

CONSTITUTION
OF THE
MEGHALAYA POLICE PUBLIC SCHOOL
MAWROH, SHILLONG.

THE CONSTITUTION OF THE MEGHALAYA POLICE PUBLIC SCHOOL SHILLONG.

Preamble :-

In the meeting held on May 19, 1998 in the office chamber of the Director General of Police, Meghalaya Shillong, where senior police officers and members of the Police Officers Wives' Association for Care (POWAC) were present, it was unanimously decided, that a School to provide quality education to the children of the Police Personnel in particular and public in general be established. The School will cater to the persistent demand for promising alternatives and innovations in education through a constant review of the curricula and instructional methods to help students be exposed to the right type of learning experiences needed for their happy and promising future. The General Meeting also agreed that the proposed School shall be named the Meghalaya Police Public School. Therefore, to setup and manage the School in a befitting manner, the General Meeting further agreed that it would be appropriate to have a Constitution.

Therefore in pursuance of the above decisions, the following constitution is framed and hereby adopted with effect from January 1, 2004.

- 1. Short Title and Commencement: -** This constitution shall be called the Constitution of the Meghalaya Police Public School (M.P.P.S.) and shall come into force with effect from the year 1998.
- 2. Definition: -**

 - a) "Board" shall mean the Board of Directors of the Meghalaya Police Public School.
 - b) "School" shall mean the Meghalaya Police Public School (MPPS).
 - c) "Chief Patron" shall mean the Director General of Police, Meghalaya.
 - d) "President" shall mean the President of the Board of Directors.

- e) "Vice President" shall mean the Vice President of the Board of Directors.
- f) "Secretary" shall mean the Secretary of the Board.
- g) "Member" shall mean a member of the Board.
- h) "Committee" Shall mean the School Managing Committee.
- i) "Chairperson" shall mean the Chairperson of the School Managing Committee.
- j) "Vice Chairperson" shall mean the Vice Chairperson of the School Managing Committee.
- k) "Administrator" means the administrator of the School.
- l) "Secretary M.C." shall mean the secretary of the School Managing Committee.
- m) "Member M.C." shall mean a member of the School Managing Committee.
- n) "Principal" shall mean the Principal of the MPPS.
- o) "Employees" shall mean the teaching or non-teaching staff of the MPPS

3. Aims and Objectives: -

Initially, the school shall be supported by the POWAC and from contribution and donation but eventually it is aimed that not only shall it be self sufficient but shall generate funds to carry out improvements of the infrastructure and academics of the school.

1. To provide good governance of the School so that it can evolve into a top quality institution for all round development of a child.
2. To set up the School and provide the infrastructure it requires.
3. The school shall be co-educational.

4. Curriculum:

The School shall be affiliated to the Council for the Indian School Certificate Examination.

- Prescribes course of studies and programmes to prepare students for the Indian Certificate of Secondary Education Examination (ICSE).

- The teaching methods adopted shall be child centered with stress on communication skills, both verbal and non-verbal and activity oriented learnings.
- Value education shall form the integral part of the curriculum.
- Provision shall be made for co-curricular activities such as music, singing, dance, drama, art, crafts, literary competition, P.T., Martial Arts, games and sports.
- The maximum number of students in each section shall be 30 (thirty) and medium of instruction is English.

5. Management:

The School shall be under the general management and control of a Board of Directors consisting of the following members: -

- i. **President** - Chief Patron or his nominee.
- ii. **Vice President** - President POWAC
- iii. **Secretary** - A member to be nominated by POWAC.
- iv. **Member** - Vice President POWAC
- v. **Member** - 2 (two) senior Meghalaya Police Officers as nominated by the Chief Patron.
- vi. **Member** - Administrator.
- vii. **Member** - 2 (two) members POWAC as nominated by the President POWAC.

The tenure of the Members of the Board shall be for a period of 3 (three) years. However, the tenure of a member may be extended for another period of 3 (three) years, if in the opinion of the Board, the member is required for another term, in the greater interest of the school.

The Board shall normally meet twice a year. However, meetings of emergent nature may be convened as and when necessary in between the two bi-annual meetings

6. Quorum: -

Attendance of the President or Vice President and at least 5 (five) members shall form a quorum.

7. Powers of the Board: -

The Board of Directors shall be the supreme governing body of the school and shall look after policy matters and the overall administration of the School including service matters of the employees, finances and welfare. It shall constitute a Managing Committee and appoint its members to manage the day-to-day affairs of the School.

The Board shall have veto powers against any decision made by the Managing Committee. Provided that, at least two third members shall be present in the meeting while taking the decision to veto.

