

The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

[Section 4(1)(b) (v)]

MEMORANDUM OF ASSOCIATION

TITLE

1. The name of the society shall be the Institute of Management in Government, Thiruvananthapuram.

REGISTERED OFFICE

2. The Registered Office of the Society shall be at Trivandrum 695 001

OBJECTIVES OF THE INSTITUTE

3. The objects for which the society is established are:-

- (i) to create an awareness of the potentialities of modern management science as a major instrument for development of the economic and social activities of Government ;
- (ii) to develop managerial skills, organisational capability, leadership and decision making ability, development planning and implementation efficiency ;
- (iii) to carry on research -operational and policy, to evolve ideas and concepts appropriate to the nation and to formulate policy alternatives;
- (iv) to foster, assist and support individuals, organisations and institutions indirectly, for the use of management science;
- (v) to create social awareness in the country and social goals and make it a genuine instrument for economic development and social change in the state as well as in the region.

FUNCTIONS OF THE INSTITUTE:

4. In order to achieve the above objectives, the institute may engage itself in such kinds, types of programmes, activities, and in such subjects, and for the benefit of such persons, areas, sectors of activity as are exemplified hereunder:-

- (a) Programmes and Activities:-
 - (i) Education programmes of long duration, Post-Graduate Courses at the Master's (M.B.A. and M.Phil) and Doctoral (Ph.D) levels.
 - (ii) Training programmes of short duration as a means of continuing education for practicing managers, administrators, scientific and technical cadres.
 - (iii) Research-Policy and Operations
 - (iv) Consultancy and Extension Services
 - (v) Publications
- (b) Subjects and Areas of activities:-
 - (i) The programmes shall cover all concepts, principles and techniques related to management in Government.
 - (ii) The programmes shall cover functionaries of the Departments of the Government of Kerala; as well as teachers and practitioners of management in Boards, Corporations and other Public Sector Undertakings in all sectors such as Business and industry; Commerce and trade; Financial and industrial development; Banking; Insurance; Cooperatives, Agriculture and Rural Development, Forestry, Fisheries and Animal Husbandry; irrigation and power; Energy, Transportation and communication; Education and Health Services; Entrepreneurial Development, Mass media; Tourism and Public Relations; Legal Systems, Police Administration, Taxation; urban Systems; Environment, Habitat, Public Works, Roads and Buildings; Appropriate Technology, Non-organised, decentralised sector etc. of economic, social and political activity; especially, persons from institutions, bodies and organisations concerned with the use of knowledge in management.
 - (c) The conduct of programmes shall be for and by the application of concepts and principles of:
 - (i) Functional areas of management
 - (ii) Management techniques
 - (iii) Disciplines, and
 - (iv) Concepts and problems,
 - (d) The Institute may:-
 - (i) Plan, sponsor and undertake research- policy research for the evaluation and formulation of public policies and assessment of the impact of policies on implementation-Operations Research to improve efficiency and productivity at the unit levels;

- (ii) Assist public and private organisations to improve their administration and management through consultancy and by extension services, organising conferences, seminars, workshops, exhibitions, meetings, discussions etc;
- (iii) Public research papers, treatises, periodicals, books and other literature to disseminate up to-date information relating to Indian Management;
- (iv) Select and prepare suitable young persons from within and outside Kerala for careers leading to management responsibility through post graduate education programmes;
- (v) Evolve and prescribe standards of proficiency and award degrees, diplomas, certificates, medals, and other prizes and distinctions to persons trained in the Institute as well as confer honorary degrees and distinctions on persons rendering outstanding contribution to the cause of management in Government;
- (vi) Institute and award scholarships, visiting fellowships, stipends, loans and other financial assistance to suitable and deserving students and scholars;
- (vii) Establish and maintain libraries of books, teaching aids, audio-visual equipments etc.;
- (viii) form affiliations, accept patron ship and other classes of professional or technical membership;
- (ix) Establish collaborative linkages with educational and professional institutions in any part of the world, having similar objectives, by exchange of faculty and scholars, by the conduct of joint research and training programmes and generally in such a manner as may be conducive to the development of common professional objectives;
- (x) Function generally as the apex institution of Kerala State to provide knowledge and services, to set standards of proficiency, and to regulate management inputs in all aspects of public administration and productivity by other organisations, agencies, institutions;
- (xi) Establish, administer and maintain regional branches, institutions at suitable places in Kerala;
- (xii) Do all such other deeds and acts as are conducive or incidental to the achievement of all or any of the above objectives.

