

**MEMORANDUM
OF ASSOCIATION
AND
SOCIETY RULES**

Of

**DR. BHIM RAO AMBEDKAR ENGINEERING
COLLEGE OF INFORMATION
TECHNOLOGY, (BIJNORE), SOCIETY**

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MEMORANDUM OF ASSOCIATION OF THE
DR. BHIM RAO AMBEDKAR ENGINEERING COLLEGE OF
INFORMATION TECHNOLOGY (BIJNORE), SOCIETY

In the matter of Dr. Bhim Rao Ambedkar Engineering College of Information Technology, (Bijnore), Society (hereafter referred to as the 'Society') under for the registration Act, 1960 (Act No.XXI of 1860, being Act for the registration of Literary, Scientific and Charitable Societies).

Memorandum of Association:

1. The name of the Society is the Dr. Bhim Rao Ambedkar Engineering College of Information Technology, (Bijnore), Society.
2. The registered office of the Society shall be at Kanpur
3. The object functions of the Society shall be-
 - i) The College is established as per G.O. No. 149 अ/26-ब०प्र०-2009-14(21)/2008 dated 02/03/2009 of Govt. of U.P. under S.C.S.P. Yojana, any change in above mentioned G.O. the Govt. in future will be modified from time to time in the memorandum of society.
 - ii) to establish and to carry on the administration and management of the Dr. Bhim Rao Ambedkar Engineering College of Information Technology, (Dr. BRAECIT) Bijnore, (here in after referred to as the college).
 - iii) to provide for instruction and research in different branches of engineering/technology and such other branches as the College/Institution may think fit, and to conduct courses for degree and post-graduate degree, in engineering/technology and for advancement of learning and dissemination of knowledge in all such branches.
 - iv) to hold examination and make rules and regulations thereof, declare results and give awards for courses other than that for University degree and make arrangement for examination conducted by the University in accordance with the statutes and regulations of the University to which the College/Institution is affiliated;
 - v) to fulfill the conditions of affiliation laid down by the affiliating University;
 - vi) to fix and demand such fees and other charges as may be laid down in the bye-laws on the rules of the society.

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- vii) to establish, maintain and manage halls and hostels for the residence of the students;
- viii) to establish maintain and manage residential quarters for the staff of the College;
- ix) to supervise and control the halls of residence and hostels, to regulate discipline amongst the students of the College and to make arrangements for promoting their health, general welfare and cultural and corporate life.
- x) to provide facilities for the units of the National Cadet Corps for the students of the College in accordance with the rules of the University to which the College is affiliated;
- xi) to create teaching, research, administrative, technical and ministerial posts and to make appointments thereto in accordance with the approval scheme and the thereafter referred to as the state Govt. rules and bye-laws of the society that may be approved by the government(UP).
- xii) to co-operate with educational or other Institutions in any part of the world having objects wholly or partly similar to those of the Society by exchange of the teachers and scholars and generally in such manners as may be conducive to their common object;
- xiii) to help students and staff of the College in special and higher studies in the country or abroad.
- xiv) to organize seminars and addresses by eminent engineers, scientists and educationists;
- xv) to prepare and publish periodicals and papers in the scientific and engineering subjects and to encourage original and applied research work and writing;
- xvi) To institute and award fellowships, scholarships, prizes and medals in accordance with the rules and bye-laws of the Society.
- xvii) To frame the first rules & bye-laws of the College with the approval of the State Government. The Board may from time to time make new or additional rules or may amend or repeal the rules with the concurrence of the Government of Uttar Pradesh (hereinafter referred to as State Government);
- xviii) To acquire of hold property subject to prior approval of the state Government in the case of acquisitions of immovable property;

