


**Memorandum of Association**

**And  
Rules of**

***Pandit Dwarka Prasad Mishra  
Indian Institute of Information Technology,  
Design & Manufacturing, Jabalpur***

  
Prof. Sanjeev Bhargava  
Director  
PDPM -IIITDM

**Memorandum of Association**By LawsS196/04  
24/1/05**1. Name**


The name of the Society shall be *Indian Institute of Information Technology Design & Manufacturing Society* hereinafter referred to as the Society.

**2. Office**

The registered office of the Society shall be located at Commissioner's Office, South Civil Lines, Jabalpur, (*Madhya Pradesh*).

**3. Objectives**

The objectives for which the Society is established are:

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- (f) to provide for education and training in such branches of learning as it may deem fit.
  - (g) to provide for research, consultancy and advancement of and dissemination of knowledge.
  - (h) to undertake extra mural studies, extension programmes and field outreach activities to contribute to the development of society.
  - (i) to do all such other acts and things as may be necessary or desirable to further the objects of the Society.
  - (j) to promote the cause of Information Technology (IT), Design & Manufacturing education and research in an integrated manner.

**4. Powers and Functions of the Society**

For attainment of its objectives, the Society may carry out amongst other, the following functions:

- (1) To establish administer, and manage the Institute and to provide facilities for the efficient functioning of the Institute, having due regard to the policies and guidelines given by the Central Govt. from time to time.
- (2) To prescribe rules and regulations for management and administration of the institute.
- (3) To establish, administer and create infrastructure facilities as may be required by the institute.
- (4) To select, educate and train young talents for careers, research and development in information Technology, Design and Manufacturing.
- (5) To conduct examinations for the award of degrees, diplomas, certificates and other distinctions to the candidates so trained and having attained set standards of proficiency before the award of such degrees, diplomas, certificate and other distinctions.
- (6) To institute and award fellowships, scholarships, prizes and medals in accordance with the rules and bye-laws drawn thereof.
- (7) To confer honorary awards and other distinctions.





- (8) To fix such fees and other charges as may be laid down in the by-laws made under the rules of the Society.
- (9) To establish, maintain and manage the land and buildings and the other assets of the Institute.
- (10) To create administrative, technical, ministerial and other posts under the Society and to make appointments thereof, and to provide that the posts so created are in the cadre and scales of pay as approved by the Central Government from time to time and to provide statutory reservation as directed by the Central Government.
- (11) To appoint Director of the Institute on such terms and conditions as may be decided by the Central Government on the advice of the Board of Governors provided that the First Director will be appointed by the Central Government.
- (12) To create patronship, affiliation and other classes of professional or honorary or technical membership as the Society may consider necessary.
- (13) To establish research and consultancy cells for effective linkages with the user system.
- (14) To establish library and resource centers for support function to the learning process and dissemination of information.
- (15) To network with other institutions authorities and Governments for exchange of information, documentation and publications.
- (16) To develop and operate continuing education programmes, distance education, multimedia, internet-based and other technology-based education programmes.
- (17) To receive grants, gifts and donations, in cash or otherwise or of movable or immovable property of all descriptions for the promotion of the objectives of the Society.
- (18) To construct, maintain, alter any structure building or works owned by it, deemed necessary or desirable to the Society in furtherance of its objectives.
- (19) With permission of the Central Government to dispose off immovable properties or demolish any structure, building or works owned by the Society deemed necessary or desirable.
- (20) To raise loans and advances whether secured or unsecured, with the concurrence of Central Government.
- (21) To print, publish and sell, circulate or distribute gratuitously or otherwise, journals, periodicals, books or leaflets etc that the Society may consider desirable and necessary for the promotion of its objectives.

#### 5. Power to Review and Hold Enquiries

- (1) The Central Government may appoint one or more persons to review the work and progress of the Society and to hold enquiries into the affairs thereof and to report thereon in such manner as it may direct.
- (2) Upon receipt of any such report, the Central Government may take such action and issue such directions as it consider necessary in



respect of any of the matters dealt with the report and the Institute shall be bound to comply with such directions.

