3) There shall be an accountant who shall keep proper records of all moneys received and expended by the College.
- (4) There shall be a Dean of Men and a Dean of Women.
- (5) Wardens
- (6) Director of Social Services.
- (7) Director of Physical Education
- (8) Student Counsellor
- (9) The power and functions of the officers in clauses (4) to (8) shall be prescribed by rules.

## VII. **Appointment of Staff**

- (1) All appointments of whole-time teaching staff including the Principal shall be made by proper advertisement and selection by the Selection Committees 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 prescribed by the University.
- (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 the 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 for a fixed period.
- (4) In the case of appointment to a permanent post, a Lecturer shall ordinarily be on probation for two years and shall be confirmed in the post on the expiry of the period of probation if his services are found satisfactory on the report of the Principal. If the confirmation when due and

applied for by 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 course. 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 specified.

(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 the rules.

#### **VIII. Governing Body of the College and the University/Synod/Government:**

The Governing Body shall be responsible to the University/Synod/Government for efficient management of the affairs of the College in accordance with the Statutes, Ordinances, Rules and Regulations of the University enforced from time to time and for giving effect to any specific directive of the University/Synod/Government.

#### **IX. Properties**

(1) All properties of the College, movable and immovable, shall be deemed to be the properties of the K.J.P Synod Mihngi and shall not in any way be sold, mortgaged or disposed off except with the approval of the Synod.

(2) In the event of dissolution of the College, all properties, movable and immovable, shall be mortgaged and controlled by the K.J.P. Synod Mihngi.

#### **X. Amendments.**

Amendments to the constitution shall be recommended by the Governing Body of the College for approval by the K.J.P. Synod Mihngi.

#### **XI. Interpretation**

The K.J.P. Synod Mihngi shall be the final authority in the interpretation of this Constitution.

# **Part II**

**THE RULES REGULATING THE RECRUITMENT, APPOINTMENT, CONDUCT AND  
DISCIPLINE AND OTHER CONDITIONS OF SERVICE OF EMPLOYEES OF THE THOMAS  
JONES SYNOD COLLEGE, JOWAI**

(Framed under clause 4(b) of the rules for setting up and Management of Educational Institutions under the KJP Synod, 1997. The Rules have been approved by the K.J.P. Synod Education Board in its meeting held on 19<sup>th</sup> June 1997.)

**1. Definitions:**

- (a) 'Employee' means a person who is employed in the Thomas Jones Synod College, Jowai and includes the Principal and other members of the staff.
- (b) 'College' means the Thomas Jones Synod College, Jowai.
- (c) The abbreviation 'KJP' stands for Khasi Jaintia Presbyterian, and
- (d) All Church terms shall have their respective meanings and connotations understood in the church organization.
- (e) Governing Body means the governing body constituted under Rule 4. of the Rules of the Thomas Jones Synod College, Jowai.

**2. Recruitment**

- (a) All appointments of teachers and staff including the Principal shall be made after advertisement in local news and after announcement in the churches.  
Notwithstanding anything in the sub-rule (a) the Sponsoring Body may appoint a Principal without advertisement if it considers that it is necessary to do so to safeguard the policy of the KJP Synod provided that any such appointee shall be a person possessing the required qualifications
- (b) All appointments shall preferably be made from among the members of the Presbyterian Church possessing the requisite qualification.
- (c) There shall be a selection committee to be constituted by the Governing Body whose duties shall be to scrutinize the particulars of the candidates and to prepare after interviewing them, the lists of successful candidates in order of preference and to forward the list so prepared to the Governing Body for approval. Provided that where approval of the Government is require, such approval shall also be obtained.
- (d) The list of candidates prepared under sub-rule (c) shall ordinarily remain valid for one year from the date of selection

(e) The age and educational qualifications required of any posts shall be the same as those prescribed by the University and or the Department of Education of the Government.

**3. Appointment:**

(a) All appointments shall be made by the Governing Body after necessary verification.

(b) Appointment of a Principal, whether after the process of advertisement or otherwise shall be made by the Sponsoring Body.

(c) All appointments shall be subject to the rules and directions regarding conduct and discipline of employees of the College.

(d) Appointment order/Acceptance of the appointment shall be in the forms A & B appended to the Rules.

(e) All appointments shall be on probation for a period of two years. Provided that in special circumstances the period of probation may be extended by another year.

**4. Termination of the services of probations:**

A probationer shall be liable to be terminated from service if he fails to give satisfactory service during the period of probation or if in receipt of any information relating to character and antecedents, the Governing Body is satisfied that the probationer is ineligible or otherwise unfit for holding the appointment.

**5. Confirmation:**

Where a probationer has completed his period of probation to the satisfaction of the Governing Body, he shall be confirmed in the service and the service of a probationer shall count as duty for increment provided that he was appointed on probation in the time scale of pay.