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- xix) To deal with any property belonging to or vested in the society in such manner as the society may deem fit for advancing the functions of the College;
- xx) To maintain a fund which shall include:-
- a) all money provided by the state and central Govt.
 - b) all fees and other charges received by the Society.
 - c) all money received by the society by way of grants, gifts donations benefactions bequests or transfers; Provided that no benefaction shall be accepted by the society which in its opinion involves conditions or obligation opposed to the spirit and object of society;
 - d) all money received by the Society in any other manner or from any other source.
- xxi) to deposit all money credited to the fund in such a bank or invest them in such manner as the society may, with the approval of the state govt. decide;
- xxii) to meet the expenses of the society including expenses incurred in the exercise of its power and discharges of its functions out of the funds;
- xxiii) to maintain proper account and other relevant records and prepare annual statements of accounts including the balance-sheet in such form as may be prescribed by the state Government;
- xxiv) to have accounts of the society audited in such manner as the state Govt. may direct and to forward annually to the state Govt. the account duly certified by the auditors together with the Audit Report thereon;
- xxv) to do all such things as may be necessary, incidental or conducive to the attainment of all or any the object of the society;.
- xxvi) to constitute such committee or committees as the society may deem fit for disposal of or advice on any business of the college.

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DELEGATION OF POWER

4. The society may delegate all or any of its powers to the Board of Governors of the College or to any of the committee or committees constituted by it or to any officer or officers of the society.
5. The College shall be open to persons of either sex and of whatever race creed cast or class and no test or condition shall be imposed as to religious belief or professions in admitting students or in appointing members, teachers and workers or in any other connection whatsoever.
6. "All the provisions of G.O.No. 149-अ/26-बोप्रो-2009-14(21)/2008, Dated 02 March, 2009 issued by Social welfare Department regarding establishment of Dr. Bhim Rao Ambedkar Engineering College of Information Technology, Bijnore shall be implemented in letter and spirit."

LIMITATIONS

7. No immovable or movable property of the, Society shall be disposed of in any manner whatsoever without the approval of the State Government.
8. The State Government may appoint one or more persons to review the work and progress of the Society or College and to hold enquiries into the affairs thereof and to report thereon in such manner as the State Government may stipulate. Upon receipt of any such report, the State Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt within the report and the Society or Institution/College, as the case may be, shall be bound to comply with such directions.
9. In case the society of the College does not function properly the State Government shall have the power to take over the assets of the Society including the administration of the college.
10. If on the winding up or dissolution of the Society, there shall remain, after the satisfaction of its debts and liabilities, any money or property, the same shall not be paid or delivered to any member of the Society but shall be disposed of in such manner as the State Government may determine in this behalf.
11. a) The Govt. of Uttar Pradesh may from, time to time issue directives to the Society as to the exercise and performance of its functions in matters involving the security of the State or substantial public interest and such other directives as he may consider necessary in regard to the finances and conduct of

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business and affairs of the Society and in the manner may vary and annual any such directive(s). The Society shall give, immediate effect to the. directive(s) so issued.

b) The Govt. of Uttar Pradesh may call for such returns, accounts and such other information with respect to the properties and activities of the Society as may be required it from time to time.

CONSTITUTION OF THE GOVERNING BODY

12. The names, addresses and occupations of the first members of the governing body of the society (referred to in the rules and the bye-laws as Board of Governors) to which by the rules and bye-laws of the Society the management of its affairs is entrusted are:-

- | | | |
|-------|--|---------------|
| i) | Minister,
Vocational & Technical Education
Govt. of Uttar Pradesh | Chairman |
| ii) | Principal Secretary/Secretary
Vocational & Technical Education
Govt. of U.P. | Vice Chairman |
| iii) | Secretary Finance
Department, U.P. or
his nominee, not
below the rank of
joint Secretary . | Member |
| IV) | Director,
Indian Institute of Technology
Kanpur (UP) | Member |
| v) | Director
Indian Institute of Technology
Roorkee (UP) | Member |
| vi) | Director of Technical Education,
Uttar Pradesh, Kanpur | Member |
| vii) | A. Nominee of the
All India Council of Technical Education (AICTE) | Member |
| viii) | One eminent technologist/
Engineer having specialization in
the field advent to the Institute/ | Member |

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College to the nominated
by the Board