5. The Institute shall consist of residential campus as well as non residential centres. It shall be open to persons of either sex, of whatever race, creed, caste, class, region, nationality, and no test or condition pertaining to religion or region shall be imposed in admitting students or in appointing members, teachers and staff of the Institute, provided,

however, that the Board of Governors may make special provisions for the advancement of Scheduled Castes, Scheduled Tribes and socially and educationally backward classes of citizens in accordance with the relevant provisions of the Indian Constitution.

GOVERNING BODY:-

6. The Management of the affairs of the Society shall vest, in accordance with the Rules of the Society, in the Board of Governors.

7. The name address and occupation of the first members of the Board of Governors are:

1. Shri.S.Anantkrishnan,
Chief Secretary to the Government of Kerala, Thiruvananthapuram
2. Dr.V.K.Sukumaran Nair,
Vice Chancellor, Kerala University
3. Dr.M.V.Pylee
Vice Chancellor, Cochin University
4. Smt.Padma Ramachandran,
Director & Special Secretary to the Government, Thiruvananthapuram
5. Shri.S.Padmakumar,
Commissioner & Special Secretary to the Government
Finance Department, Thiruvananthapuram
6. Shri.V.Ramachandran,
Commissioner for Economic Development, Thiruvananthapuram
7. Prof.N.S.Ramaswamy,
Director, Indian Institute of Management, Bangalore
8. Shri.S.Nagarajan,
Special Secretary to the Government
Personnel & Administrative Reforms Department, Thiruvananthapuram

8. We, the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955, (Act XII of

1955) and hold ourselves responsible to manage the affairs of the society as per the Rules, a copy of which duly certified to be a true copy by three members of the Board of Governors, is filed herewith along with this Memorandum of Association.

This twenty fourth day of the month of March, in the year of one Thousand Nine hundred and Eighty one.

Sl.No.	Name	Occupation	Address	Signature
1.	Shri.S.Anantakrishnan	Chief Secretary to the Government of Kerala	Chief Secretary to the Government of Kerala, Tvpm	Sd/-
2.	Dr.V.K.Sukumaran Nair	Vice Chancellor	Vice Chancellor, Kerala University Trivandrum	Sd/-
3.	Dr.M.V.Pylee	Vice Chancellor	Vice Chancellor Cochin University Cochin	Sd/-
4.	Smt.Padma Ramachandran	Director & Special Secretary to the Government of Kerala	Director & Special Secretary to the Government of Kerala, Trivandrum	Sd/-
5.	Shri.S.Padmakumar	Commissioner for Special Secretary to the Government of Kerala	Commissioner and Special Secretary to the Government, Finance Department, Thiruvananthapuram	Sd/-
6.	Shri.V.Ramachandran	Commissioner for Economic Development	Commissioner for Economic Development, Government of Kerala Thiruvananthapuram	Sd/-
7.	Shri.S.Nagarajan	Special Secretary to the Government of Kerala	Special Secretary to the Government of Kerala P&AR Department,	Sd/-

In the presence of:

1. Shri.C.J.Joseph (Senior),
Deputy Secretary to Government & Deputy Director,
Kerala Institute of Public Administration,
Thiruvananthapuram
2. Shri.C.M.Vasudevan Nambissan,

Assistant Director
Kerala Institute of Public Administration,
Thiruvananthapuram
INSTITUTE OF MANAGEMENT IN GOVERNMENT

RULES

1. SHORT TITLE

These Rules may be called "The Rules of the Institute of Management in Government, Thiruvananthapuram."