6. To make Rules and Bye-laws for the conduct of the affairs of the Society and to add, to amend, to vary or rescind them from time to time with the approval of the Central Government.
7. The Central Government shall have the powers to issue such directions as it may consider necessary in respect of any of the matters of the Society or the institute as the case may be and the Society and the institute shall be bound to comply with such directions.
8. In case, the Central Government is satisfied that the Society of the Institute is not functioning properly, the Central Government shall have the power to take over the administration and the assets of the Institute.

If on winding up or dissolution of the Society, there shall remain after satisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall not be paid to or distributed among members of the Society or any of them but shall be dealt with in such manner as the Central Government may determine.

#### 10. Adjustment of Income and Property on Dissolution of the Institute

Any income or property that shall remain after the satisfaction of all debts and liabilities on the winding up or dissolution of the Institute shall be entirely transferred to the Central Government.

#### 11. Transition Provisions

Notwithstanding anything contained in this Memorandum of Association-

- (i) Society shall be constituted and shall function as per the Rules and Regulations framed for this purpose. However, the first society shall be constituted by the Central Government.
- (ii) The Management of the Institute shall be vested in Board of Governors constituted under the Rules and Regulations of the Society and the first members of this Board shall be constituted by the Central Government. This Society shall function till such a time as the Board is constituted in accordance with the provisions in the Rules and Regulations.



# Rules of the Institute

## 1. Short Title

These rules shall be called the rules of the Indian Institute of Information Technology, Design & Manufacturing, Jabalpur.

## 2. Address of the Institute

The registered office of the Institute shall be located at Commissioner's Office, South Civil Lines, Jabalpur (Madhya Pradesh) and its area of operation will be all over India.

## 3. Definitions

In these Rules unless the Context other wise requires:

- (a) "AICTE" means the All India Council of Technical Education set up under the AICTE Act, 1987.
- (b) "Authorities" means the authorities of the Institute.
- (c) "Board of Governors" means the Board of Governors of the Institute.
- (d) "Central Govt." means the Govt. of India.
- (e) "Chairman" means Chairman of the Board of Governors of the Institute.
- (f) "Deputy Director" means Deputy Director of the Institute.
- (g) "Director" means Director of the Institute.
- (h) "Senate" means the Senate of the Institute.
- (i) "UGC" means University Grants Commission set up under the UGC Act, 1956.

## 4. Authorities of the Institute

The following shall be the authorities of the Institute :

- (1) A board of Governors;
- (2) A Senate;
- (3) A Finance Committee;
- (4) A Building & Works Committee and
- (5) Such other authorities as may be declared by the byelaws to be authorities of the Institute.

## 5. Board of Governors

(a) Composition of the Board of Governors

- (1) the Board of Governors shall consist of the following persons, namely:
  - (a) Chairman – An eminent Technologist / Engineer / Industrialist / educationist to be nominated by the Central Government.
  - (b) Secretary In-charge of IT Education / Manpower Planning in the State of Madhya Pradesh ex-officio.
  - (c) Nominee of the Department of Secondary & Higher Education, Government of India ex-officio

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- (d) Nominee of a related Ministry under the Central Government other than Ministry of HRC.
- (e) Director of an IIT to be nominated by the Central Government.
- (f) Nominee of the Chairman, UGC
- (g) Nominee of the Chairman, AICTE
- (h) Two Technologists / Engineers / Educationists to be nominated by the Central Government.
- (i) Two eminent Industrialists to be nominated by the Central Government.
- (j) Two professors of the Institute nominated by the Senate
- (k) Director of the Institute ex-officio
- (l) The Registrar ex-officio Secretary.

- (2) All the members of the Board of Governors other than ex-officio and the members of the teaching staff shall hold office for a term of three years and shall be eligible for re-nomination.
- (3) Members of the teaching staff shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is less.
- (4) The Chairman of the Board shall preside over the meetings of the Board, the Finance Committee and convocations of the Institute. He shall be nominated by the Central Government for a period of three years.

