

I

THE CONSTITUTION

The Constitution of the Periyar Maniammai Institute of Science and Technology, Periyar Nagar, Vallam - Thanjavur, consists of the Memorandum of Association and Articles of Association (*Rules and Regulations*) and is framed on the basis of the norms and guidelines prescribed by the University Grants Commission, New Delhi for Deemed-to-be- University.

The Constitution so framed is given in the following pages.

MEMORANDUM OF ASSOCIATION**PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND
TECHNOLOGY (*Deemed University*)****1. Name**

The name of the Society shall be PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY, comprising of Periyar Maniammai College of Technology for Women, Thanjavur hereinafter referred to as “**the Institute**”.

2. Office

The registered office of the Institute shall be situated at No.50, E.V.K.Sampath Road, Vepery, Chennai – 600 007.

3. Objectives

The objectives for which the Institute is established are:

- i) to provide for instruction and training in such branches of learning, as it may deem fit.
- ii) to provide for research and for the advancement of and dissemination of knowledge.
- iii) to undertake extra-mural studies, extension programmes and field outreach activities to contribute to the development of the society.
- iv) to do all such other acts and things as may be necessary or desirable to further the objects of the Institute.

The objectives should be well-defined and well known to the students, teachers and non-teaching staff of the proposed deemed to be university.

4. Powers and Functions of the Institute

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

- i) to establish courses of study and research and to provide instruction in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches.
- ii) to confer degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations;
- iii) to institute and award visitor ship, fellowships, exhibits, prizes and medals;
- iv) to have greater interface with the society and to have freedom to enlarge and enrich the programme offerings;
- v) to further contribute to the cause of higher education by reaching out to socially, educationally, economically and physically disadvantaged with accent on empowerment of women;
- vi) to start schools and centers of excellence, departments and institutions in engineering technology, medicine, natural and applied sciences and arts, media, performing arts and in other faculties on the basis of current societal and industrial needs;

- vii) to introduce programmes of research and training in identified areas of national priorities in global context from time to time;
- viii) to set up special institutes such as community colleges, rural institutes etc. and offer need-based courses for the benefit of the community at large;
- ix) to establish purposeful linkages with industry, business and service sectors and participate in all socio-techno-economic activities and services for enhancement of the object of the Institute and
- x) to educate the masses and create awareness on social reforms, clean environment & hygiene, evils of discrimination on the basis of caste, creed, religion and race etc. and help creating an egalitarian society as envisaged by the Indian Constitution along side formal education.

5. Interpretation of the Objectives

The Institute is established for public benefit and accordingly the objectives of the Institute as set forth above will be interpreted and restricted to mean such objectives and purposes as are regarded in law to be a public charitable in nature.

6. Institute Open to All

- i) The Institute shall be open to all persons of whatever race, religion, creed, caste, class and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers, workers or in any other connection whatsoever.

- ii) No capitation fee shall be charged in any form in consideration for admission.
- iii) In the case of self-financing institutions, fees to be prescribed shall be as per regulations prescribed under UGC Act, Section 26 (1)(i).
- iv) No benefaction that involves conditions and obligations opposed to the spirit and objects of the Institution shall be accepted by the Institute.

7. Admissions

Admissions shall be made on all India basis to the identical courses in all deemed to be universities through a common entrance test conducted either by the University Grants Commission or by an Institution/Agency identified and approved by the UGC. This shall apply also to those institutions which have already been given the deemed to be university status.

8. Income and Property of the Institute to be applied for the objectives only

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.

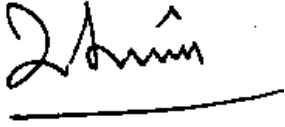

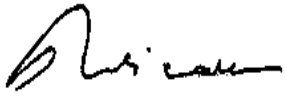
9. Income and Property of the Institute not to be paid or transferred by way of Profit


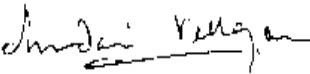
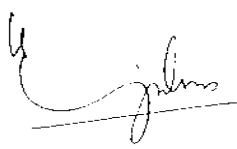
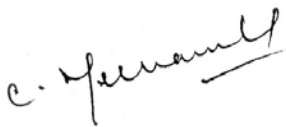
No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of profit, to other persons, who at any time, or have been members of the Institute or to any them, provided that nothing herein contained shall prevent the payment in good faith or

remuneration to any member thereof or other person in return for any service rendered to the Institute or for traveling, halting and other similar charges.