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| ix) | Vice-Chancellor of University
to which the College/Institution
is affiliated | Member |
| x) | One Senior most professor of the college/
Institution to be nominated by the
Board for one year by rotation
in order of Seniority. | Member |
| xi) | Three eminent persons in
to the field 'of Technical
Education, to be nominated by the
State Government | Member |
| xii) | One eminent person from Industry
to nominate by the State Govt. | Member |
| xiii) | One representative from SC/ST category to be
nominated by Chairman Governing body
from amongst reputed teachers/educationalists/
industrialists | Member |
| xiv) | One person from OBC category to be
nominated by Chairman Governing body
from amongst reputed teachers/educationalists/
industrialists | Member |
| xv) | Principal/Director of the College | Member-Secretary |

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**SOCIETY RULES OF THE DR. BHIM RAO AMBEDKAR
ENGINEERING COLLEGE OF INFORMATION
TECHNOLOGY, BIJNORE (UP)**

1.
 - a) 'Board' means Board of Governors of the College; :
 - b) 'Chairman' means the Chairman of the Board;
 - c) 'Principal' means the Principal of the College,
 - d) 'Finance Committee' means the Finance Committee of the College.
 - e) 'College' means the Dr. Bhim Rao Ambedkar Engineering College of Information Technology, (Bijnore).
 - f) 'Registrar' means the Registrar of the College.
 - g) 'Society' means the Dr. Bhim Rao Ambedkar Engineering College of Information Technology, Bijnore, Society.
 - h) 'State' means the State of Uttar Pradesh;
 - i) 'State Government' means the Government of U.P.
 - j) 'University' mean the University to which the College is affiliated and
 - k) 'Competent Authority' means Principal of the College for all employees and chairman in case of Principal.
2. The registered office of the Society shall be at Kanpur.
3. The Society shall consist of all the members of the Board of Governors.
4. The Society shall keep a roll of members and every member of the society shall sign the roll and state there in his occupation and address. No person shall be deemed to be a member unless he has signed the roll as aforesaid.
5. If a member of the Society shall change his address. He, may notify his new address in the roll of members, but if he fails to notify his new address, the address in the roll of members shall be deemed, to be his correct address.
6. The Board shall be the governing body of the society and the general superintendence direction and control of the affairs of Society and its income and property, movable as well as immovable shall be vested in it.

7. The Board shall be composed of :-

- | | | |
|------|--|---------------|
| i) | Minister for Vocational & Technical Education Govt. of Uttar Pradesh | Chairman |
| ii) | Principal Secretary/Secretary Vocational & Technical Education Govt. of U.P. | Vice Chairman |
| iii) | Secretary Finance | Member |

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Department, U.P. or
his nominee, not
below the rank of
joint Secretary .

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| IV) | Director,
Indian Institute of Technology
Kanpur (UP) | Member |
| v) | Director
Indian Institute of Technology
Roorkee (UP) | Member |
| vi) | Director of Technical Education,
Uttar Pradesh, Kanpur | Member |
| vii) | A. Nominee of the'
All India Council of Technical Education (AICTE) | Member |
| viii) | One eminent technologist/
Engineer having specialization in
the field advent to the Institute/
College to the nominated
by the Board | Member |
| ix) | Vice-Chancellor of University
to which the College/Institution
is affiliated | Member |
| x) | One Senior most professor of the college/
Institution to be nominated by the
Board for one year by rotation
in order of Seniority. | Member |
| xi) | Three eminent persons in
to the field 'of Technical
Education, to be nominated by the
State Government | Member |
| xiv) | One eminent person from Industry
to nominate by the State Govt. | Member |

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xv) One representative from SC/ST category to be nominated by Chairman Governing body from amongst reputed teachers/educationalists/industrialists Member

xvi) One person from OBC category to be nominated by Chairman Governing body from amongst reputed teachers/educationalists/industrialists Member

xvii) Principal/Director of the College Member-Secretary

8. The term of office of the non-official members in the Board shall be three years, and of the member at Sl.No.(x) above shall be one year.

9. A member of the Board, other than the ex-officio members, shall cease to be a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the Board or if he (other than the Director) accepts a full-time appointment in the College or if he does not attend three consecutive meetings the Board without leave of the Chairman.

