

# **Memorandum of Association & Rules**

*(of IIT-A Society as revised according to UGC Regulations 2010)*

## **1. Name**

The name of the Society shall be “**Indian Institute of Information Technology Allahabad Society**” hereinafter referred to as “**the Institute**” (IIT-A)

## **2. Office**

(1) The Registered Office of the Institute shall be situated at *Devghat Jhalwa, Allahabad (Uttar Pradesh)*.

(2) The official address of the Institute shall be:- Indian Institute of Information Technology, Devghat, Jhalwa, Allahabad-211012

**3. Extent:** The Society shall normally work within the territory of India.

## **4. (1) Objectives**

The objectives for which the Institute is established are:

- (a) To arrange for Instruction and training in such branches of learning as it may deem fit.
- (b) To arrange for research and for the advancement of and dissemination of knowledge.
- (c) To undertake extra-mural studies, extension programmes and field outreach activities to contribute to the development of society.
- (d) To do all such other acts and things as may be necessary or desirable to further the objects of the Institute.

(2) These objectives are charitable within the intent and purport of Section 20 of the Societies Registration Act, 1860

## **5. Programmes of the Institute**

(a) To carry out the above objectives and for the management of the Institute, the Institute shall have the following powers:

- (1) To arrange for instruction and research in such branches of engineering and technology, management education, sciences and arts, as the Institute may deem fit, and for the advancement of learning and dissemination of knowledge in such branches.
- (2) To hold examinations and award degrees, diplomas, certificates and other academic distinctions or titles as may be required as per existing procedures established by law;

- (3) To institute and award chairs, scholarships, free-ships, fellowships, prizes and medals;
  - (4) To fix, demand and receive fees and other charges;
  - (5) To establish, maintain and manage halls and hostels for the residence of students;
  - (6) To regulate the discipline of students of the Institute and to make arrangements for promoting their general welfare and cultural corporate life;
  - (7) To create academic and other posts with the prior approval of the UGC and to make appointments thereto (except in the case of the Director);
  - (8) To frame, alter, modify or rescind Rules with the prior approval of the UGC;
  - (9) To deal with any property belonging to or vested in the Institute in such manners as the Institute may deem fit for advancing the objects of the Institute;
  - (10) To receive gifts, grants, donations or benefactions and to receive bequests, donations and transfers of movable or immovable properties from testators, donors or transferors, as the case may be;
  - (11) To cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars generally in such a manner as may be conducive to their common objects and;
  - (12) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.
- (b) The Institute shall delegate all or any of its power to the Board of Management of the Institute. The Board may in turn delegate it to any of the Committee or Committees constituted by it or to any officer or officers of the Institute.
- (c) Notwithstanding anything contained in this article, the Institute shall not dispose of in any manner any immovable property without the prior approval of the UGC.
- (d) In the discharge of its functions, the Institute shall be guided by such directions on questions of policy as may be given to it by the UGC. If any dispute arises between the UGC and the Institute as to whether a question is or is not a question of policy, the decision of the UGC shall be final.
- (e) Any dispute regarding interpretation of any of the articles of the Memorandum of Association or rules of the Society shall be referred to the UGC whose decision shall be final and binding.

6. **Names, addresses and occupation of the Members and Office bearers of the Society who are entrusted with the charge of the Society according to this MOA and Rules:**

<b>S.No.</b>	<b>Name</b>	<b>Address</b>	<b>Occupation</b>	<b>Designation</b>
1.	Shri P.R. Dasgupta	Secretary, MHRD/Deptt. of Education, Shastri Bhawan, New Delhi	Govt. Service	Chairperson
2.	Shri M.C. Satyavadi	Addl. Secretary, MHRD/Deptt. of Education, Shastri Bhawan, New Delhi	Govt. Service	Member
3.	Shri Sudhir Nath	Financial Advisor, MHRD/Deptt. of Education, Shastri Bhawan, New Delhi	Govt. Service	Member
4.	Prof. Ashok Kumar Gupta	Head, J.K. Institute of Applied Physics, Allahabad University, Allahabad	Professor	Member
5.	Dr. Y.K. Sharma	Dy. Director General, NIC, CGO Complex, New Delhi	Govt. Service	Member
6.	Shri V.K. Sharma	Commissioner, Allahabad Division, Allahabad	Govt. Service	Member
7.	Dr. M.D. Tiwari	Chairperson, CRC, AICTE, I.G. Sports Complex, New Delhi	Academician	Secretary

We the several Members whose names, addresses and occupation are given above are desirous of being formed into a Society in pursuance of this Memorandum of Association.