10. Management of the Institute:

The names and addresses and occupations of the first members of the Board of Management to whom under rules, the management of the Institute is entrusted till the various authorities in accordance with the rules are constituted, are given below as required under the Societies Registration Act 1860:

Sl.No.	Name	Occupation and Address	Signature
1.	Thiru. K. Veeramani <i>President-Cum-Treasurer</i>	<i>Social Reformer/activist</i> 13/1,1 st Main Road, Adayar, Chennai- 600 020.	
2.	Thiru. G.Swamidurai <i>Member</i>	<i>Advocate</i> 50, EVK Sampath Road, Vepery, Chennai 600 007.	
3.	Thiru. S. Rajaratnam <i>Member</i>	<i>Journalist</i> No. 12,3 rd Street, Poes Road, Thenampet, Chennai – 600 018.	

Sl.No.	Name	Occupation and Address	Signature
4	Dr. L. Kannappan <i>Member</i>	<i>Industrialist</i> Managing Director, VKN Structural, Thuvakudi, Tiruchirappalli – 620 015.	
5.	Prof. Sundari Vellaiyan <i>Member</i>	<i>Educationist</i> 19, 2 nd Main Road, Kotturpuram, Chennai - 600 085	
6	Dr. V. Sundararajulu <i>Member</i>	<i>Educationist</i> 410, TVS Avenue, Anna Nagar, West Extension, Chennai – 600 101.	
7.	Dr. R. Meenambal <i>Member</i>	<i>Physician</i> 43, Sathya Nagar Colony, Mannoorpettai, Badi, Chennai – 600 050.	

11. Review & Inspection

The Central Government/UGC shall have the right to cause an inspection to be made of the Institute, its buildings, laboratories, its examinations, teaching and other work conducted or done by the Institute; and to cause an enquiry to be made, if considered necessary by the Central Government/UGC, in respect of any matter of the Institution (Deemed to be University).

Following the inspection, the Central Government/UGC may issue directions to the Institution (Deemed to be University) which shall be binding on the Institution (Deemed to be University).

In case, the Institution (Deemed to be University) fails to comply with the direction(s) of the Central Government/UGC and/or fail to perform as per expectations of the Central Government/UGC, the deemed to be University status conferred on the Institution can be withdrawn by the Central Government on the recommendation of the UGC.

III

RULES OF THE INSTITUTE

PERIYAR MANIAMMAI INSTITUTE OF SCIENCE AND TECHNOLOGY (*Deemed University*)

1. Short Title

These rules shall be called the rules of the Periyar Maniammai Institute of Science and Technology comprising of Periyar Maniammai College of Technology for Women, Thanjavur

2. Address of the Institute

The Registered Office of the Institute shall be situated at Periyar Thidal, No.50, E.V.K.Sampath Road, Vepery, Chennai - 600 007.

3. Definitions (to be in alphabetical order)

In these Rules unless the Context otherwise requires:

- a. “Academic Council” means the Academic Council of the Institute.
- b. “Authorities” means the Authorities of the Institute.
- c. “Board of Management” means the Board of Management of the Institute.
- d. “President” means President of the Institute. (Equivalent to the Chancellor of a University)
- e. “Central Government” means the Government of India.
- f. “Vice-Chancellor” means Vice-Chancellor of the Institute.

4. Authorities of the Institute

The following shall be the authorities of the Institute:

1. President
2. Board of Management
3. Academic Council
4. Planning and Monitoring Board
5. Finance Committee
6. Advisory Committee
7. Such other authorities as may be declared by the bye-laws to be the authorities of the institute.

5. Powers & Composition of the Board of Management

The Board of Management shall be the principal organ of management in the Institute. It shall be a compact and homogenous body enabling it promptly to take and implement well considered decisions and to effectively handle crisis situations.

a) Powers

The Board of Management shall be the principal executive body of the Institute and shall, in addition to all powers vested in it have the following powers namely:

- i) To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the Institute not otherwise specifically provided for.