**(b) Meetings of the Board of Governors**

- (1) The Board of Governors shall meet at least four times a year. Not less than 15 days notice shall be given of a meeting. A copy of the minutes of each meeting shall be furnished to the Chairman of the Institute as soon as possible after the meeting.
- (2) Five persons shall form quorum for the meeting of the Board.
- (3) Each member of the Board of Governors including its Chairman shall have one vote and decisions at the meeting of the Board shall be taken by simple majority. In case of a tie the Chairman shall have a casting vote.
- (4) Every meeting of the Board shall be presided over by the Chairman. In his absence, a member chosen by the members present from amongst themselves shall preside over the meeting.
- (5) Any business which it may be necessary for the Board of Governors to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- (6) If a member other than the Director or those representing the teachers accepts a full time appointment in the Institute or if a member of the Board fails to attend three consecutive meetings of the Board of Governors without proper leave of absence, he shall cease to be a member of the Board.

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(c) Powers and Functions of the Board of Governors

- (1) The Board of the Institute shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by this Memorandum of Association, the Rules and the Bye-laws, and shall have the power to review the act of the Senate.
- (2) Without prejudice to the provisions of subsection (1), the Board of the Institute shall:
  - (a) Take decisions on question of policy relating to the administration and working of the Institute;
  - (b) Institute courses of study at the Institute;
  - (c) Make the Rules with the prior approval of the Central Government;
  - (d) To create posts – both academic and non-academic, to determine their numbers, qualifications and cadres with the prior approval of the Central Government and to make appointments on such posts on the basis of the recommendations of the Selection Committee(s);
  - (e) To consider and modify or cancel bye – laws;
  - (f) To consider and pass resolutions on the annual report, the annual accounts and the budget
  - (g) To make estimates of the Institute for the next financial year and submit them to the Central Government together with a statement of its development plans;
  - (h) To exercise such other powers and perform such other duties as may be assigned to it and conferred on it by this Memorandum of Association or the Rules.
- (3) The Board shall have the power to appoint such committee(s) as it considers necessary for the exercise of its powers and the performance of its duties as defined under this Memorandum of Association.

6. Senate

(a) Composition of the Senate

- (1) The Senate shall consist of the following persons, namely;
  - (a) Director of the Institute – *ex officio* Chairman
  - (b) Deputy Director *ex officio*
  - (c) Dean (s) *ex officio*
  - (d) Heads of the Departments of the Institute *ex officio*
  - (e) Wardens of Hostels *ex officio*
  - (f) Fifty percent of the Professors other than the Deans / Heads of the Departments by rotation
  - (g) Three Associate Professors from the Departments other than the Heads of the Departments by rotation nominated by the Director.
  - (h) Three Assistant Professors from the Departments by rotation nominated by the Director
  - (i) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Chairman of the Board of Governors.

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- (j) Three persons who are not members of the teaching staff co-opted by the Senate for their specialized knowledge.
- (k) Registrar of the Institute *ex officio* Secretary.

(3) The term of members other than ex-officio members shall be two years.

**(b) Meeting of the Senate**

- (1) The Senate shall meet as often as may be necessary but not less than four times during an academic year.
- (2) One third of the total members of the Senate shall constitute the quorum for the meeting of the Senate.
- (3) The provisions in these Rules regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, be followed in connection with meeting of the Senate.
- (4) Any business which may be necessary for the Senate to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Senate, provided that at least one half of the total number of the members of the Senate, have their views in favour to the Resolution.
- (5) Director, if present shall preside at every meeting of the Senate. In his absence, the Deputy Director shall preside and in absence of both the Director and the Deputy Director, the senior most Professors shall preside over the meeting of the Senate.

**(c) Powers and Functions of the Senate**

The senate shall be the principal academic body of the Institute and shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examination and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws. It shall have the following specific powers and duties:

- (1) To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instruction, evaluation or research or improvements in academic standards.
- (2) To promote research within the Institute and acquire reports on such researches from time to time.
- (3) To consider matters of academic interest either on its own initiative or at the instance of the Board of Governors and to take proper action thereon.
- (4) To make arrangements for the conduct of examinations in conformity with the byelaws.
- (5) To recognize diplomas and degrees of Universities and other Institute and to determine equivalence with the diplomas and degrees of the Institute.
- (6) To prescribe courses of study leading to degrees and diplomas of the Institute.
- (7) To appoint examiners, moderators, tabulators and such other personnel for different examinations.