(Already signed at the time of original Registration of the Society on 12.03.1999)

# **RULES OF THE SOCIETY**

## **1. Short Title**

These rules shall be called the rules of the **Indian Institute of Information Technology, Allahabad Society** hereafter referred to “**the Institute**” (IIIT-A)

## **2. (1) Address of the Institute**

The registered office of the Institute shall be situated at *Devghat Jhalwa, Allahabad (Uttar Pradesh)*.

(2) The official address of the Institute shall be: - Indian Institute of Information Technology, Devghat Jhalwa, Allahabad-211012

## **3. Definitions**

In these Rules unless the Context otherwise requires:

- 3.01** “Academic Council” means Academic Council of the Institute.
- 3.02** “Act” means the University Grants Commission Act, 1956 [Act 3 of 1956]
- 3.03** “AICTE” means the All India Council of Technical Education set up under the AICTE Act, 1987.
- 3.04** “Authorities” mean the authorities of the Institute.
- 3.05** “Board of Management” means the Board of Management of the Institute.
- 3.06** “Campus” means the Campus of the Institute
- 3.07** “Chairperson” means Chairperson of the Board of Management.
- 3.08** “Chancellor” means Chancellor of the Institute appointed by the IIIT-A Society under Rule 12.
- 3.09** “Commission” means the University Grants Commission (UGC) constituted under the Act, 1956[Act 3 of 1956]
- 3.10** “Committee of Experts” means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.
- 3.11** “Constituent Institution” means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- 3.12** “Deputy Director” means Deputy Director of the Institute.
- 3.13** “Director” means Director of the Institute.
- 3.14** “Emerging area of knowledge” means such area of knowledge as may be notified from time to time by the Commission on the recommendation of a Committee of Experts constituted by the Commission for the purpose.
- 3.15** “Government” means the Central Government, unless the context so specifies

- 3.16** “Institution” means Indian Institute of Information Technology, Allahabad (IIIT-A) an institution for higher education engaged in teaching and research of high academic standards at the undergraduate, post-graduate or higher levels.
- 3.17** “Institution deemed to be university” means IIIT-A an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.
- 3.18** “Notification” means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the Act.
- 3.19** “Planning and Monitoring Board” means Planning and Monitoring Board of the IIIT-A.
- 3.20** “Processing Fee” means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application.
- 3.21** “Sponsoring body” means a body being a charitable or a not-for-profit Society i.e. IIIT-A
- 3.22** “Statutory body” means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education.
- 3.23** “UGC” means University Grants Commission set up under the UGC Act, 1956.

#### **4. Management of the Institute**

- 4.1** The names, addresses, and occupation of the members of the first Board of Management to whom the management of the institution is entrusted till the various authorities are constituted in accordance with the Rules, shall be furnished at the time of application for Deemed to be University along with their letter of consent.
- 4.2** The Board of Management shall be a compact and homogenous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.
- 4.3** The higher governing body of the deemed to be university shall be a Board of Management to be headed by the Director or a distinguished academic. This body shall consist of a minimum of ten members and a maximum of twelve members.
- 4.4** The Board of Management of the institution shall be independent of the Society with full autonomy to perform its academic and administrative responsibilities. The number of representative(s) / nominee(s) of the society on the Board of Management shall be limited to a maximum of two.

## **5. Board of Management**

### **5.01 Composition of the Board of Management**

**The Board of Management shall consist of:**

- 1) Director - Chairperson**
- 2) Deputy Director (wherever applicable)**
- 3) Deans of Faculties not exceeding two (by rotation based on seniority)**
- 4) Three eminent academicians as nominated by the Chancellor**
- 5) One eminent academic to be nominated by the Central Government in consultation with UGC**
- 6) Two teachers (from Professors, Associate Professor) by rotation based on seniority**
- 7) One nominee of the sponsoring Society**
- 8) The Registrar, who shall be the Secretary**

The term of membership of the Board of Management and its powers shall be as follows:-

- (1) All the members of the Board of Management other than ex-officio shall hold office for a term of three years and shall be eligible for re-nomination.
- (2) Members of 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.