RESIGNATION :

10. A member, other than ex-officio-member may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.

11. Any vacancy in the Board shall be 'filled in by appointment or nomination as the case may be, and the term of office of a member appointed 'or nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is appointed or nominated.

12. No act or proceedings of the Board shall be invalid merely by' reason of the existence of any vacancy there in or of any irregularity in appointment or nomination of any of its members.

13. The Society' shall meet whenever the Chairman thinks fit: Provided that the Chairman shall call a meeting of the society upon a written requisition of not less than six members.

14. i) The Board shall ordinarily meet once in every four months.

ii) The meeting. of the Board shall be convened by the Chairman either on his own initiative or at the request of the Principal/Director or on a .requisition signed by not less than four members of the, Board.

15. For every meeting of the Society or the Board fifteen days notice shall be given, provided that in case of emergency the Chairman may reduce the period of notice to such periods as he deems fit.
16. Five members of the Society or Board, as the case may be, shall constitute quorum for any meeting : Provided that if a meeting is adjourned for want of quorum no quorum shall be necessary for adjourned meeting.
17. The Chairman, if present, shall preside at every meeting' of the society or the Board. In the absence of the Chairman, the vice-chairman, shall preside. In the absence of both Chairman and Vice-Chairman, the members present shall elect one of them as Chairman for the meeting.
18. Each member of the Society or the Board shall have one vote and all the matters shall be decided by the majority of votes. In case of equality of votes, the Chairman shall have a casting vote.

RESOLUTION :

19. Agenda of the meeting of the Society or Board shall be circulated to the members at least seven days before the meeting. Provided that a member of the Society or the Board may move a resolution at a meeting of the Society or the Board after giving a notice of one clear week or with the permission of the Chairman or the person presiding over the meeting.
20. Ruling of the Chairmen in regard to all question of procedure shall be final.
21. The minutes of the proceedings of a meeting of the Society or the board shall be drawn up and circulated amongst the members of the society or the Board present in India. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the Society or the Board. After the minutes are confirmed and signed by the Chairman, they shall be recorded in the minutes Book.
22. All orders and decisions of the Board shall be authenticated by the signature of the Principal/Director or any other person authorized by the Board on its behalf.
23. Apart from the matters requiring approval of the state Government under these rules which shall be submitted to them separately giving full exposition, thereof a copy of the proceedings of each of the meeting of the Society or the Board shall be furnished to the State Government.
24. A member of the Board or the Society and if any committee appointed by the Society or the Board shall be entitled to such traveling and daily allowances in respect of the Journey undertaken in the connection with the business of the Society or the Board as may be fixed by the Board from time to time.

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Provided that employees of the Central or state Government will be governed by the respective Government rules for traveling and daily allowances in respect of journey undertaken to attend the meeting of the Society or the Board or the Committee appointed by the Board in connection with the business of the society or the Board.

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The powers and functions the Board shall be:

- i) to take decision on the question of policy relating to the administration and working of the College.
- ii) to prepare and execute detailed plans and programmer for the establishment of the College and carry on its administration, development and Management.
- iii) to frame, with the approval of the State Government, bye-laws which may provide for all or any of the following matters:
 - a) the formation of departments of teaching.
 - b) the fees to be charged for courses of study in the College with the approval of the State Government
 - c) the creation of fellowships, scholarships, exhibitions, prizes and medals
 - d) the holding of seminars and scientific meets.
 - e) the classification and methods of appointment and the determination of the terms and conditions of teachers and other staff of College as laid down in the service rules.
 - f) the constitution of provident funds for the benefit of the officers, teachers and other staff of the College.
 - g) the establishment and maintenance of halls, hostels and residential quarters for teacher and other staff of the College.
 - h) the conditions of residence of students of the College and the levying of fees for residence in the halls and hostels end of other charges.
- iv) to receive, hold in custody and spend the funds of the society and manage the properties thereof.
- v) to purchase, take on loan or in exchange hire or other wise acquire or dispose off any property, whether movable or immovable, or take gift of any property for the purpose of the College.

Provided that the prior approval of the State Government shall be obtained before acquiring or disposing any immovable property or accepting any gift or any property, whether movable or immovable.