**6. Temporary appointment:**

Except as otherwise provided for in these rules, the Principal shall have the powers to fill up without advertisement, any temporary vacancy for a period not exceeding three months.

**7. Leave:**

Leave of the employees of the College shall be governed as follows:

(1) Leave is earned by actual duty only

(2) Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it

(3) Casual leave: Casual leave cannot be accumulated and cannot be combined with any other kind of leave, vacation of holidays. It can be granted up to (fifteen) days in a calendar year, and ordinarily shall not be more than 5 (five) days at a time.

(4) Earned Leave: An employee not in permanent employ is not eligible for any earned leave in respect of the first year of service

(a) Earned Leave is not admissible to any employee in permanent employ in respect of duty performed in any year in which he avails of the full vocation.

(b) Earned leave admissible to such an employee in respect of any year in which he is prevented from availing himself of the full vocation in such proportion of 30 days as the number of days of vacation not taken bears to the full vocation.

If any year officer does not avail himself of all the vocations earned leave will be admissible to him in respect of that year at 1/11<sup>th</sup> of the period spent on duty

An officer ceases to earn earned leave when the earned leave due amounts to 180 days

Earned Leave whether taken in combinations with or in continuation of other leave or not, shall exceed the amount of earned leave due and up to 120 days at a time.

Provided further that the total duration of vocation earned leave and commuted leave taken in conjunction shall not exceed 240 days.

(5) Half-pay Leave: Half-pay Leave shall be admissible to an employee in permanent employ in respect of each completed year of service is 20 days

The Half-pay leave may be granted on medical certificate or on private affairs

Employee not in permanent employ is eligible for half pay leave at the rate mentioned above

No Half-pay leave may be granted unless the authority competent to sanction leave has reasons to believe that the employee will return to duty on expiry of the leave.

(6) Maternity Leave: Maternity Leave on full pay may be granted to female employees who have put in more than one year's service for a period which may extend up to three months from the date of its commencement.

## **8. Superannuation:**

Every employee shall retire from service on attaining the age of sixty years. Provided, further that no employee shall be retained in service beyond the age of sixty three years.

## **9. Conduct and Discipline:**

(a) Every employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing unbecoming of an employee of the College.

(b) No employee shall accept any private employment or be engaged in any trade or business except with the previous permission of the management, provided that an employee may undertake honorary church work of social and charitable nature subject to the condition that his normal duties in the college do not thereby suffer, and shall discontinue such work if so directed by the management.

(c) No employee shall publish or cause to be published in his own name or anonymously any writing which will bring into disrepute the management, the church or the Synod or bring disruption in the normal functioning of the College.

(d) No employee shall offer himself as a candidate for election to any legislative body except with the written permission of the management

- (e) No employee shall engage himself or participate in any strike or demonstration which is prejudicial to the interest of the Church or the College.
- (f) No employee shall do anything or cause to perform any act which is against the basic policy of the KJP Synod.
- (g) No employee shall involve in consumption of or selling of intoxicating drinks and drugs or indulge in vicious habits of moral turpitude
- (h) No employee shall indulge himself in any activity or conduct in any manner which is against public morality or is against the Church.

**10. Suspension**

- (a) The Governing Body, if it is satisfied that there is a Prima facie evidence against any employee excepting the Principal, for having violated any provision of Rule or that the employee has been charged with criminal misconduct and his continuance in service is likely to embarrass him in the discharge of his duties or functions, may be placed under suspension, pending a Departmental Enquiry.
- (b) The power under sub-rule 10 (a) in respect of the Principal shall vest in the Sponsoring Body.
- (c) During the period of suspension, the employee may be paid a subsistence allowance at the rate of fifty percent of the last pay drawn subject to the condition that the employee does not engage in any employment.
- (d) If the employee is reinstated in service, the period of suspension may be treated as a period spent on duty if the employee is honourably acquitted of the charges for which he was suspended, otherwise, the period may be treated in such a manner as the management may deem fit in the circumstances of the case.

**11. Penalties:**

- (1) The following penalties good and sufficient reasons be imposed upon an employee by the management which is the appointing authority.
  - (a) Censure
  - (b) Withholding of increments
  - (c) Reduction in rank
  - (d) Recovery of pay: or
  - (e) Removal from service
- (2) None of the penalties mentioned in sub-rule
  - (a) Shall be imposed on an employee until he has been given a reasonable opportunity of showing cause against the action proposed to be taken.
  - (b) Where the management is satisfied that for special reasons to be recorded in writing it is not reasonably practicable to give that person opportunity of showing cause, or
  - (c) When the management is satisfied that in the interest of the College or the Church, it is not expedient to give to the person such an opportunity.

12. **Interpretation:**

The Christian Education Department of the KJP Synod Mihngi shall be the final authority in the interpretations of this rule.