### **5.02 Powers and Functions of the Board of Management**

The Board of Management shall be the principal organ of Management and principal executive body of the institution deemed to be university and shall have the following powers, namely:

- i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be University and to allocate areas of study, teaching and research to them;
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be university in consultation with the Academic Council;
- v) To provide for appointment of Visiting fellows and Visiting Professors;

- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be University;
- viii) To regulate and enforce discipline among the employees of the institution deemed to be university and to take appropriate disciplinary action, wherever necessary;
- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be university;
- x) To grant leave of absence to the Director and to make necessary arrangements for carrying on his/her functions during the period of absence;
- xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and' to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- xii) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv) To advise the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be university;
- xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be university, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- xvi) To transfer or accept transfers of any movable property on behalf of the institution deemed to be university;
- xvii) To execute in consultation with the Holding Trustees (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be university or to be acquired for the purposes of the institution deemed to be university;

- xviii) To issue appeals for funds for carrying out the objectives of the institution deemed to be university and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;
- xix) To raise and borrow in consultation with the Holding Trustee (if any) money OR bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- xxi) To maintain a fund to which shall be credited:
  - (a) All moneys provided by the Central or State / UT Government(s)/University Grants Commission;
  - (b) All fees and other charges received by the institution deemed to be university;
  - (c) All money received by the institution deemed to be university as grants, gifts, donations, benefactions, bequest or transfers and
  - (d) All money received by the institution deemed to be university in any other manner or from, any other source;
- xxii) To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same;
- xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- xxiv) To invest the funds of the institution deemed to be university or money entrusted to the institution deemed to be university in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws;
- xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit;
- xxvii) To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the institution deemed to be university;



- xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be university;
- xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be university and to rescind such recognition;
- xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;
- xxxi) To appoint in order to execute an instrument or transact any business of the institution deemed to be university, any person as attorney of the institution deemed to be university with such powers as it may deem fit;
- xxxii) To appoint Auditor(s) for the ensuing year;
- xxxiii) To select an emblem and to have a common seal for the institution deemed to be university and to provide for the custody and use of such seal;
- xxxiv) To delegate all or any of its powers to any Committee or sub-committee constituted by it or the Director of the institution deemed to be university or any other person;
- xxxv) To conduct all administrative affairs of the institution deemed to be university not otherwise specifically provided for;
- xxxvi) To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be university.

### **5.03 Meeting of the Board of Management**

- i). The Board of Management shall normally meet four times in 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 Chairperson of the Board as soon as possible after the meeting.
- ii). Every meeting of the Board of Management shall be presided over by its Chairperson and in his/her absence, by a member chosen by the members present, from amongst themselves. EIGHT members shall form quorum for the meeting of the Board.
- iii). Each member of the Board of Management including its Chairperson shall have one vote and decisions at the meeting of the Board shall be taken by simple majority. In case of a tie the Chairperson shall have a casting vote.
- iv). Any business which may be necessary for the Board of Management 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.

- v). A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institute as soon as possible after the meeting.

#### **5.04 Termination of Membership**

If a member other than the Director or those representing the teachers accepts a full time appointment in the Institute or he does not attend three consecutive meetings of the Board of Management without proper leave of absence, he shall cease to be a member of the Board of Management.

- 5.05 The Board of Management of the Institute shall be independent of the Society with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Society on the Board of Management shall be limited to a maximum of two.

#### **5.06 Constitution of Standing Committee and Ad-hoc Committee by the Board of Management**

- a) Subject to the provision of the Rules of the Institution deemed to be University, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the institution deemed to be university or for inquiring into, reporting and advising upon any matter of the Institution deemed to be University.
- b) The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

#### **5.07 Delegation of Powers of Board of Management**

The Board of Management may, by a resolution, delegate to the Director or any other officer of the institution deemed to be university of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Director or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

## 5 – A Other Authorities of the Institute

The following shall be the other authorities of the institution deemed to be university:

1. Academic Council
2. Planning and Monitoring Board
3. Finance Committee
4. Board of Studies
5. Such other authorities as may be declared by the Rules to be authorities of the institution deemed to be university

### 6. Academic Council

**6.1** The Academic Council shall be the principal academic body of the institution deemed to be university and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests within the institution deemed to be university and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