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- vi) to create academic as well as other posts in the College with the approval of the State Government and to appoint persons thereon.
- vii) to consider and pass resolutions on annual report, the annual accounts and the budget estimates of the College for the next financial year as it thinks fit and sanction expenditure within the limits of the Budget as approved by the State Government.
- viii) to appoint Finance Committee, Academic Committee, Administrative Committee, committee on sponsored and industrial Research (whose functions are defined hereinafter) and such other committee for such purpose and with such powers as the Board may deem fit. The Board may co-opt such persons in such committees as it may deem suitable.
- ix) to delegate by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit, subject to the condition that action taken by any committee or the Chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Board.
- x) to appointment such of the sanctioned staff as may be required for the efficient management of the affairs of the College and regulate their recruitment.

Provided that in the exercise of its powers and discharge of its function, the Board, shall be guided by such directions on question of policy as may be given to by the state Government.

26. **FINANCE COMMITTEE:**

- 1) The Finance Committee (hereinafter this rule referred to as Committee) shall consist of :
 - a) Principal Secretary/Secretary,
Vocational & Technical Education Department
Govt. of U.P. Chairman
 - b) Principal/Director of the College Vice-chairman
 - c) Secretary,
Finance Department or his nominee, not
below the rank of joint Secretary. Member
 - d) Director
Technical Education (UP)
Kanpur Member
 - e) Registrar of the College Member

Signature
Chairman

Signature
Registrar

f) Finance & Account Officer
of the College

Member-Secretary

- 2) The Committee shall,
 - a) examine and scrutinise the annual budget of the college prepared by the Principal and make recommendations to the Board.
 - b) give its views and make its recommendations to the Board either on the initiative of the Board or of the Principal or on its own initiative on any financial question affecting the College.
- 3) The Committee shall meet at least once a year.
- 4) Three members of the committee shall form a quorum for a meeting of the Committee.
- 5) The Chairman, if present, shall preside over the meeting of the Committee. In his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- 6) The provisions of rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, as far as may be, followed in the meetings of the Committee.
- 7) A copy of the minutes of every meeting of the Committee shall be sent to the Board.

27. ADMINISTRATIVE COMMITTEE:

- 1) Administrative Committee (hereinafter in this rule referred to as Committee) shall consist of :

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| i) Principal Secretary/Secretary,
Vocational & Technical Education Deptt. (UP) | Chairman |
| ii) Principal/Director of the College | Vice-Chairman |
| iii) A representative of
Finance Department of
the State Government not
below the rank of Jt. Secretary | Member |
| iv) Director of Technical Education
Uttar Pradesh, Kanpur | Member |
| v) One other member of the
Board to be nominated
by the Chairman of the | Member |

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Board of Governors.

vi) Registrar of College

Member-Secretary

All administrative matters of the College shall be considered by the Administrative Committee. The decisions taken by the Administrative Committee on routine matters will be implemented by the Director whereas the policy matters shall be placed before the Board of Governors for their consideration and approval before being implemented.

28. BUILDING & WORKS COMMITTEE

The Building & Works Committee (hereinafter in this rule referred to as Committee) shall consist of:

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|------|--|------------------|
| i) | Principal/Director of the College | Chairman |
| j) | Chief Engineer P.W.D. of the Zone in which the College/Institute situated | Member |
| iii) | General Manager, construction Agency of the Zone in which the College/Institute situated | Member |
| iv) | Professor of Structural Engineering in a sister Engineering College/Institute | Member |
| iv) | One Senior Engineer and one Architect to be nominated by Chairman, Board of Governors | Member |
| vii) | Registrar of the College | Member |
| vii) | Head of Civil Engineering Department of the College | Member-Secretary |

The Committee will make a comprehensive and exhaustive review of the proposal for building and structures and make recommendation in its respect to the Board of Governors.