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- (8) To suggest measures for departmental co-ordination.
- (9) To make major recommendations to the Board of Governors on:
- (i) Measures for improvement of standards of teaching, training and research.
  - (ii) Institution of chairs, fellowships, scholarships, studentships, free-ships, medals and prizes etc.
  - (iii) Establishment or abolition of departments / centers and
  - (iv) Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free-ships concessions, attendance etc.
- (10) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Governors or by itself.
- (11) To consider the recommendations of the sub-committees and to take such action (including making of recommendation to the Board of Governors) as the circumstances on each case may require.
- (12) To take periodical review of the activities of the Departments/Centres and to take appropriate action (including making of recommendations to the Board of Governors) with a view a view to maintaining and improving th standards of instruction.
- (13) Exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and byelaws.
- (14) To recommend creation of all academic posts to the Board of Governors.

#### 8. Finance Committee

(a) **Composition of the Finance Committee**

The Finance Committee shall consists of the following members:

- (1) the Chairman, Board of Governors ex-officio, who shall be the Chairman of the Committee;
- (2) two persons nominated by the Central Government.
- (3) Two persons nominated by the Board; and
- (4) The Director, ex-officio.
- (5) The officer In-Charge of Finance & Accounts of the Institute ex-officio Secretary.

All members of the Finance Committee other than ex-officio members shall hold office for a team of three years.

(b) **Meeting of the Finance Committee**

- (1) Finance Committee shall meet as often as necessary but at least twice a year.
- (2) Four members shall form a quorum for a meeting of this Committee.
- (3) The provisions in these Rules regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board Shall, so far as may be, be followed in connection with meeting of this Committee.



(4) A copy of the minutes of every meeting of this Committee shall be sent to the Board.

**(c) Powers and Functions of the Finance Committee**

- (1) The Finance Committee shall examine the accounts and scrutinize proposals for expenditure.
- (2) The Finance Committee shall examine the annual accounts and financial estimates of the Institute and thereafter submit it to the Board of Governors together with its comments for approval.

**(8) Building & Works Committee**

**(a) Composition of the Building & works Committee**

The Building and Works Committee shall consist of the following persons, namely:

- (1) the Director, ex-officio, who shall be the Chairman of the Committee;
- (2) One person nominated by the Central Government;
- (3) one person nominated by the Board from amongst its members; and
- (4) Dean, Planning & Development.
- (5) A Civil Engineer not below the rank of Superintending Engineer in the Govt./ Govt. Agency nominated by the Board.
- (6) An Electrical Engineer not below the rank of Superintending Engineer in the Govt. / Govt. Agency nominated by the Board.
- (7) The Officer In-Charge of Estate of the Institute ex-officio Secretary

**(b) Meetings of the Building and Works Committee**

- (1) In emergent cases the Chairman of this Committee may exercise the powers of this Committee. Such cases shall be reported by him to this Committee and the Board at the next meeting of this Committee and of the Board.
- (2) This Committee shall meet as often as necessary but at least twice a year.
- (3) Four members shall form a quorum for a meeting of this Committee
- (4) The provisions in these Rules regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, be followed in connection with meeting of this Committee.
- (5) A copy of the minutes of every meeting of this Committee shall be sent to the Board.

**(c) Powers and Functions of the Building & Works Committee**

The Building and Works Committee shall discharge the following powers and functions:

- (1) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and financial sanction.
- (2) It shall have the power to give the necessary administrative approval and financial sanction for all construction work and work pertaining to

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maintenance and repairs, within the grant placed at the disposal of the Institute for the purpose.

- (3) It shall cause to be prepared estimates of cost of building and other capital work, minor works, repair, maintenance and the like.
- (4) It shall be responsible for making technical scrutiny of each work as may be considered necessary by it.
- (5) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give direction for departmental works where necessary.
- (6) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- (7) The Committee shall perform such other functions in the matter of construction of building and development of land for the Institute as the Board may entrust to it from time to time.

## 9. Selection Committee

### (a) Composition of the Selection Committee(s)

There shall be a Selection Committee for making recommendations to the Board of Governors for appointment to the posts of Professors, Associate Professors and Assistant Professors in the Institute and such other posts as may be prescribed by the Bye-laws. Every selection Committee shall consist of the following members.