- ii) To create teaching and academic posts, to determine number, qualifications and cadres thereof as approved by the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
- iii) To appoint such Professors, Associate Professors (Readers, Asstt. Professors, Lecturers) 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, Asstt. Professors and other academic staff maintained by the Institute, 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 or otherwise and to make appointment thereof in consultation with the Finance committee.
- vii) To grant leave of absence to the Vice-Chancellor or any other officer of the institute and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
- viii) To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action wherever necessary.

- ix) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit.
- x) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
- xi) To select an emblem and to have a common seal for the institute and to provide for the custody and use of such seal.
- xii) To institute, Fellowships including Travelling, Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws to be framed for the purpose.
- xiii) To amend and receive payment of fees and other charges.
- xiv) To appoint such committees for such purposes 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.
- xv) To appoint auditors for the ensuing year.
- xvi) To open account or accounts of the institute with any one or more scheduled banks and to lay-down the procedure for operating the same.
- xvii) To manage the Finances, accounts, investments, moveable properties, business and all other administrative affairs of the institute.
- xviii) To issue appeals for funds for carrying out the objectives of the Institute and consistent with the provisions of the objectives clause of the Institute, to receive grants, donations, contributions, gifts, prizes,

scholarships, fees and other moneys, to give grants and donations, to awards prizes, scholarships etc.

- xix) 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 institute, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
- xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.
- xxi) To transfer or accept transfers of any movable property on behalf of the Institute.
- xxii) To advice the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute.
- xxiii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Institute.
- xxiv) 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, moveable or immovable belonging to the Institute or to be acquired for the purposes of the Institute.

- xxv) To appoint, in order to execute and instrument or transact any business of the Institute, any person as attorney of the Institute with such powers as it may deem fit.
- xxvi) In consultation with the Holding Trustees (if any), to raise and borrow money on bonds, mortgages, promissory notes of other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- xxvii) To invest the funds of the institute or money entrusted to the institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- xxviii) To maintain a fund to which shall be credited:
- (a) All money provided by the Central or State Governments/University Grants Commission.
 - (b) All fees and other charges received by the Institute.
 - (c) All money received by the institute as grants, gifts, donations, benefactions, bequests or transfers and
 - (d) All money received by the institute in any other manner or from any other source.
- xxix) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.

- xxx) 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.
- xxxii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner, and subject to such conditions as may be prescribed by the Bye-laws such pension, insurance, provident fund and gratuity as it may deem fit for the benefit of the employees of the institute and do aid in the establishment and support of Association, Institutions, Funds, Trust and conveyances calculated to benefit the staff and the students of the institute.
- xxxiii) To delegate all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor of the Institute or any other person.
- xxxiiii) To establish, on the advice of the Academic Council Divisions and Departments for the Academic work and functions of the Institute and to allocate areas of Study, Teaching and Research to them.
- xxxv) To conduct examinations or tests for admission to the courses taught in the Institute, to conduct examinations for Degrees and Diplomas and to declare the results of such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- xxxvi) To establish, maintain and manage hostels for the students of the Institute.

xxxvi) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations, in consultation with the Academic Council and the Finance Committee.

xxxvii) To recognize and maintain control and supervision of hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition.

xxxviii) The Board of Management shall be the principal executive body of the Institute and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institute.

b) Composition of the Board of Management

The Board of Management shall consist of:

1. Vice-Chancellor Chairman
2. Deans of faculties (if any) not exceeding three by rotation and on seniority.
3. Three nominees of the President of the Institute.
4. One nominee of the Chairman, UGC.
5. One nominee of the Government of India.
6. One nominee of the funding agency/agencies.

7. Three Teachers (Professor, Reader, Lecturer) (by rotation) according to seniority.
8. One nominee of the sponsoring Society.
9. The Registrar shall be the non-Member Secretary

Note: (The Chairman of the Board of management shall ordinarily be the Vice-Chancellor of the Institute. However, while suggesting the composition of the Board of Management, alternate proposals for appointment of a Chairman of Board could be made).

c) Terms of Membership

All the members of the above body other than ex-officio and the members of the teaching staff hold office for a term of three years and shall be eligible for reappointment.