2. DEFINITIONS

In these Rules and the Memorandum of Association unless the subject or context otherwise requires:

- i) 'Act' means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act 12 of 1955)
- ii) 'Institute' means the Institute of Management in Government, Thiruvananthapuram
- iii) 'Board' means the Board of Governors of the Institute.
- iv) 'Committee' means the Executive Committee of the Institute
- v) 'President' means the President of the Board of Governors for the time being of the Institute.
- vi) 'Chairman' means the chairman of the Executive Committee for the time being of the Institute.
- vii) 'Secretary' means the Secretary for the time being of the Institute.
- viii) 'State Government' means the Government of Kerala
- ix) 'Financial Year' means budget year commencing on the 1st April and ending on the 31st March following for which Budget is prepared.

4. AUTHORITIES OF THE INSTITUTE;

The authorities of the Institute shall be

- i. The Board of Governors
- ii. The Executive Committee and

- iii. Such other authorities as may be constituted by Executive Committee.

4. **OFFICERS OF THE INSTITUTE;**

The following shall be the officers of the Institute, namely:-

- i. The Director
- ii. The Secretary and
- iii. Such other Officers as may be appointed by the Executive Committee from time to time.

5. **GENERAL BODY AND MEMBERSHIP;**

The members of the Board of Governors shall constitute the General body of the Institute and shall consist of not more than 18 members.

6. **ROLL OF MEMBERS**

The Institute shall maintain a register of members giving their names, occupations and addresses and every member shall sign the register. Every change of address shall be noticed to the Secretary.

7. **BOARD OF GOVERNORS:**

The general superintendence and management of the affairs of the Institute shall be vested, in accordance with the Rules of the Institute, in the Board of Governors.

The composition of the Board of Governors shall be as follows:-

i) **PRESIDENT**

- i) Chief Secretary to the Government of Kerala Trivandrum (Ex-Officio). Provided that in case the Chief Secretary is for any reason unable to the President, an Officer of equivalent rank or any person who had held such rank, as may be nominated by the Government, may be the President.
- ii) The Secretary to the Government of Kerala, Department of Personnel and Administrative Reforms, Trivandrum (Ex-Officio).
- iii) Six persons to be nominated by the Government of Kerala to represent the interests of sectors such as :-
Agriculture and Rural Development (Including Forestry, Fisheries and Animal Husbandry),
Business and Industry, Commerce and Trade, Banking and Insurance, Public utilities such as Transport, Energy, Communications, Public Works, Irrigation and Power.
Social Welfare, Tourism and Public Relations,

Regulatory Services such as, Revenue, Legal, Police, Income tax, Sales Tax, Civil Supplies, Municipalities etc., Urban Systems, Environment , Habitat

NOTE:- The Selection of these persons shall not be based on their official capacities but shall be dependent more on their recognised achievements and outstanding contributions to the development of the Public administration and management systems in the sectors concerned.

- iv) Two representatives of the Government of India, to be invited by the Government of Kerala
- v) Six persons to be invited by the President from amongst outstanding professionals in the fields of Management Science. Three out of these six persons shall be residents, or serving outside Kerala.
- vi) One member of the Institute, to be nominated by the President from a panel of names elected from among the faculty members and recommended by the Director.
- vii) The Director of the Institute (Ex-officio)

8. The Board of Governors, may create new classes of membership from time to time for such specific periods, and fill them by co-option of such members, as it deems desirable and necessary in the interests of the Institute.

9. **TENURE OF THE BOARD:**

The tenure of the first Board shall be five years from the date of registration of the Institute. The tenure of the subsequent Boards shall be three years.

Provided, however, that the Board, the tenure of which has expired, shall remain in office until the successor Board is constituted.

10. When a person including the President is a member of the Board by virtue of his office or appointment, he shall cease to be such member when he relinquishes the said office or appointment and the vacancy so arising shall be filled in by his successor in that appointment or office. Such member shall however be eligible for re-nomination in another vacancy if any, on the Board.

11. The faculty member of the Institute, nominated on the Board by President shall hold office for a period of two years or until the end of the current tenure of the Board, whichever is earlier, but shall be eligible for renomination.

13. **CESSATION OF MEMBERSHIP:**

Notwithstanding anything contained in these Rules, a member of the Board shall cease to be such member if, during his tenure of office he resigns, or becomes insolvent or otherwise unable or incompetent to hold office or his membership is terminated by Government.