(j) In the case of all teaching / scientific / academic staff in the scale of the post of Professor, the Selection Committee shall consist of:

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|---|----------|
| (1) Director                              | Chairman |
| (2) One nominee of the Central Government | Member   |
| (3) Two Experts as nominees of the Board  | Members  |
| (4) One Expert nominee of the Senate      | Member   |

(ii) In the case of teaching posts and scientific / academic staff below the scale of the post of Professor, the Selection Committee shall consist of:

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|--|----------|
| (1) Director                             | Chairman |
| (2) Two Experts as nominees of the Board | Members  |
| (3) One Expert as nominee of the Senate  | Member   |
| (4) Head of the Department concerned     | Member   |

(iii) In the case of non-teaching posts such as Deputy /Assistant Registrar, Accounts Officer, Audit Officer, Estate Officer and Medical Officer, the Selection Committee shall consist of:

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|--|----------|
| (1) Director                                   | Chairman |
| (2) Two Experts as nominees of the Board       | Members  |
| (3) Registrar except for the post of Registrar | Member   |

(iv) In the case of all other posts, the Director may at his discretion, constitute such selection Committees as may be considered appropriate by him.



(b) Procedure Followed by Selection Committee (s)

- (1) The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates as it thinks fit and shall at the discretion of its Chairman cause a written test or tests to be held for all or some of the candidates as the Chairman may think fit, and shall make its recommendations to the Board or the Director as the case may be, the names of the selected candidates being arranged in order of merit.
- (2) The meetings of the Selection Committee will be convened by the Chairman, of the Selection Committee as and when necessary.
- (3) Three members of the Selection Committee shall form the quorum, consisting of at least one expert.
- (4) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that if any meeting of the Selection Committee is found necessary, the Registrar / designated person of the Institute shall give notice of the meeting to the members of the Committee at least a fortnight before the date of the meeting.
- (5) Unless otherwise provided for under these Rules, a Selection Committee constituted for the purpose of making recommendations for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.
- (6) Candidates selected for interview for a post under the Institute may be paid such traveling allowances as may be determined by the Board from time to time.
- (7) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.
- (8) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Institute and all applications received within the date specified in the advertisement shall be considered by the Selection Committee. It may for sufficient reasons consider any application received after the date so specified.
- (9) All appointments made at the Institute shall be reported to the Board at its next meeting. If the Board of Governors is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it and submit the case to Chairman whose decision shall be final in the matter.

(10) Director

(a) Appointment of the Director

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- (1) The Director shall be a whole time salaried officer of the Institute. He shall be principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting of instruction and maintenance of discipline therein.
- (2) He shall be appointed by the Central Government on the recommendation of a Search cum Selection Committee constituted for this purpose. The Director shall hold office for a term of 5 years. A person appointed as Director shall retire from office during the tenure of his office, when he completes the age of 62 years.
- (3) The Deputy Director of the Institute shall be appointed on such terms and conditions as may be laid down by the bye-laws and shall exercise such powers and perform such duties as may be assigned to the him under the bye-laws or by the Director.

**(b) Powers & Functions of the Director**

- (1) The Director shall be the principal executive officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.
- (2) The Director may, if he is of the opinion that immediate action is called for on any matter exercise any power conferred upon any authority of the Institute under the Memorandum of Association and the Rules /Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters.

Provided that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chairman whose decision thereon shall be final.

Provided further that any person in the service of the Institute is aggrieved by the action taken by the Director under the said clause he shall have the right to appeal against such action to the Board of Governors within 30 days from the date on which such action is communicated to him and thereupon the Board of Governors may confirm, modify or reverse the action taken by the Director.

- (3) The Director, unless otherwise provided, shall be the ex-officio Chairman of the Senate and the Building and Works Committee.
- (4) The Director shall have the power to employ technical staff on short-term contract basis within the overall budgetary allocation of the Institute and with the approval of the Finance Committee.
- (5) The Director shall have the power to send members of the staff for training or for a course of instruction subject to such terms and conditions as may be laid down by the Board from time to time.
- (6) The Director shall have the power of a Head of Department for purposes of Rules in the Account Code, the Fundamental and Supplementary Rules and other Rules of the Government in so far as

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they are applicable or may be made applicable to the conduct of the business of the Institute.