Members of teaching staff in the above body 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.

d) Meetings of the Board of Management

- i. The Board of Management shall meet at least four times a year. Not less than 15 days notice shall be given of a meeting of the Board of Management and a copy of the proceedings of each meeting shall be furnished to the President of the Institute as soon as possible after the meeting.
- ii. Each member of the above body 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.

- iii. Every meeting of the above body shall be presided over by its Chairman, and in his absence by a member chosen by the members present from amongst themselves shall preside over the meeting.
- iv. Any business which it may be necessary for the body 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.

If a member other than the Vice-Chancellor or those representing the teachers accepts a fulltime 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 above body.

6. *Constitution of Standing Committee and appointment of Ad-hoc Committee by the Board of Management*

- i. Subject to the provisions of the Rules/Bye-laws of the Institute, the Board of Management may by a resolution constitute such standing committee or co-committee or ad-hoc committee or committees for such purposes and with such powers as the Board may think fit for exercising any power or powers or discharging any functions of the Institute or for inquiring into reporting and advising upon any matter of the Institute.
- ii. The Board of Management may co-opt such persons on the standing Committees or ad-hoc Committees, as it may consider suitable.

7. Delegation of Powers of the Board of Management

The Board of Management may by a resolution, delegate to the President, Vice-Chancellor or any other officer 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 President or the Vice-Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegate shall be reported at the next meeting of the Board of Management.

8. Academic Council

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations 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.

a) Membership of the Academic council

The Academic Council shall consist of the following persons, namely:

- a) Vice-Chancellor of the Institute ... Chairman
- b) Dean of faculties, if any
- c) Heads of the Departments of the Institute

- d) Ten professors other than the Heads of the Departments (by rotation and on seniority)
- e) Three Readers from the Departments other than the Heads of the Departments by rotation in the order of seniority nominated by the Vice-Chancellor.
- f) Three Lecturers from the Departments by rotation in the order of seniority nominated by the Vice-Chancellor.
- g) 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 President
- h) Three persons who are not members of the teaching staff co-opted by the Academic Council for their specialized knowledge.

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

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

b) Powers and Functions of the Academic Council

The Academic Council shall be the principal academic body of the Institute, and shall, in addition to all other powers and duties vested in it, have the following powers and duties viz:

- a) to exercise general supervision over the academic work of the Institute and to give directions regarding methods of instructions, evaluation or research or improvements in academic standards.
- b) To promote research within the institute, acquire reports on such researches from time to time.
- c) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon.
- d) To make arrangements for the conduct of examinations in conformity with the bye-laws.
- e) To maintain proper standards of the examinations.
- f) To recognise diplomas and degrees of Universities and Institutions and to determine equivalence with the diplomas and degrees of the Institute.
- g) To prescribe courses of study leading to degrees and diplomas of the Institute.
- h) To appoint of examiners, moderators, tabulators and such other personnel for different examinations.
- i) To suggest measures for departmental co-ordination.
- j) To make recommendations to the Board of Management on:
 - i) Measures for improvement of standards of teaching, training and research.
 - ii) Institution of Fellowship, Travelling Fellowships, Scholarships, Medals, 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, freeships, concessions, attendance etc.

- k) To appoint sub-committees to advise on such specific matters as may be referred to it, by the Board of Management.

- l) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may require.

- m) To take periodical review of the activities of the Departments/Centers and to take appropriate action (including making of recommendations to the Board Of Management) with a view to maintaining and improving the standards of instruction.

- n) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.

- o) To recommend institution to Teaching posts, Professors, Readers and Lectures to the Board of Management.

c) Meeting of the Academic Council

- (i) The Academic Council shall meet as often as may be necessary but not less than three times during the academic year.

- (ii) One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

- (iii) Any business which it 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 have recorded their views on the Resolution.