14. **RESIGNATION**

A member of the Board, other than ex-officio member, may resign his membership by a letter addressed to the president of the Board and such resignation shall take effect from the date of its acceptance by the President.

15. **CASUAL VACANCIES:**

Any casual vacancy arising on the Board by resignation, death or otherwise, may be filled by appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member so appointed or nominated shall hold office for the remainder of the tenure of that Board.

16. The Board of Governors shall function notwithstanding any vacancy on the Board, and defect in the appointment or nomination of any of its members, and no act or proceedings of the Board shall be invalidated, nullified or called in question merely by reason of the existence of any vacancy on the Board or by reason of any defect in the appointment or nomination of any of its members.

17. Subject to the provisions of the Act and subject to any general directives issued by the Government in furtherance of the objectives of the Institute or in public interest, the Board of Governors shall be the ultimate authority for the conduct of the affairs of the Institute.

18. **MEETINGS OF THE BOARD;**

Subject to the provisions of the Act the Board of Governors shall meet at least twice in a year, that is to say:-

- 1) Annual General Meeting within four months of the close of the Financial year.
 - i) to receive and consider the annual report and audited accounts of the institute for the preceding financial year.
 - ii) to appoint auditors and fix their remuneration
 - iii) to review progress of work during the year ended and consider and approve generally the budget demands and programmes for the ensuing year, and

iv) to discuss any other business as may be necessary

2) Convocation Meeting, at the close of the academic year, to approve the award of degrees, diplomas, prizes etc to the successful students.

19. **SPECIAL MEETINGS**

The President of the board may convene special meetings of the Board to consider any matter of special importance or urgency or on the written requisition of not less than six members of the Board, specifying the purpose for which the meeting is proposed to be called.

20. **VENUE OF THE MEETING**

Members of the Board shall ordinarily be held at Trivandrum; provided, however, that meeting may be held at any other place as may be expedient or necessary.

21. **NOTICE OF THE MEETING**

Every Meeting of the Board shall be convened by notice issued under the hand of the Secretary or any other Officer of the Institute so authorised in this behalf.

22. Every notice calling for a meeting of the Board shall be issued to every member not less than fifteen days before the day scheduled for the meetings, except in the case of special meetings when the notice shall be issued seven days before the day fixed for the meeting. A summary of the business to be transacted at the annual meeting shall be communicated to the members at least seven days before the day of the meeting.

23. The accidental omission to give notice to, or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

24. **QUORUM:**

Six members including the President present in person shall constitute the quorum for any meeting of the board; provided that, if a meeting is once adjourned for want of quorum, a subsequent meeting called on the basis of the same agenda shall not be required to form a quorum.

25. **PRESIDEING OFFICER;**

The President shall ordinarily preside at all meetings of the Board. In the absence of the President, the members present shall choose one from amongst themselves to preside over that meeting.

26. **ATTENDANCE**

No member shall attend a meeting of the Board otherwise than in person; provided that when a member who is an ex-officio representative of Government or

organisation is unable to attend a meeting, he shall authorise a substitute to attend that meeting on his behalf and such substitutes shall have the rights and privileges of a member for that meeting.

27. INVITATION TO ATTEND A MEETING

The President may invite any person other than a member of the Board to attend a meeting of the Board but such person shall not be entitled to vote at the meeting.

28. VOTING:

In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at the meeting including the President shall have one vote and if there be an equality of votes, the president of the meeting shall have and exercise a second, casting vote.

29. VOTING BY CIRCULATION

Any business which it may be necessary for the Institution to perform and which is of an urgent nature and cannot be held over till the next meeting of the board, may be carried out by circulation among all members of the Board and any resolution so circulated and approved by a majority of the members signing, shall be as effective and binding as if such resolution had been passed at a meeting of the Board; provided that atleast the number of persons constituting a quorum had accorded their views on the resolution; and that any business so transacted shall be reported at the subsequent meeting of the Board.

30. SERVICE OF NOTICE

A notice may be served upon any member of the Board in person or through post addressed to such member at the address mentioned in the roll of members. Any notice so served through post shall be deemed to have been served on the day following that on which it was posted.

