

**Bye-Laws for the Governance of
North East Institute of Social Sciences and Research (NEISSR),
Dimapur**

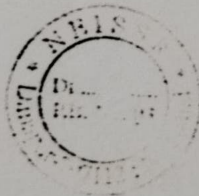
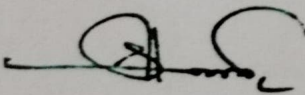
1. Name: The name of NEISSR is "North East Institute of Social Sciences and Research (NEISSR), Dimapur". Being a constituent College of the Nagaland University, established in 2014, it is being administered as a Christian Minority Educational Institution by the Catholic Church under Diocese of Kohima, Nagaland, with rights and privileges enshrined under Articles 29 and 30 of the Constitution of India.

2. Vision: To provide intellectual, social, physical and spiritual development of the youth by igniting the minds to realize their potential to develop independent thinking and creative outlook towards life and society.

3. Mission: Contribute to building a new social order based on human dignity and social justice. Work with a preferential option for the vulnerable and exploited, both locally and globally. Build a cadre of young, competent professionals having a global perspective and a strong value base of compassion, personal integrity, moderation, tolerance and self-respect.

4. Objectives:

1. Critically understand the social system, ideologies, methodologies, and social work practices in various settings, along with social work values, ethical principles, and evidence based practices while working with individuals, groups and communities.
2. To strengthen the theoretical understanding, expand knowledge-base, inculcate relevant values, attitudes and skills required for professional social worker through the theory and practical component of the course.
3. Develop interdisciplinary and specialized professional outlook, upheld the dignity and esteem of the social work profession and achieve self-actualization.
4. Employ participatory, action and evidence-based practices in the field settings.
5. Engage the system through collective action and demand-driven approach to ensure social justice and equity to the marginalized, vulnerable and weaker- sections of society.



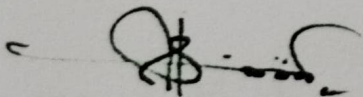
6. Understand and design effective strategies to evaluate and monitor progress over time in development and change action that are appropriate for specific interventions and for various target groups.
7. To acquire professional skills to work in industries, hospital settings, AIDS prevention Centres, family counseling centers, de-addiction centres, rural, urban and tribal communities, correctional institutions, state and central government departments, schools of Social Work and sponsored research and action – oriented projects undertaken by national and international agencies.

5. **Admissions:** Subject to special preference to members of the Christian community, admission to NEISSR is open to all irrespective of religion, race, caste or community.

6. **Management:** The religious and moral instruction of the students of NEISSR and all matters affecting its religious character as a Christian College of the Catholic Church Diocese of Kohima, along with the final administrative and financial authority, shall be under the control of the NEISSR who shall be the Management of NEISSR, consisting of the following members of the society, all of whom must be members of the religious Catholic Church Diocese of Kohima, Nagaland.

- (a) The Chairman of "NEISSR"
- (b) The Vice-Chairman of "NEISSR"
- (c) The Treasurer of "NEISSR"
- (d) The Secretary of "NEISSR"
- (e) Three members of the Governing body of the "NEISSR" to be nominated by the Chairman.

Subject to compliance by the Society with the terms and conditions laid down by the Government for grant-in-aid to the constituent Colleges of the Nagaland University, and with the relevant statutes, ordinances and regulations thereof, in so far as and subject to they not affecting the Christian character of NEISSR and the constitutional rights as a Christian Minority Educational Institution and subject further to the control of the Management in matters here-in-before and after set out, and to the powers conferred in this Bye-Laws upon the parent body, NEISSR shall be a self-governed institution and shall have, and exercise, control over its own affairs, its own property, funds and finances under the overall supervision and control of "NEISSR".



7. Appointment of the Principal:

The management shall have the sole right to appoint the Principal of NEISSR. The Principal shall be a member of any Episcopal Christian community preferably a Priest from the Catholic Church Diocese of Kohima or any other Catholic religious Congregation of priests or a communicant male member of the Catholic community. In appointing the Principal, the management may be guided by the regulations of the UGC from time to time so long as they do not violate the minority character and rights of NEISSR granted by Articles 29 and 30 of the Constitution of India.

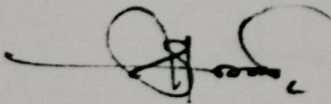
A selection committee consisting of the following members shall be nominated by the management to evaluate the applicants and recommend a panel for the appointment of the Principal:

- i. The President of the "NEISSR" will be the Chairperson of the panel.
- ii. Two members of the "NEISSR" to be nominated by the Chairperson, of whom one shall be an expert in academic administration.
- iii. One nominee of the Chairperson, who shall be a higher education expert preferably from the Christian Community.
- iv. Three higher education experts, consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor or equivalent, all from the Christian community, to be nominated by the "NEISSR."
- v. Two academic administrators from the Christian community not connected with NEISSR to be nominated by the Chairperson.

Five members, including the Chairperson and two higher education experts nominated by the provincial society, shall constitute the quorum.

8. Powers and Functions of the Principal

- a) Subject to the overall supervision and control of the Governing Body, the Principal shall be responsible for the day-to-day running of NEISSR and the discipline and general regulation of NEISSR including academic matters.