### 6.2 Composition of the Academic Council

- (1) The **Academic Council** shall consist of the following persons, namely:
- (a) Director of the Institute – ex-officio Chairperson
  - (b) Deputy Director ex-officio (if any)
  - (c) Deans of Faculties, if any,
  - (d) Heads of the Departments
  - (e) Ten Professors other than the Heads of the Department (by rotation of seniority)
  - (f) Three Associate Professors from the Departments other than the Heads of the Department by rotation of seniority
  - (g) Three Assistant Professors by rotation of seniority
  - (h) Three persons from amongst educationists of repute of persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the Institution deemed to be University, nominated by the Director
  - (i) Three persons who are not member of the teaching staff, co-opted by the Academic Council for their specialized knowledge.
  - (j) The Registrar, who shall be the Secretary of the Academic Council

*Note: The representative of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of council.*

## **(2) Term of Membership**

The term of members other than ex-officio members shall be two years. They shall not be eligible for further term unless everyone has completed one term.

## **6.2 Powers and Functions of the Academic Council**

The Academic Council shall have- the following powers and duties, namely:

- i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the Departments / faculties and to take proper action thereon;
- ii) To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii) To promote research within the institution deemed to be university, acquire reports on such researches from time to time;
- iv) To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;
- v) To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii) To maintain proper standards of the examinations;
- viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- ix) To suggest measures for departmental co-ordination;
- x) To make recommendations to the Board of Management on:
  - a) Measures for improvement of standards of teaching research and training;
  - b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.
  - c) To recommend to the Board of Management, the establishment or abolition of Departments / centres; and
  - d) To frame rules covering the academic functioning of the institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.

- xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii) To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

**(c) Meeting of the Academic Council**

- (1) The Academic Council shall meet as often as may be necessary but not less than three times during the academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- (2) One third of the total members of the Academic Council shall constitute the QUORUM for the meeting of the Academic Council.
- (3) Each member, including its Chairperson, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.
- (4) Any business which may be necessary for the Academic Council 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 Academic Council, provided that at least one half of the total number of the members of the Academic Council present, have their views in favour of the Resolution.

**7. Finance Committee (FC)**

**7.1 Composition of the Finance Committee**

The Finance Committee shall consist of the following members:

- (1) Director-Chairperson
- (2) Deputy Director
- (3) A Person nominated by the Society or Trust
- (4) Two nominees of the Board of Management, one of whom shall be a member of the Board
- (5) A representative of the UGC
- (6) A representative of the Central Government, in case the Institution deemed to be University is receiving grant from the Central Government
- (7) Finance Officer-Secretary

## **7.2 Terms of Office of the Finance Committee**

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

## **7.3 Powers and Functions of the Finance Committee**

- (1) 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.
- (2) A copy of the minutes of every meeting of this Committee shall be sent to the Board.
- (3) The Finance Committee shall examine annual budget and revised proposals for revised estimates to the Board of Management.
- (4) The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.
- (5) The Finance Committee shall fix limits of the total recurring and the total non-recurring expenditure of the year based on the income and resources of the Institution.  
*Note: No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.*

## **7.4 Meetings of the Finance Committee**

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the **Quorum** for the meeting.

## **8. Building & Works Committee**

### **8.1 Composition of the Building & Works Committee**

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

- (1) The Director, ex-officio, shall be the Chairperson of the Committee;
- (2) Deputy Director, if any;
- (3) One person nominated by the UGC;
- (4) One person nominated by the Board;
- (5) Dean, Planning & Development.
- (6) A Civil Engineer not below the rank of Superintending Engineer in the Government/Government Agency nominated by the Board.
- (7) An Electrical Engineer not below the rank of Superintending Engineer in the Government/Government Agency nominated by the Board.
- (8) The Finance Officer, Ex-officio.
- (9) The Registrar, Ex-officio Secretary.

## **8.2 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 minor works and works pertaining to maintenance and repairs, within the budget 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 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.
- (8) The Committee shall meet as often as necessary but at least **twice** in a year.
- (9) FOUR members shall form a QUORUM for a meeting of this Committee.
- (10) 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.
- (11) In emergent cases the Chairperson of this Committee may exercise the powers of this Committee. Such cases shall be reported by him to this Committee at its next meeting.
- (12) A copy of the minutes of every meeting of the Committee shall be sent to the Board.

## **9. Planning and Monitoring Board**

- 9.1** The Planning & Monitoring Board shall be the principal Planning Body of the Institution deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution deemed to be University.
- 9.2** The Director shall be the Chairperson of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.
- 9.3** The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.