9. Finance Committee

The Finance Committee shall consist of the following members:

- i. Vice-Chancellor of the Institute ... Chairman
- ii. A person nominated by the President.
- iii. Two nominees of the Board of Management one of whom shall be a member of the Board.
- iv. A representative of the UGC.
- v. A representative of the Central Govt./State Govt.

a) 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.

b) Powers and Functions of the Finance Committee

- (a) The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinise proposals for expenditure.
- (b) 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.

- (c) The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year, based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- (d) No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- (e) The recommend the Board of Management the creation of all types of posts.

10. Advisory Committee

For a period of first ten years, the Institution will have an Advisory Committee under the Chairmanship of a person nominated by the Commission from among members of the Commission including Vice-Chairman. The Advisory Committee will include the Head of the Institution and its senior faculty along with one/two experts nominated by the UGC to help its academic planning and growth.

11. Planning and Monitoring Board

The Planning and Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.

The Vice-Chancellor of the Institute shall be the Chairman of the Planning and Monitoring Board it may include six or seven internal members and a few outside experts, including one nominee of the UGC.

The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Bye-laws.

The Planning and 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 Institute.

The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.

12 Selection Committee

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

(a) For Appointment of Professors

- i. Vice-Chancellor of the Institute as Chairman
- ii. A person nominated by the President.
- iii. Dean of Faculty/Head of the Deptt/Chairman, Board of Studies, provided he is a Professor.
- iv. Three outside experts nominated by the President from a panel of not less than six names recommended by the Academic Council and approved by the Board of Management.

(b) For Appointment of Readers and Lectures

- i. Vice-Chancellor – Chairman
- ii. A person nominated by the President of the Institute
- iii. Dean of Faculty Head of the Deptt./Chairman, Board of Studies, provided he is a Professor, or Reader.
- iv. Two outside experts nominated by the President from a panel of not less than six names recommended by the Academic Council and approved by the Board of Management.

III Meetings

- a) The meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.
- b) Four members of the Selection Committee shall form the quorum consisting of at least two experts.
- c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it and submit the case to the President whose decision shall be final in the matter.

13. Board of Studies

I. There shall be one Board of Studies for each Faculty of the Institute.

II. The Board of Studies of each Department shall consist of:

- a. Head of the Department ... Chairman
- b. All Professors of the Department
- c. Two Readers of the Department by rotation according to seniority.
- d. Two Lecturers of the Department by rotation according to seniority.

- e. Not more than two persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry

The powers and functions of the Board of Studies shall be prescribed by the Bye-laws of the Institute.

14. Grievance Redressal Machinery

For individual grievance and complaint, every Institution shall have a Grievance Redressal Machinery as may be prescribed in the Bye-laws.

15. Officers of the Institute

The following shall be the officers of the Institute:

- i. Vice-chancellor
- ii. Registrar
- iii. Finance Officer and such other officers as may be prescribed in the Bye-laws

(a) *President*

The Institute shall have a President who by virtue of his office be the Head of the Institute and shall when present preside over the convocations of the Institute. He shall be appointed by the sponsoring Society/Govt. and shall hold office for a period of 5 years.

Where power is conferred upon the President to nominate persons to Authorities, the President shall to the extent necessary nominate persons to represent the various interests for the furtherance of the objectives of the Institute.

b) *Vice-Chancellor*

The Vice-Chancellor shall be a whole time salaried officer of the Institute and shall be appointed by the President from a panel of three names suggested by a Search Committee.

The composition of the above committee would be:

- i) A nominee of the President of the Institute
- ii) A nominee of the State Government/Central Government
- iii) A nominee of the Chairman UGC

Provided further that if the President does not approve of any of these persons so recommended, he shall call for a fresh panel.

The Vice-Chancellor shall hold office for a term of five years. He shall not be eligible for reappointment.

Provided that notwithstanding the expiry of the said period of the five years, he can continue in office till his successor is appointed and assumes office, but not beyond six month.

Provided further that a person appointed as Vice-Chancellor shall retire from office during the tenure of his office or extension, thereof, if any, he completes the age of 65 years.

If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and in his absence due to illness or any other cause, the Dean or if there is no Dean, the senior most professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed or as the case may be, the existing Vice-Chancellor resumes duties.