8. Managing Committee: -

The School shall be under the direct supervision of a Managing Committee (M.C.) The members of the Managing Committee shall consist of the following: -

- i. **Chairperson** - A senior Police Officer as nominated by the Chief Patron.
- ii. **Vice Chairperson** - President Vice President POWAC.
- iii. **Secretary M.C.** - Nominated member of POWAC.
- iv. **Member M.C.** - 1 (one) Meghalaya Police Officer as nominated by the Chief Patron.
- v. **Member M.C.** - Administrator - Meghalaya Police Officer as nominated by the Chief Patron.
- vi. **Member M.C.** - 1 (one) member POWAC as nominated by President POWAC.
- vii. **Member M.C.** - Principal of the MPPS

Co-opted members: -

- i. 1 (one) teaching staff of MPPS as nominated by the Principal MPPS.
- ii. 1 (one) parent of a pupil of MPPS as nominated by the Principal MPPS.

The term of the Managing Committee shall be for a period of 3 (three) years except for the Principal, who shall be a permanent member.

However, if the Board of Directors is of the opinion that a particular member or members is/are required to continue for a second term, in the interest of the School, the concerned authority may re-nominate that/those persons for the subsequent term.

The Managing Committee shall normally meet twice in an academic year. However, the Secretary can convene meetings as and when necessary by issuing 1 (one) week notice to the members.

9. Quorum: -

Attendance of the Chairperson or Vice Chairperson, 4 (four) members and at least 1 (one) co-opted member shall form a quorum.

10. Powers and functions of the Managing Committee

The Managing Committee shall be responsible and accountable to the Board of Directors.

A. It shall submit to the Board: -

- i. an annual report to the Board about the entire functioning of the School, including the staff, progress made. Significant progress or achievement, Shortcomings with recommendations for improvement should be highlighted;
- ii. the annual financial statement of the School every January.
- iii. All policy matters
- iv. Any other matter which requires the attention of the Board.

B. It shall also: -

- a. Regulate the Annual Diary;
- b. appoint and confirm employees of the school;
- c. grant leave to the employees;

- d. enforce the rules and discipline of employees and students;
- e. enforce the code of conduct of employees, students and parents;
- f. disburse the salary of the employees;
- g. Intimate the Board of all departmental proceedings taken up and the final outcome of such proceedings;
- h. Recommend special commendations, rewards to any deserving employee of the school;
- i. Maintain absolute cleanliness of the school;
- j. Make purchases of equipments, books, stationeries and any other requirement of the School;

11. Role of the Administrator:

The School shall have an Administrator who will be nominated by the Chief Patron from among senior police officers. He will:-

- i. function as a Treasurer and shall also be responsible for keeping and the proper maintenance of the accounts of the School. He shall maintain and sign the Cash Book daily.
- ii. look after the day-to-day administration and welfare of the school, except academics.
- iii. generally be responsible for the duties and discipline of the non-teaching employees especially the ministerial staff
- iv. work closely with the Principal and see to the every day needs of the School so that the classes are not hampered
- v. look after the cleanliness of the School
- vi. attend to any contingency which requires immediate attention and general overall well being of the School.
- vii. Suggest and recommend improvements in the School in consultation with the Principal.

12. Role of The Principal

The main responsibility of the Principal shall be: -

- A.
- i) the academics, to achieve the aims and objectives of the School in close co-operation, co-ordination and consultation with the administrator.
 - ii) to conduct examinations and announce the results
 - iii) to act as a Disciplinary Authority in all departmental proceedings against all category of employees
 - iv) to write the Annual Confidential Reports (ACRs) of all the employees.
 - v) to maintain proper class registers and class logbook containing the daily lessons covered by the teachers in the class.
 - vi) to enforce and maintain discipline of teachers and pupils.
- B. The Principal at the end of each year shall submit an annual report to the Managing Committee on the overall functioning of the school on the following points: -
- i. Performance of the students
 - ii. Performance of the teachers
 - iii. Suggestions/recommendations for improvement on all academic fronts
 - iv. Projection of action plan for the following year
 - v. Any other matter which requires attention for the greater interest of the school.
- C. The Principal shall also take up with the Administrator all minor problems as regards infrastructure requirements, stationery, disciplinary problems against any employee and any other contingencies.

13. Holiday: -

- a) The school shall observe the public holidays declared by the State Government in addition to National holidays.
- b) In the event of an Institutional function or Institutional activity falls on a holiday all members of the staff are also required to work on such a day.

14. Power to make Rules

The Board shall frame all rules concerning matters relating to the school and its employees.

- i. It shall review the constitution every 3 (three) years and amend, delete or add any rule (s) as it deem fit or proper.
- ii. It shall also review the rules every 3 (three) years and amend, delete or add any rule (s) as it deem fit or proper in consultation with the Managing Committee.