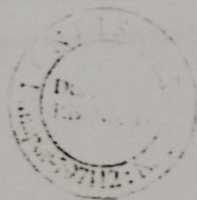
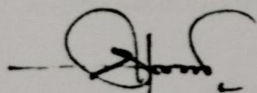
b) The Principal shall be responsible for convening the meetings of the Governing Body, issue of notices, agenda, and maintain attendance and minutes of all the meetings. He shall also deal with the UGC and Nagaland University and maintain all correspondence with them.

c) The Principal of NEISSR may be an invitee to the meetings of the Management. At the annual meeting of the Management, the Principal of NEISSR shall submit a copy of the Minutes of NEISSR Governing Body Meetings along with the Audited Statement of Accounts of NEISSR for final endorsement. He shall also report all matters affecting the religious and moral instruction of the students of NEISSR and any matter affecting its religious character as a Christian College of the "NEISSR".

9. College Governing Body

The Governing Body of NEISSR shall consist of 14 members:

- i. The Bishop of Kohima, Nagaland – **Chairman**
- ii. The Vicar General of the Diocese of Kohima – **Vice Chairman**
- iii. The Principal of NEISSR – **Secretary**
- iv. The Vice Principal & Administrator of NEISSR – **Member**
- v. The Director of a Social Service Organization (e.g., Rehabilitation Centre) – **Member**
- vi. The Financial Administrator of the Diocese of Kohima – **Member**
- vii. A Parish Priest from Chümoukedima – **Member**
- viii. A Reverend Doctor from Chümoukedima – **Member**
- ix. The Deputy Commissioner of Chümoukedima – **Member**
- x. A Representative from Civil Society – **Member**
- xi. A Village Chairman from Chümoukedima – **Member**
- xii. A Professor & Director, Research Development Centre, nominated by Nagaland University – **Member**
- xiii. A Representative from the Department of Higher Education, Government of Nagaland – **Member**
- xiv. A Faculty Member from NEISSR – **Member**



10. Functions of the Governing Body:

a) Subject to the overall supervision and control of the parent body and management, the Governing Body shall:

i. Exercise its authority over all administrative matters of NEISSR which includes appointment of the teaching and non-teaching staff under the guidance of the Management and in accordance with the regulations of the UGC and the Nagaland University so long as they do not affect the minority character of NEISSR.

ii. Sanction the annual Budget of NEISSR and pass the annual accounts and balance sheet.

iii. Decide all questions of capital expenditure and loans.

iv. Sanction salaries to the Principal and to the Teaching as well as Non-Teaching staff in accordance with scales approved by the Nagaland University.

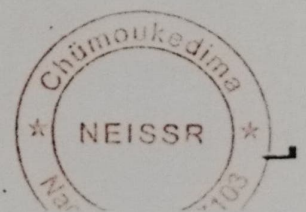
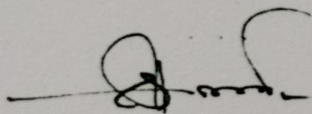
v. On the recommendation of the Principal, grant increments to the Teaching as well as Non-Teaching staff, it being understood that increments shall not be withheld without the consent of the University.

vi. Decide on any matter which the "NEISSR" deems fit.

b) The Governing Body shall meet at least two times a year, the gap between two meetings being not more than six months. The Chairperson of the Governing Body may at any time summon a meeting. In his absence, all such meetings shall be chaired by the Vice Chairperson and in the absence of both of them or if they are not willing to chair a meeting, then the Treasurer shall Chair the meeting of the Governing Body or the Chairperson shall nominate another member of the Governing Body to chair such meeting. The Governing Body shall maintain its own records and proceedings.

c) The quorum for any meeting of the Governing Body of NEISSR shall be seven members including the Chairperson or Vice Chairperson and the Principal.

d) Fifteen days may be given for convening such a meeting of the Governing Body. However, a shorter notice is permissible with the approval of the Chairperson. The notice shall be sent to the Governing Body members, as the case maybe, either by email, fax or post,



at the address registered with NEISSR. This notice shall specify the day, date, time and venue of the meeting along with the agenda.

e) Approval(s) of the Governing Body members, if required, may be taken by circulation of resolution(s), where a meeting cannot be immediately held. Such approval(s) by email or fax is also permissible with the consent of the Chairperson.

f) If in the opinion of the Chairperson there exists an urgency, it will be given to the Chairperson to take a decision, subject to ratification of the same by the Governing Body in its next meeting.

g) No act or proceeding of the Governing Body shall be invalid merely by reason of the existence of a vacancy or vacancies among its members or any defect in its constitution.

11. Maintenance of Accounts

The Treasurer shall ensure that all financial compliances are undertaken and that the funds of NEISSR are invested in banks and as permitted by the UGC, Nagaland University, and under the Income Tax Act 1961.

Unless otherwise specified, the bank accounts, post office accounts, fixed deposit accounts, demit accounts, mutual fund accounts shall be jointly operated by the Principal and the Bursar of NEISSR.

The College shall maintain separate accounts of the Grant in aid, fees, donation etc. receipts and expenditures for the purpose of the UGC, Nagaland University and Income Tax. For the said purposes, NEISSR shall be treated as a separate body/ entity.

12. Disposal of Assets:

If NEISSR ceases to exist with the consent of the University, the right to dispose of its assets shall rest only with "NEISSR" and the Catholic Church (Diocese of Kohima).