- i) The Vice-Chancellor, shall be the Principal and 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.
- ii) The Vice-Chancellor 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 and Regulations/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 the authority concerned as mentioned in clause (i) above is of the opinion that such action ought not to have been taken, it may refer the matter to the President 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 Vice-Chancellor under the said clause he shall have the right to appeal against such action to the Board of Management within 30 days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

- iii) The Vice-Chancellor, unless otherwise provided, shall be the Ex-officio Chairman of the Board of Management, the Academic Council and the Finance Committee.
- iv) It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of

the Institute etc., are duly observed and implemented and he shall have all necessary powers in this regard.

- v) The Vice-Chancellor 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.
- vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.
- viii) The Vice-Chancellor shall exercise all the powers as may be delegated to him by the Board of Management.
- ix) The Vice-Chancellor 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 Management.
- x) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.

(c) Head of the Department

- i) There shall be a Head of the Department for each of the Departments in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department. Provided that if there is no Professor in the Department the Vice-Chancellor may appoint a Reader as Head of the Department.

ii) 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.

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

(d) Registrar

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

- i. Vice-Chancellor Chairman
- ii. One nominee of the President of the Institute
- iii. One nominee of the Board of Management
- iv. One expert appointed by the Board of Management who is not an employee of the Institute.

(b) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.

(c) 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 Vice-Chancellor may appoint for the purpose.

(d) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.

(e) The Registrar shall be directly responsible to the Vice-Chancellor of the Institute.

(f) The following shall be the duties of the Registrar

- i) To be Custodian of the records, the common seal, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charge.
- ii) To conduct the official correspondence on behalf of the authorities of the Institute.
- iii) To issue notices convening meetings of the authorities of the Institute and all Committees and Sub-Committees appointed by any of these authorities.
- iv) 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.
- v) To make arrangements for and supervise the examinations conducted by the Institute.
- vi) 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.
- vii) To enter into agreement, sign documents and authenticate records on behalf of the Institute.

- viii) To hold in special custody books and documents of the Institute.
- ix) To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
- x) To 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 Vice-Chancellor from time to time.

(e) Finance Officer

The Finance Officer shall be whole time salaried officer of the Institute and shall be appointed by the Board of Management preferably on deputation from a panel of names submitted by the State Government/Central Government. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Bye-laws.

The Finance Officer shall work under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice-Chancellor. He would be the Ex-officio non-Member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor for financial matters.

Subject to the control of the Board of Management to manage properly and investment of the Institute, he shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Board of Management.

16. 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 Institute by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in grade and 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 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 or the relative seniority of any person or persons is in doubt, the Registrar may on his own notion or at the request of any such person, shall submit the matter to the Board of Management whose decision shall be final.

17. Delegation of Powers

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 officer or authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such powers.

18. Dispute as to Membership

If any question arises, whether any person has been duly elected or appointed as or is entitled to be member of any authority or any Committee to the Institute, the matter shall be referred to the President of the Institute, whose decision thereon shall be final.

19. Right of Central Government to Inspect the Institution

- i) The Government of India, shall have the right to cause an inspection to be made by such person or persons as it may direct, of the Institute, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done by the Institute and if, necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the institute.
- ii) The Government of India, shall, in every case, give notice to the Institute of its intention to cause an inspection or inquiry to be made and on receipt of such a notice the Institute shall have the right to make such representations to the Government of India as it may consider necessary.
- iii) Where an inspection or inquiry has been caused to be made by the Government of India the Institute 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 Government of India 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 Institute, to the Vice-Chancellor

of the Institute 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 Institute and communicate to the Government of India 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 Government of India, the Government of India 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.

20. Review of the Academic Activities of the Institute

- i) The functions of the Institute shall be reviewed after a period of every 5 years or even earlier, if necessary, by a Committee appointed by the University Grants Commission.
- ii) The report of the Committee shall be considered by the Commission. In the event of an adverse appraisal of the Institute, the Commission shall direct the Institute to take immediate remedial measures. In the event of non-compliance of the Commission's directions with the specified period as determined by the UGC in this respect, the Commission shall have the right to recommend to the Government of India for the revocation of the Notification issued earlier declaring an Institution as deemed to be university.

21. 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 President as the case may be or the Chairman of the Board of the Management.