- 9.4 The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institution deemed to be University.
- 9.5 The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

## **10. Board of Studies**

- 10.1 There shall be one Board of Studies for each Department / Division of the Institution deemed to be University.
- 10.2 The Board of Studies of each faculty / Department / Division shall consist of :
1. Dean of faculty/Head of the Department/Division-Chairperson
  2. All Professors of the faculty/Department/Division
  3. Two Associate Professors of the faculty/Department/Division by rotation of seniority
  4. Two Assistant Professors of the faculty/Department/Division by rotation of seniority
  5. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.
- 10.3 The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution deemed to be University.

## **11. Officers of the Institute**

The following shall be the officers of the Institution deemed to be University:

- a) Chancellor
- b) Director
- c) Deputy Director
- d) Registrar
- e) Finance Officer
- f) Controller of Examinations
- g) Dean of Faculties
- h) Head of Department/Division
- i) Such other officers as may be prescribed in the Rules of the Institution deemed to be University

## **12. Chancellor**

The institution deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the institution deemed to be University but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society, shall hold office for a period of 5 years and shall be eligible for one more term.



The Chancellor shall neither be a member of the Society nor a close relative of the Chairperson of the Society.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institutions deemed to be University.

### **13. Director**

#### **13.1 Appointment of the Director**

(i) The Director shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the Search-cum-Selection Committee shall be:-

1. A nominee of the Chancellor
2. A nominee of UGC; who shall be an eminent academic nominated by the Government in consultation with the UGC
3. A nominee of the Board of Management

(ii) The Director shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

*Provided* that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is later.

(iii) In case of the office of the Director becoming vacant due to death, resignation or otherwise and in case of his / her absence due to illness or any other cause, the Deputy Director, and in his / her absence, the Senior most Dean or, if there is no Dean, the senior most Professor shall perform the duties of the Director until a new Director is appointed, or the existing Director resumes duties, as the case may be.

### **14. Powers and Functions of the Director**

(1) The Director shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution deemed to be University.

(2) The Director shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and the Selection Committees and Buildings and Works Committee.

- (3) The Director shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- (4) The Director may, if he / she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him / her on such matters.

*Provided* that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

*Provided* further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Director under the said clause, he / she shall have the right to appeal against such decision to the Board of management within 30 days from the date on which such action is communicated to him / her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Director.

- (5) It shall be the duty of the Director to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he / she shall have all the necessary powers in this regard.
- (6) All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Director.
- (7) The Director shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- (8) The Director shall exercise all other powers as may be delegated to him/her by the Board of Management.
- (9) The Director shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

## **15. Deputy Director**

- (i) The Post of the Deputy Director may be created with the approval of the Board of Management.
- (ii) The Deputy Director shall be appointed by the Board of Management on the recommendation of the Director.
- (iii) The Deputy Director shall hold office co-terminus with the office of the Director and at the pleasure of Director.
- (iv) The Deputy Director shall have the powers and duties as prescribed by Rules of the institution deemed to be university.

## **16. Registrar**

### **16.1 Appointment of the Registrar**

- (1) The Registrar shall be a whole-time salaried officer of the Institute.

Registrar shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:

Director	-	Chairperson
One nominee of the Chancellor	-	Member
One nominee of the Board of Management	-	Member
An Expert nominated by the Board of Management who is not an employee of the institute	-	Member

- (2) The emoluments and other terms and conditions of service of the Registrar shall be as may be determined by the Board of Management as prescribed by the Rules of the Institute.
- (3) 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.
- (4) The Registrar shall be ex-officio Secretary of the Board of Management, Academic Council, Buildings and Works Committee and Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- (5) The Registrar shall be directly responsible to the Director of the Institute.

### **16.2** The following shall be the duties of the Registrar:

- (1) To be the Custodian of the records and such other property of the Institute as the Board of Management may assign to him.
- (2) To conduct the official correspondence on behalf of the authorities of the Institute.
- (3) To issue notices convening meetings of the authorities of the Institute and all Committees and Sub-Committees appointed by any of these authorities.
- (4) To keep the minutes of the meetings of all the authorities of the Institute and of all the committees and sub-committees appointed by any of these authorities.
- (5) To make arrangements for and supervise the examinations conducted by the Institute.