29. PURCHASE COMMITTEE :

There shall be a Central Purchase Committee (hereinafter in this rule referred to as Committee) which will consist of :

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| a) | The Principal/Director | Chairman |
| b) | Two Senior members of the faculty to be nominated by the Board of Governors | Member |

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| c) Head of the indenting Department | Member |
| d) One member to be nominated by Govt. | Member |
| e) Accounts Officer | Member |
| f) Registrar | Member-Secretary |

There shall also be Departmental Purchase Committees consisting of the following:-

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|--|----------|
| a) Head of the Concerned Department | Chairman |
| b) One Senior member of Concerned Deptt.
to be nominated by the Head. | Member |
| c) One member from other faculty to
be nominated by Director. | Member |

Purchase up to Rs. 50000.00 pertaining to a particular department would be made on the recommendation of Departmental Purchase Committee.

All purchase above Rs. 50000.00 would be made on the recommendation of the Central Purchase Committee. The Govt. nominees presence would be essential in the meetings of the Committee finalizing purchase amounting to Rs.10.00 Lacks and above. Purchase procedures would be as per Government rules, and directives of Government in this regard issued from time to time.

30. ACADEMIC COMMITTEE:

1. The Academic Committee (hereinafter in this rule referred to as Committee) shall consist of:

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|---|------------------|
| i) The Principal/Director | Chairman |
| ii) All the Heads of Teaching
Departments | Members |
| iii) Dean (Academic) or in his
absence Registrar | Member-Secretary |

2. The Committee shall perform the following functions:

- a) Frame and revise curricula and syllabi for the courses of studies for the various departments and send necessary recommendations through the College to the University to which the College is affiliated.
- b) Make arrangement for the conducted of all internal examinations and work associated with the same, as well as the work associated with the University examination, as and when assigned by the University to the College.

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- c) Appoint advisory committee or Expert Committee or both for the department of the College to make recommendations on academic matters connected with the working of the department. The Head of the department concerned shall act as the convener of such committee.
- d) Appoint Sub-Committees from amongst the members of the Academic Committee, other teachers of the College and expert from out side on such specific matters as may be referred to such sub-committee by the Academic Committee.
- e) Consider the recommendation of the Advisory Committee, Expert Committee or other Sub-Committees and take such action as circumstances of each case may require including making of suitable recommendations to the Board.
- f) Make periodical review of the activities of, the department and, if necessary make suitable recommendations to the board.
- g) Advise on the working of library and the workshop.
- h) Promote research within the College and require reports on such research from the persons engaged thereon.
- i) Advise of general policy to be followed in, respect of consultation work to be done by academic staff.
- j) Provide for the inspection of classes, laboratories, library halls of residence in respect of the instructions, discipline therein and submit reports thereon to the Board.
- k) Award stipends, scholarships, free ships, medals and prizes etc. according to the conditions attached to the awards.
- 3) The Committee shall meet as often as necessary as but not less than two times during the calendar year.
- 4) Meetings of the Committee shall be convened by the Chairman of the Committee either on his own initiative or on the advise of the Director/Principal or on a requisition signed by not less than five members of the committee.
- 5) Half of the total number of the members of the Committee shall form the quorum for the meeting of the Committee.
- 6) Written notice of every Meeting together with the agenda shall be circulated by the registrar to the members of the Committee at least one week before the meeting. The Chairman of the Committee may permit inclusion of any item on the agenda for which due notice could not be given.
- 7) Notwithstanding anything contained in sub rule (6), the Chairman may call an emergent meeting of the Committee at short notice to consider urgent or special issues.

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- 8) The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- 9) The minutes of the proceeding of the Committee shall be drawn up by the Dean (Academic) or in his absence the registrar and circulated amongst all members present, in India.

Provided that any such minutes shall not be circulated, if the Committee considers such circulation prejudicial to the interest of the College.

The minutes along with the amendments, if any, shall be placed for confirmation at the next meeting. If the minutes are confirmed and signed by the Chairman of the Committee, they shall be recorded in the Minutes Book.