- (7) It shall be duty of the Director to ensure that the provisions of the Memorandum of Association, the Rules and Byelaws of the Institute are faithfully observed and implemented and he shall have all the necessary powers in this regard.
- (8) The Director shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.
- (9) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.
- (10) The Director shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.
- (11) The Director shall exercise all other powers as may be delegated to him by the Board of Governors.
- (12) The Director shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Governors.
- (13) The Director shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.
- (14) Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (15) In exceptional cases, subject to availability of funds, the Director shall have the power to create temporary posts with the approval of the Chairman, of not more than two years duration on approved scales of pay under report to the Board provided that no such post, for which the Director is not the appointing authority, shall be so created.
- (16) The Director may during his absence from headquarters, authorize the Deputy Director or one of the Deans or the senior most Professor present, to sanction advances for traveling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf and authorize to the Deputy Director or one of the Deans or the Senior most Professor present, by him in writing.

11. Head of the Department

- (1) There shall be a Head of the Department for each of the Department in the Institute who shall be appointed by the Director from amongst the Professor of the Department.
- (2) Provided that if there is no Professor in the Department the Director may appoint a Associate Professor as Head of the Department.
- (3) Further provided that when in the opinion of the Director the situation so demands, the Director may himself take temporary charge of a Department or places under the charge of the Deputy Director or a professor from another Department for a period not exceeding six months.
- (4) The term of appointment of the Head of the Department shall normally be 3 years and he shall be eligible for reappointment for one more term.







- (5) The powers and function of the Head of the Department shall be prescribed by the bye-laws of the Institute.

## 12. Registrar

### (a) Appointment of the Registrar

- (1) The Registrar shall be a whole-time salaried officer of the Institute.
- (2) Registrar shall be appointed by the Board of Governors on the recommendations of the Selection Committee consisting of the following:

Director	-	Chairman
One nominee of the Central Government	-	Member
One nominee of the Board of Governors	-	Member
An Expert nominated by the Board of Governors	-	Member
- (3) The emoluments and other terms and conditions of service of the Registrar shall be as may be determined by the Board of Governors with the approval of the Central Government.  
When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Director may appoint for the purpose.

### (b) Powers and Functions of the Registrar

- (1) The Registrar shall be ex-officio Secretary of the Board of Governors and the Senate but shall not be deemed to be a member of any of these authorities. The Registrar shall be directly responsible to the Director of the Institute.
- (2) The Registrar shall be custodian of the records, funds of the Institute and such other property of the Institutes as the Board of Governors may assign to his charge.
- (3) The Registrar shall perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or the Director from time to time.

## 13. Appointment

All appointment of the staff of the Institute, except that the Director, shall be made in accordance with the procedure laid down in the Rules by:

- (a) The Board, for the post of Assistant Professor and above for the academic staff or for those posts in the non-academic staff that have the maximum of the scale of pay equal to or more than that of the maximum of pay scale of the Assistant Professor.
- (b) By the Director, in other cases.

## 14. Departments

The institute shall have the following Departments / Centres



Provided that in addition, the Board may establish or abolish one or more Departments / Centres on the recommendations of the Senate.

#### 15. Conferment of Honorary Degrees

All proposals for the conferment of honorary degree shall be made by the senate and shall require the assent of the Board before submission to the Central Government for confirmation. Provided that in case of urgency the Chairman may submit, on behalf of the Board, such proposal to the Central Government.

#### 16. Council of Institutes of Information Technology

Institute shall be a member of Council of Institute of Information Technology and when set up by the Central Government.

#### 17. Bye-laws

Subject to the provisions of the Memorandum of Association and the Rules, the Board of Governors shall in addition to all other powers vested in it, have the power to frame Bye-laws which may provide for all or any of the following matters.