- (6) To represent the Institute in suits or proceeding by or against the Institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
- (7) To enter into agreement, sign documents and authenticate records on behalf of the Institute.
- (8) To hold in special custody books and documents of the Institute.
- (9) To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries rooms, equipment and other properties of the Institute.
- (10) To perform such other duties as may be specified in the Rules and Regulations or as may be specified by the Board of Management or by the Director from time to time.

#### **17. Finance Officer**

- (i) The Finance Officer shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
- (iii) The Finance Officer shall work under the direction of the Director and shall be responsible to the Board of Management through the Director.
- (iv) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

#### **18. Controller of Examination**

- (i) The Controller of Examinations shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
- (iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Director in respect of examination and evaluation are complied with.

- (iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.

### **19. Dean**

The Departments dealing with allied subjects could be grouped into faculties." Each faculty may be headed by a Dean.

### **20. Departments**

The Institute shall have the Departments/Division/Centres as notified in By-laws.

Provided that the Board may establish or abolish one or more Departments/Division /Centres on the recommendations of the Academic Council.

### **21. Head of the Department/Division**

- (1) There shall be a Head of the Department/Division for each of the Department/Division in the Institute who shall be appointed by the Director from amongst the Professors of the Department/Division.

Provided that if there is no Professor in the Department/Division the Director may appoint an Associate Professor/Assistant Professor as Head of the Department/Division.

- (2) The term of appointment of the Head of the Department/Division shall normally be 3 years and he shall be eligible for reappointment for one more term.
- (3) The powers and function of the Head of the Department/Division shall be prescribed by the bye-laws of the Institute.

### **22. Dispute as to membership**

If any question arises, whether person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the institution deemed to be university, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

### **23. Grievance Redressal Mechanism**

For individual grievances and complaints(s), every institution deemed to be university shall have a Grievance Redress Mechanism as may be prescribed by the Rules.

### **24. Delegation of Powers**

Subject to the provisions of these Regulations and Rules, any authority or officer of the institution deemed to be university, with the approval of Board of Management," may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the

powers so delegated shall continue to rest in the authority or officer delegating such powers.

## **25. Seniority List**

- (a) Whenever in accordance with these Rules any person is to hold an office or to be a member of an authority of the Institution deemed to be University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the institution deemed to be university in accordance with such other principles as the Board of Management may from time to time prescribe.
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these Rules apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (c) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.

## **26. Resignation**

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Board of Management, as the case may be.

## **27. Acting Chairperson of the Meetings**

Where no provision is made for a Chairperson to preside over a meeting of an authority of the institution deemed to be university or any committee of such authority, or if the Chairperson so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

## **28. Validation of certain actions, decisions**

No action or proceedings of any authority or anybody or any committee of the institution deemed to be university 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 of appointment of a person acting as a member thereof: or
- (c) any irregularity in its procedure not affecting the merit of the case

## **29. Disqualification**

(a) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the institution deemed to be university:

- i) if he/she is of unsound mind
- ii) if he/she is an un-discharged insolvent
- iii) if he/she has been convicted by a court of law of an offence involving moral turpitude.

(b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final.

### **30. Filling of Casual Vacancies**

Casual vacancies among the members (other than ex-officio members) of any authority or any Committee of the institution deemed to be university shall be filled as soon as it may be convenient by the such authority or the person 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/she fills would have been a member.

### **31. Rules of the Institute**

Subject to the provisions of the memorandum of Association and the Rules, the Board of Management shall in addition to all other powers vested in it, have the power to frame Rules of the Institute which may provide for all or any of the following matters:

- (i) establishment of Departments/Division of teaching;
- (ii) courses of study to be laid down for all degrees, diplomas and certificates of the Institution deemed to be University;
- (iii) grant of academic awards (such as degrees and diplomas) and distinctions;
- (iv) admission of students to the Institution deemed to be University and their enrolment as such;
- (v) the fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the Institution deemed to be University.
- (vi) conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (vii) institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (viii) maintenance of discipline among the students;
- (ix) maintenance of discipline among the employees;
- (x) establishment of halls of residence and conditions of residence and health of the students;
- (xi) classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- (xii) such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (xiii) constitution, powers and functions of the Planning & Monitoring Board
- (xiv) Powers and functions of the Board of Studies;
- (xv) composition, powers and functions of the Grievance Redress Mechanism;