31. POWERS AND DUTIES OF CHAIRMAN

- 1) The Chairmen shall ordinarily preside at the meeting of the Board. It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented.
- 2) Notwithstanding anything contained in the bye-laws, the Chairman, with the prior approval of the State Government, shall have power to fix on the recommendations of the Selection Committee set up by or under the bye-laws, the initial pay of an incumbent at a stage higher than the minimum of scale in respect of posts to which appointments are to be made by the Board.
- 3) The Chairman shall have the power to send members of the staff of the College for training or for a course of instruction outside India subject to such terms and conditions as may be laid down in the Study Leave Rules.
- 4) The Chairman shall exercise such powers as may be delegated to him by the Board.
- 5) In emergent cases the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval.

32. POWER AND DUTIES OF VICE-CHAIRMAN

The Vice-Chairman shall exercise such powers and perform such duties as may be assigned or delegated to him by the Board or the Chairman.

33. PRINCIPAL/DIRECTOR

- 1) The Principal/Director of the College shall be appointed by the Board with the approval of the State Government. Director Provided that the First Principal/Director shall be appointed by the State Government.
- 2) The Principal shall be the principal academic and executive officer of the college and shall be responsible for the proper administration of the College

and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the board.

- 3) The Principal shall submit annual reports and accounts to the Board.
- 4) Subject to the Budgetary provisions made for the specific purpose, the Principal/Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- 5) The Principal shall have the power:
 - i) to fix, subject to the provisions of sub-rule (2) of the rule (32), on the recommendations of the Selection Committee set up by or under the bye-laws the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of posts to which appointments can be made by him under the power vested in him by the Board.
 - ii) the Principal shall also have such other powers as may be delegated to him by the Board for effective discharge of his duties.
- 6) Without prejudice to anything contained in sub-rule (4), the Principal shall exercise all powers similar to those exercise by the Head of a Government Department.

34. HEAD OF A DEPARTMENT

- 1) Each teaching department or section of the College shall be placed in the charge of the senior most teacher who shall act as Head of the Department without any additional remuneration. Provided that in the best interest of the College the Board may nominate any person other than the Senior most to act as such.

Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the Board from time to time.

- 2) The Head of a Department shall be responsible for the entire working of the Department subject to the overall control of the Director/Principal.
- 3) It shall be the duty of the Head of a Department to see that the decisions of the authorities of the College and the Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal/Director.

35. REGISTRAR

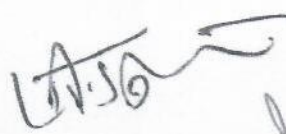
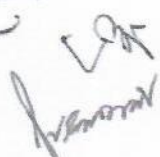
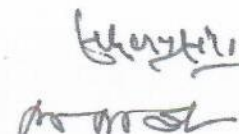

- 1) The Registrar shall be a whole-time, officer of the College and be appointed by the Board on such terms and conditions as may be laid down in the bye-laws.
- 2) The Registrar shall:

Handwritten signatures and initials:
- A large signature on the left, possibly "A. S. G."
- A signature in the middle, possibly "S. G. S."
- A signature on the right, possibly "S. G. S."
- A large circular stamp on the right, possibly "19".

- a) Be the custodian of the records and funds of the College as the Board may assign to him;
- b) Act as the Secretary of such Committees as may be appointed by the Board for which he is required by the Board to act as such,
- c) Be directly responsible to the Principal/Director of the College for the proper discharge of his duties and functions; and
- d) Exercise such other powers and perform such other duties as may be assigned to him by the Principal.
- e) Be ex-officio Secretary of selection committee for appointment of the teachers of the College/Institute and shall be bound to place before the selection committee(s) all such information as may be necessary for transaction of their business. He shall also perform such other duties/functions as may be prescribed by the Board of Governors, Chairman/Vice-chairman of Board of Governors from time to time.

36. FUND

- 1) The College shall maintain a fund to which shall be credited:
 - a) All money provided by the State and Central Government;
 - b) All fees and other charges received by the College.
 - c) All money received by the College by way of grants, gifts, donations, benefactions, bequests of transfer;
 - d) All money received by the College or Society in any other manner or from any other source.
- 2) All money credited to the fund of the College shall be deposited in such banks or invested in such manner as the Board may, with the approval of the State Government, decide.
- 3) The fund of the College shall be applied towards meeting the expenses of the College including expenses incurred in the exercise of his powers and discharge of its duties.
- (4) The College shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the State Government in consultation with the Examiner, Local Fund Account and the Accountant General, Uttar Pradesh.
- (5) The accounts shall be audited by the Examiner, Local Fund Account, or by any person authorized by him in this behalf and any expenditure incurred in connection with such audit at such rates, as may be determined by the Examiner Local Fund Account, shall be payable to the Examiner, Local fund Account, provided that the

accounts shall always be opened to audit by Comptroller and Auditor General of India or his representative on such terms and conditions as the later may authorize.