31. EXECUTIVE COMMITTEE;

Subject to the overall superintendence and policy directions of the Board of Governors, the Executive Committee shall be responsible for the management, administration and control of the affairs of the Institute and its income and properties in accordance with these Rules, and the Regulations, orders and instructions made from time to time shall have, and exercise, powers which may be necessary, incidental, conducive or expedient for the said purpose.

32. COMPOSITION OF THE EXECUTIVE COMMITTEE;

The Executive Committee shall be composed of not more than seven members including the Director, who shall be Chairman of the Committee.

33. The composition of the committee shall be as follows:

- i) Director(Ex-officio)
- ii) Secretary to the Government of Kerala, Department of Personnel & Administrative Reforms, Trivandrum, (Ex-officio Member of the Board)
- iii) Three members of the Board to be nominated by the President
- iv) Faculty member of the Institute, who is a member of the Board
- v) A person to be co-opted by the Chairman of the Committee from time to time for such specific period as may be deemed desirable and necessary in the interest of the Institute.

34. **TENURE OF THE COMMITTEE**

The term of Office of the first Executive Committee shall be five years from the date of registration of the Society; the terms of subsequent committees shall be three years, provided that a committee whose term has expired shall continue until the successor committee is constituted.

35. **RESIGNATION**

A member of the Committee other than ex-officio members may resign his membership by a letter addressed to the President through the Chairman and such resignation shall take effect from the date of its acceptance.

36. **MEETINGS OF THE COMMITTEE**

The Executive Committee shall meet not less than three times in a calendar year, provided that not more than six months shall elapse between any two meetings. Special meetings of the committee shall ordinarily be held at Trivandrum; provided however, that a meeting may be held at any other place as may be expedient or necessary.

37. Every meeting of the Committee shall be presided over by the Chairman. Three members of the committee, including the Chairman, present in person shall constitute a quorum at any meeting of the committee. If a member who is an ex-officio representative of Government or organisation, is unable to attend a meeting, he may authorise a substitute to attend that meeting on his behalf. The chairman may invite any person or persons to attend a meeting but such person or persons shall not have the right to vote.

38. In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority shall prevail. Every member present

at the meeting including the chairman shall have one vote and if there be an equality of votes, the chairman of the meeting shall have and exercise a second casting vote.

39. Every meeting of the Committee shall be convened by notice issued under the hand of the Secretary or any other officer of the Institute so authorised in this behalf. Every notice calling for a meeting shall set the date, time and venue of the meeting and shall be issued to every member not less than ten days before the day scheduled for the meeting, provided that the Chairman may, for reasons to be recorded, convene a meeting at such shorter notice as he may deem fit. A summary of the business to be transacted at the meeting shall be communicated to the members not less than seven days before the day of the meeting. The accidental omission to give notice to, or the non- receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

40. Any business of an urgent may be carried out by circulation among all members of the Committee and any resolution so circulated and approved by a majority of members signing shall be as effective and binding as if such resolution had been passed at meeting of the Committee; provided that atleast the number of persons constituting a quorum had recorded their views on the resolution; and provided further that any business so transacted shall be reported at the subsequent meeting of the committee.

41. **POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE :**

Without prejudice to the generality of the provisions contained in Rule 31, the Executive Committee shall have the powers:-

- i) to prepare and execute detailed plans and programmes for the establishment and development of the Institute of Management in Government and for carrying on its administration and management.
- ii) to receive grants-in -aid and accept other grant of money gifts, donations, securities, negotiable instruments and other forms of assistance from the State Government and Government of India and from other sources, Indian and foreign, government and private and enter into any agreements or arrangements for receiving such assistance which are not inconsistent or in conflict with or repugnant to the objectives and purposes of the Institute; provided that in respect of external sources of assistance, prior approval of the State government or the Government of India shall be obtained;
- iii) to impose and recover fees and charges for the services rendered by the Institute; raise moneys and funds as deemed fit and necessary for the purposes and objectives of the Institute;
- iv) to keep custody of and expend, the funds and moneys; invest, deal

with and appropriately account for such funds and moneys and manage the income and properties movable and immovable according to the bye-laws formulated in this behalf, provided that for all capital expenditure exceeding Rs.10 lakhs at a time prior sanction of Government shall be obtained;