- (xvi) prescribing persons as such other officers of the institution deemed to be university;
- (xvii) such other powers and functions of the Director as are not specified elsewhere;
- (xviii) emoluments, terms and conditions of service of the Registrar;
- (xix) emoluments, terms and conditions of service of the Finance Officer;
- (xx) constitution of pension, provident fund, contributory provident fund, insurance etc. for the benefit of the officers, teachers, and the other staff;
- (xxi) establishment of special centers;
- (xxii) creation, composition and functions of any committees or body, which is considered necessary for the work of the institution deemed to be university;
- (xxiii) procedure for preparation and submission of budget estimates;
- (xxiv) procedure for convening of meeting of any authority or committee;
- (xxv) laying down of procedures to be observed at any meeting of any authority or any committee;
- (xxvi) constitution of any other body as an authority of the institution deemed to be university;
- (xxvii) delegation of powers to any authority or officer;
- (xxviii) all other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

Provided that no Bye-laws shall be made affecting the condition of residence, health, 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 Academic Council.

### **32. Alternation, 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 Management 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 or bye-laws (if specified) shall become effective only after the receipt of concurrence of the Commission.

### **33. Review of Academic Activities of the Institute**

The functioning of the institution deemed to be university may be reviewed after a period of every 5 year or earlier, if necessary, by a Committee appointed by the Commission.

### **34. Inspection of the Institute by the Commission**

- (i) The Commission may cause an inspection, to be made by such person or persons as it may direct, of the institution deemed to be university, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in



- respect of any matter connected with the administration or finances of the institution deemed to be university.
- (ii) The Commission shall, in every case, give notice to the institution deemed to be university of its intention to cause an inspection or inquiry to be made and on receipt of such a notice, the institution deemed to be university shall have the right to make such representations to the Commission as it may consider necessary.
  - (iii) Where an inspection or inquiry has been caused to be made by the Commission, the institution deemed to be university shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
  - (iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the institution deemed to be university to the Director who shall communicate the same to the Board of Management.
  - (v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the institution deemed to be university and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
  - (vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

### **35. Ban on payment or transferring of income and Property of the Institute by way of Profit**

No portion of the income and property of the Institute shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons as consideration for any service rendered to the Institute or for travelling or other allowances and such other charges.

### **36. 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. Jurisdiction for suits by and against the IIIT-A Society shall be that of courts at Allahabad.
- (2) No suit or legal proceedings shall lie against the UGC or UGC, AICTE or the Institute or an Officer of 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 or Bye-laws made there under.

### **37. Funds, Accounts, Audits and Annual Report**

- (1) The funds of the Institute shall be utilized solely for the purpose of the Institute.
- (2) 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 Board of Management. The accounts of the Institute will be open to inspection by the Commission.
- (3) The annual financial statements and accounts shall be audited by the Chartered Accountant of the Institution.
- (4) Annual Reports and the Audit Reports shall be submitted to the Commission within nine months of the closure of the accounting year.
- (5) The accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited by the Comptroller and Auditor General of India through the Accountant General of the State concerned.

### **38. Adjustment of Income and Property on Dissolution of the Institute**

If on the winding up or dissolution of the Institution there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the institution or any of them, but shall be transferred to the Commission, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

### **39. Interpretation Clause**

In the event of conflict of opinion with regards to interpretation of regulations or the Rules of the Commission, the opinion of the Commission shall be final.

### **40. Transition Provisions**

Notwithstanding anything contained in this Memorandum of Association and the Rules –

- (a) The Board of Management of the Institute functioning as such immediately before the commencement of these Rules shall continue to so function until a new Board is constituted for the Institute, but on the constitution of a new Board, the members of the Board holding office before such constitution shall cease to hold office unless they are re-nominated in the new Board.
- (b) Every person employed by the Institute immediately before this Memorandum of Association/Rules coming into being, shall hold office or service in the corresponding Institute by the same tenure, at the same remuneration and upon such terms and conditions and with same rights and privileges as to pension, leave, gratuity, provident fund and other matters as he/she would have held if the

Rules/Regulation were not changed and shall continue so unless and until his/her employment is terminated or until such tenure, remuneration and terms and conditions are altered by any change in Rules/ Regulation.

- (c) Until the first Rules and the Regulation are made under these Rules, the Rules and Regulation of the Institute as in force immediately before the commencement of this Memorandum of Association and Rules shall continue to apply to the Institute, in so far as they are not inconsistent with the provisions of this Memorandum of Association/Rules.