22. Acting Chairman of the Meeting(s)

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.

23. Validation of Certain Acts, Decisions

No Act or proceedings of any authority or any body or any Committee of the Institute shall be invalid merely by reasons 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 merits of the case.

24. Disqualification

- (a) A person shall be disqualified for having chosen as and for being a member of any of the Authorities of the Institute.
 - i) If he is of unsound mind or is deaf or mute.
 - ii) If he is an undischarged insolvent.
 - iii) If he 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 President and his decision shall be final and no suit or proceeding shall lie in any Civil Court against such decision.

25. Filling of Casual Vacancies

Casual vacancies among the members (other than ex-officio members) 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.

26. Bye-laws

Subject to the provisions of the Memorandum of Association and the Rules and Bye-laws, the Board of Management 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:

- (a) establishment of Departments of teaching and halls of residence;
- (b) the admission of students to the Institute and their enrolment as such;
- (c) the courses of study to be laid down for all Degrees, Diplomas and certificates of the Institute;
- (d) the grant of academic awards (such as Degrees and Diplomas) and distinctions;

- (e) the fees to be charged for courses of study in the Institute and for admission to the examination, Degrees, Diplomas and Certificates of the Institute.
- (f) the Institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes;
- (g) the conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (h) the maintenance of discipline among the students;
- (i) the maintenance of discipline among the employees of the Institute;
- (j) the conditions of residence and health of students of the Institute;
- (k) the classification, emoluments, method of appointment, and the determination of the terms and conditions of service of the teaching staff of the Institute;
- (l) the constitution of pension, provident fund, insurance etc., for the benefit of the officers, teachers/Academic Staff and the other staff of the Institute;
- (m) the establishment of special centres;
- (n) the creation, composition and functions of any committees or body, which is considered necessary for the work of the Institute;
- (o) the preparation and submission of budget estimates;
- (p) the procedure for convening of meeting of any authority or committee;
- (q) the laying down of procedures to be observed at any meeting of any authority or any committees;
- (r) to constitute any other body as an authority of the Institute;
- (s) all other matters which by this Memorandum or Rules may be provided for by the Bye-laws provided that no Bye-laws shall be made affecting the condition of residence health or discipline of the student, admission or enrolment of students, conditions mode of

appointment or duties of examiners or the conduct or standard of examinations or any course of study without consulting the Academic Council.

27. Interpretation Clause

In the event of conflict of opinion with regard to interpretation of Memorandum of Association or the Rules and Bye-laws, the opinion of the UGC shall be final.

28. Income and Property of the Institute to be Utilised for its object Only

The income and property of the Institute however derived shall be utilised solely for promoting the objectives of the Institute as set out in this Memorandum of Association.

29. Bar on Payment or Transferring of the 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 dividends, 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 or any of them provided that nothing herein contained shall prevent the payment in good any member thereof or other person as faith of remuneration to consideration for any service rendered to the Institute or for travelling or other allowances and such other charges.

30. Adjustment of Income and Property on Dissolution of the Institute

After, on the winding up or dissolution of the Institute there shall remain 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 Institute or any of them but shall be transferred to the Institute, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

31. Legal Proceedings

- i) 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.
- ii) No suit or legal proceedings shall lie against the Central Government or UGC 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.

32. 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 Management in accordance with the provision of the Societies Registration Act, 1860, as in force for the time being provided any such alternations, amendments and additions in the Rules of the Institute shall become effective only after the receipt of concurrence of the Government of India.

33. Funds, Accounts, Audits and Annual Report

- i) The funds of the Society shall be utilized solely for the purpose of the Society.
- ii) The accounts of the Institute shall be maintained in the name of the Institute and not in the name of the particular Trust or Society whether financing or sponsoring the Institute or not. The accounts of the Institute shall be kept in such forms as may be laid down by the Board of Management shall conform to the rules, if any, prescribed by the University Grants Commission/the Government of India. The accounts of the Institute will be open for the examination by the Controller and Auditor General of the Government of India.
- iii) All funds belonging to the Institute or under the control of the Board of Management, shall be shown separately in the accounts of the Institute.
- iv) 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.
- v) 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 the State concerned.