- v) to receive, acquire, take over and hold movable and immovable property of any kind by means of purchase, transfer, hire, lease gift, donation or other lawful means from Government, public or private bodies or individuals, construct, build, alter, improve, maintain, repair, equip, or furnish any building, develop lands and execute works necessary or convenient for purposes of the Institute, and suitably manage and deal with property of any kind in the best interests and for purposes of the Institute;

Provided that no movable properties costing more than Rs.3 lakhs (Rupees three lakhs only) and no immovable properties shall be transferred by sale, mortgage or otherwise without prior sanction of Government;

- vi) to enter into arrangements, contracts with national and international organisations foundations and research institutions and other agencies-Governmental or private-for technical assistance, for the developments of sectors and for undertaking projects on their behalf for training and development and research in the fields of management in Government;

Provided that in respect of arrangements with foreign governments or international organisations, prior approval of the State Government or the Government of India as the case may be, shall be obtained.

- vii) to pay all preliminary or incidental cost, charges and expenses incurred in the promotion, formation, establishment and registration of the society.
- viii) to prescribe, approve norms and guidelines for the conduct of courses of study, training and for undertaking research and consultancy in pursuance of the objectives enunciated in the Memorandum of Association;
- ix) to recommend to the Board of Governors the grant of degrees, diplomas, certificates, distinctions and prizes to students and participants, who have successfully completed the prescribed course of study and training;

- x) to institute and award fellowships, scholarships, stipends, freeships, loans and other forms of financial assistance to students to facilitate their study;
- xi) to approve the nomination of faculty for courses of higher studies, training and teaching assignments, for participation in conferences, visiting fellowships etc. in India and abroad under such terms and conditions as may be laid down in the byelaws framed in this behalf, provided that for tours outside India prior approval of the State Government shall be obtained;
- xii) to provide for and supervise the residence, health amenities, discipline and the general well-being of the students;
- xiii) to print, publish, issue, acquire and circulate books, papers, periodicals, exhibits, films, slides, gazettes, pamphlets and other audio-visual material dealing with or having a bearing upon the activities and programmes of the Institute;
- xiv) Create academic, administrative, technical and other posts (other than the Director) the maximum of the scale of pay of which shall not exceed Rs.3,800/- and make appointments thereto in accordance with procedures and terms and conditions laid down in the Bye-laws and Regulations framed for such purposes. For creation of posts the maximum of the scale of pay of which exceeds Rs.3800/-, sanction of Government shall be obtained.
- xv) To appoint, retain, engage for the time being professional and technical advisers, consultants, experts to work to further the objectives and programmes of the Institute and to pay them such honorarium, fees, remuneration or compensation as may be deemed fit and commensurate with performance provided that it shall not exceed Rs.3,800/- pm.
- xvi) to invite scholars and eminent professional from any part of the country or abroad to take advantage of the facilities offered by the Institute in order that the Institute may benefit by their knowledge, wisdom and experience, provided that prior approval of the State Government shall be obtained; for the purpose.
- xvii) to establish Contributory Provident Fund and Gratuity scheme, Welfare Fund and other financial assistance schemes for the benefit and welfare of the staff of Institute and their families;
- xviii) to prepare annual reports, financial statements of accounts, financial estimates of the Institute and submit them at the annual general meeting for the approval of the Board, approve expenditure within the limits of sanctioned budget subject to the Bye-laws and

regulations framed in this behalf;

- xix) to appoint sub-committee for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the conduct of the affairs of the Institute and to delegate to such committee such powers as it may deem necessary and expedient;
- xx) to enter into agreement for and on behalf of the Institute with any Government or authority, municipal, local or otherwise, and to obtain from such authority any rights, privileges, concessions, fiduciary or otherwise, that the Institute may deem necessary and desirable to obtain and to carry out, exercise and comply with such arrangement, rights, privileges and concessions;
- xxi) to sue and defend all legal proceedings on behalf of the Institute.
- xxii) to make, frame and adopt Rules, Bye-laws and Regulations for the proper and effective administration and management of the affairs of the Institute and amend, vary add or rescind such Rules, Bye-laws and Regulations from time to time as may be deemed necessary. Such Bye-laws and Regulations from time to time as may be deemed necessary. Such Bye-laws or Regulations may provide for matters such as;
 - Norms and guidelines for the conduct of courses of study and training, and standards of proficiency
 - Norms and procedures for admission of students
 - Levy of fees, commissions and charges for service
 - Maintenance of Accounts, Audit and other Financial regulations regarding custody and operation of funds.
 - Budgeting
 - Recruitment Rules, Terms and conditions of service of Faculty, Officers and Staff, Pay and allowances and other benefits
 - Rules of Discipline and Code of Conduct
 - Maintenance of library
 - Purchase and maintenance of stores, stocks and ledgers
 - Delegation of powers