37. COMMON SEAL

The Society shall have a common seal and shall use and be used in the name of the Secretary of the Society.

38. MODIFICATION OF THE PURPOSE OF SOCIETY

Subject to prior approval of the State Government the Society may amend any purpose or purposes for which it is established.

Provided it carries out the procedure prescribed there for the Societies Registration Act, 1860 (Act No. XXI of 1860).

39. MODIFICATION OF THE RULES

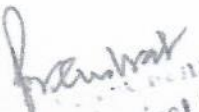
These rules may be altered with the prior approval of the State Government at any time by a resolution passed by a majority of two third of the members present at any meeting of the Society duly convened for the purpose.

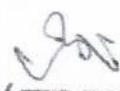
40. ALL CONTRACTS FOR AND ON BEHALF OF THE SOCIETY

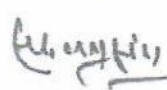
Notwithstanding anything to the contrary in the rules, all previous actions taken by the State Government for the establishment and functioning of the College shall be deemed to have been taken by the Board.

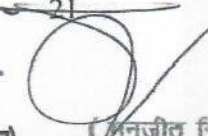
- (1) Shall be expressed to be made in the name of the Society and shall, except where the contract relates to his own employment, be executed by the Principal of the College.
- (2) No contract for the sale, purchase or supply of any goods or material shall be made or financial agreement entered into for and on behalf of the Society with any member of the society or the Board of Governors, or his relative, a firm in which such member or his relative is a partner or share holder, or any other partner in such a firm or a private company of which the member is a member or Director.

We, the several persons whose names and addresses are given below, haying associated ourselves for the purposes described in this Memorandum of Association, do here- by subscribe our names to the Memorandum of Association, and set our several respective hands here-into and form ourselves into a Society under Act XXI of 1860.

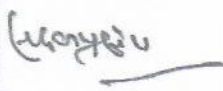

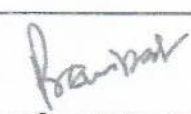
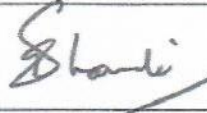
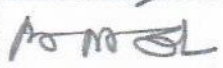
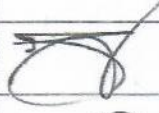
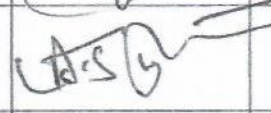

Chancellor
U. P. Technical University,
LUCKNOW.


(कुन्दा सरूप)
प्रमुख सचिव,
व्यावसायिक एवं प्राविधिक शिक्षा विभाग,


(सदल प्रसाद)
राज्य मंत्री (स्वतंत्र प्रभार)
व्यावसायिक एवं प्राविधिक शिक्षा विभाग,
उत्तर प्रदेश।


(मनजीत सिंह)
प्रमुख सचिव
विश्वविद्यालय

निदेशक
भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Sl.No.	Names Addresses and Occupation of Members	Signatures of Members	Names addresses and Occupation of Witnesses	Signature of Witnesses
1.	Sri Sadal Prasad Minister Vocational & Technical Education (UP)			
2.	Smt. Vrinda Swaroop Principal Secretary Vocational & Technical Education (UP)			
3.	Prof. Prem Vrat Vice Chancellor UPTU, Lucknow			
4.	Prof. S.G. Dhande Director IIT, Kanpur			
5.	Prof. B.B. Singh Principal MMM Engg. College Gorakhpur			
6.	Secretary, Finance Deptt. U.P. Govt.			
7.	Prof. R.K. Khitoliya Director HBTI, Kanpur			
8.				
9.				
10.				
11.				
12.				