- (1) establishment of Departments / Centres / Cells
- (2) the admission of students to the Institute and their enrolment as such
- (3) the courses of study to be laid down for all degrees, diplomas and certificates of the Institute;
- (4) the grant of academic awards (such as degrees and diplomas) and distinctions;
- (5) the fees to be charged in the Institute and for admission to the examination, degrees, diplomas and certificates of the Institute;
- (6) the Institute of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes;
- (7) the conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (8) the management of hostels, students facilities and support systems and maintenance of discipline amongst the students;
- (9) the maintenance of discipline among the employees of the Institute;
- (10) the classification, emoluments, methods of appointment, and the determination of the terms and conditions of service of the teaching and non-teaching staff of the Institute and qualifications and recruitment rules thereof with the prior approval of the Central Government;
- (11) the constitution of pension, provident fund, insurance etc. for the benefit of the officers, teachers, academic staff and the other staff of the Institute with the prior approval of the Central Government;
- (12) the delegation of finance powers to various authorities and officers of the Institute.
- (13) The creation, composition and functions of any committees or body, which is considered necessary for the work of the Institute
- (14) The preparation and submission of budget estimates;
- (15) The procedure for convening and conduct of meeting of any authority or committee and determination of allowances in the form of sitting fees to be paid to the members and chairman;



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*[Handwritten signature]*

*[Handwritten signature]*



- (16) Procedure and conditions for taking up consultancy and sponsored research projects;
- (17) All other matters which by this Memorandum or the Rules may be provided for by the Bye-laws

*provided that no Bye-laws shall be made affecting the condition of residence, health of disciplines of students, admission or enrolment of students, conditions and mode of appointment or duties of examiners or the conduct or standard or examinations or new course of study without consulting the Senate.*

#### 18. Alteration, Amendments, and Additions in the Rules

The Rules and Bye-laws of the Institute may be altered, amended and added to by the Board of Governors in accordance with the provision of the Societies, Registration Act, 1860, as in force for the time being provided any such alterations, amendments and additions in the Rules of the Institute of bye-laws (if specified) shall become effective only after the receipt of concurrence of the Central Government.

#### 19. Legal proceedings

- (1) For the purpose of Section 6 of the societies Registration Act, 1860, the person in whose name the Institute may sue or be sued shall be the Registrar.
- (2) No suit or legal proceedings shall lie against the Central Government or UGC, AICTE or the Institute or a member of the authority of the Institute in respect of anything done or purported or intended to be done in pursuance of any article of Memorandum of Association or the Rules of Bye-laws made there under.

#### 20. Funds, Accounts, Audits and Annual Report

- a. The funds of the Society shall be utilized solely for the purpose of the Society
- b. The accounts of the Institute shall be maintained in the name of the Institute. The accounts of the Institute shall be kept in such forms as may be laid down by the Central Government. The accounts of the Institute will be open to examination by the Controller and Auditor General of the Government of India.
- c. All funds belonging to the Institute or under the control of the Board of Governors shall be shown separately in the accounts of the Institute.
- d. Annual Reports and the Audit Reports shall be submitted to the Government of India within nine months of the closure of the accounting year for the purpose of being laid down on the table of the Parliament.
- e. The accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited by the Controller and Auditor General of India through the Accountant General of the State concerned.

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21. Miscellaneous

- (1) The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives as set forth in this Memorandum of Association.
- (2) Subject to the provisions of these Rules and Bye-laws any officer or authority of the Institute may delegate his or its power to any other person or authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegate shall continue to rest in the officer or Authority delegating such powers.

(3) Where no provision is made for a Chairman to preside over a meeting of an authority of the Institute or any Committee of such authority, or if the Chairman, so provided is absent, the members shall select one from amongst themselves to preside at such meeting.

- (4) For individual grievance and complaint, the Institute shall have a Grievance Redressal Machinery as may be prescribed in the Bye-laws.

- (5) No Act or proceedings of any authority or any body or any Committee of the Institute shall be invalid merely by reason of:

- (a) any vacancy therein or any defect in the constitution thereof ; or
- (b) any defect in the nomination or appointment of a person acting as a member thereof; or
- (c) any irregularity in its procedure not affecting the merits of the case.

- (6) Casual vacancies among the members (other than ex-officio) of any authority or any other Committee of the Institute shall be filled as soon as it may be convenient by the person or the authority who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or Committee for the residual term for which the person whose place he fills would have been a member

सचिव प्राचार्य

24.1.05

जतिरसेंट परिसर  
कम्प एवं सोसायटीय  
बबलपुर संघ, बबलपुर

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