- Such other matters as may be necessary; and

xxiii) to all other lawful acts as may be appropriate, and necessary for the achievements of any or all of the objectives of the Institute.

42. CHAIRMAN OF THE EXECUTIVE COMMITTEE

The Executive Committee may by resolution, delegate to its Chairman, all or any of its powers as deemed necessary, fit and expedient for the efficient and expeditious conduct of the business of the Institute.

43. The Chairman may refer any question or matter which in his opinion is of sufficient importance to justify such a reference to the decision of the President and such decision of the President shall be binding on the Committee, provided that such matters are reported to the committee at its subsequent meeting.

44. DIRECTOR

The Director of the Institute shall be the Academic Head and Chief Executive of the Institute. The first Director shall be appointed by the State Government on such terms and remunerations and conditions of service as may be decided by the Government. Subsequent Directors shall be selected and appointed by the Board of Governors with the approval of the State Government. The first Director shall hold office for a period of five years, or till he attains the age of 60, whichever is earlier. Subsequent Directors shall hold office for three years. A Director whose term of office has expired is eligible for reappointment subject to restriction regarding age.

45. The Director shall have all such powers as may be delegated to him by the Executive Committee. The Director shall be the Chairman of the Executive Committee and shall exercise all the powers of the Chairman as prescribed in these Rules.

46. As the Chief Executive and Academic Head of the Institute, the Director shall be responsible for the proper administration and conduct of the academic affairs of the Institute.

47. SECRETARY

An officer of the Institute shall be appointed as the Secretary of the Institute by the Executive Committee. He shall function as the ex-officio Secretary to the Board of Governors, the Executive Committee and such other sub committees as may be constituted by the Executive Committee.

48. The Secretary shall be responsible for:-

- a) the issue of notice of meetings of the Board, the Executive Committee and sub-committees;
- b) maintenance of the records of the meetings and their calculation to members;

- c) maintenance of the register of the roll of members of the society and
- d) performance of such other duties as may be determined

49. FUNDS, ACCOUNTING AND AUDIT

The funds of the Institute shall consist of

- Grants-in-aid received from the State Government and Government of India
- Donations and contributions from other sources
- other incomes and receipts

50. The Institute shall maintain such books of accounts and other related records in such form and in such manner as may be necessary and prescribed in consultation with the auditors of the Institute and in accordance with the Bye-laws and financial rules framed in this behalf. The Accounts of the Institute shall be audited annually by the Auditors appointed for the purpose and the audited statement of accounts shall be submitted, along with the annual report, at the annual general meeting for the consideration and approval of the Board. After approval of the audit report by the Board it shall be submitted to Government, and issued along with the annual report to members of the Board, Government and other concerned.

51. SUITS BY AND AGAINST THE INSTITUTE

For the purpose of Section 9 of the Act the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

52. REMUNERATION TO MEMBERS OF THE BOARD;

The members of the Board of Governors or of the Executive Committee or of any subcommittee shall not be entitled to any remuneration from the Institute for their services as such members, but they shall be paid such travelling and daily allowance as may be provided for in the bye-laws to be made in this behalf for journeys, for attending meetings or in connection with other business of the Institute.

53. Amendments to these Memorandum and Rules may be made by the Board of Governors at its Annual General Meeting or Special Meeting by a simple majority after giving a minimum of ten days notice of the proposed amendment(s) in writing to the members of the Board with the prior approval by Government.

We, the following members of the Board of Governors hereby certify that the above is a true and correct copy of the Rules of the said Institution.