

RULES AND REGULATIONS of the SOCIETY/ INSTITUTE

1. Title

These Rules and Regulations may be called "Rules and Regulations of the *Indian Institute of Information Technology, Vadodara*," hereinafter referred to as "the Rules".

2. Definitions

In these Rules and Regulations, in addition to the definitions in the Memorandum of Association, unless the context otherwise signifies -

- a. "Chairperson" shall mean the Chairperson of the Board of Governors;
- b. "Director" shall mean the Director of the Institute;
- d. "Executive Committee" shall mean the Executive Committee of the Institute;
- e. "Finance Committee" shall mean the Finance Committee of the Institute;
- f. "Registrar" shall mean the Registrar of the Institute;
- g. "Research Council" shall mean the Research Council of the Institute;
- h. "Rules" shall mean the "Rules and Regulations of the Institute."
- i. "Scheme" shall mean the Scheme for "Setting up 20 new Indian Institutes of Information Technology (IIITs) through Public Private Partnership" of the Central Government.
- j. "Senate" shall mean the Senate of the Institute;
- k. "State Steering Committee" or "SSC", in short, shall mean the State Steering Committee set up under the Scheme.
- l. "Teacher" includes a Professor, Associate Professor, Assistant Professor, Lecturer or any person who is conferred with any equivalent designation for imparting education or conducting research in the Institute; and
- m. "Prescribed" shall mean prescribed under the Rules and Regulations or Bye-laws of the Institute.

- 3. The general superintendence, direction and control of the affairs of the Society and its income and property shall be vested in the Managing Committee which shall be called the Board of Governors, hereinafter referred to as the "Board". This Board shall also be the Board of Governors for the Institute.

4. Authorities of the Institute

The following shall be the authorities of the Institute

- a. The Board of Governors;
- b. The Chairperson of the Board;
- c. The Director of the Institute;
- d. The Senate;
- e. The Research Council;
- f. The Finance Committee;
- g. The Registrar of the Institute;
- h. Three Deans (Academic, Students affairs and Research & Development)

4. The Board of Governors

a. Composition of the Board

The Board shall be composed of the following members:

I. Chairperson, ex -officio;

II. One nominees of the Central Government being:

- (a) Secretary / Additional / Joint Secretary, MHRD, Government of India - ex-officio and in their absence;
- (b) Financial Advisor (FA), MHRD, Government of India - ex-officio member;

III. One nominees of the State Government being:

- (a) Chief Secretary, Government of Gujarat or his nominee not below the rank of Secretary to Govt. - ex-officio and in his absence;
- (b) Principal Secretary Department of Technical Education, Government of Gujarat - ex-officio;

IV. One person from the Industry in the field of Information Technology, to be appointed by the Institute on approval of a specific name by the Board from a panel of names recommended by the Industry partner for a tenure of four years and maximum of two tenure.

One person from amongst faculty members of the Institute to be nominated by the Chair person in consultation with the Director and two senior-most Deans of Institute for a tenure of four years;

V. An eminent person having research experience in the field of Information Technology or allied fields, to be co-opted by the Board for a tenure of four years.

VI. A Person having special knowledge or practical experience in respect of education, engineering, science or information technology, to be co-opted by the

Board, provided that both such member shall be an expert from the I.T industry for a tenure of four years:

VII. Two senior-most Deans of the Institute, ex-officio;

VIII. Director of Indian Institute of Technology located in the zone in which the Institute is located, ex-officio;

(Explanation.- For the purposes of this clause, "zone" shall have the meaning assigned to it in the Explanation to section 11 of the Institutes of Technology Act, 1961.)

XI. Director of National Institute of Technology of the State in which the Institute is located, ex-officio;

X. Director of the Institute, who shall be the Member-Secretary of the Board, ex-officio;

b. Term of the Membership

- (i) Where a member of the Society or the Board becomes such member by reason of the Office he holds, his membership shall be terminated when he ceases to hold that office;
- (ii) A member of the Society or the Board representing the Central, State Government or Industry partner shall continue to be such member during the pleasure of the concerned nomination;
- (iii) Every other member of the Society or the Board including its Chairperson, but excluding the two senior most Deans of the Institute shall cease to be such member on the expiry of five years from the date of his appointment or nomination, but shall be eligible for re-appointment or re-nomination only once, as the case may be;
- (iv) The two senior most Deans of the Institute shall hold office for a period for two years but shall be eligible for re-nomination for one more term;
- (v) Should any member representing the Central or the State Government is unable to attend a meeting of the Society or the Board, he shall be at liberty to appoint or authorize a representative to take his place at that meeting of the Society or the Board and such representative shall have the rights and privileges of a member of the Society or the Board for that meeting;
- (vi) If a Member of the Society shall change his address, he may notify to the Secretary his new address but if he fails to notify such address, his address as recorded on the rolls of the members shall be deemed to be his address.

c. Cessation of the Membership

A member of the Society or the Board shall cease to be such a member if he (a) dies or (b) resigns his membership or (c) becomes of unsound mind or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) if he is removed by the Central Government in consultation with the State Government from the membership of the Society; or (g) if, except in the case of the Director of the Institute and the Deans, he accepts a full-time appointment in the Institute or (h) if he fails to attend three consecutive meetings of the Society or the Board without the leave of the Chairperson.

Provided further that a member, whose membership has ceased under the provisions of this rule, may be re-admitted on such terms and conditions as the Board may decide.

d. Resignation

(i) The Chairperson of the Society / Board may resign his office by a letter addressed to the Central Government and his resignation shall take effect from the date it is accepted by the Central Government.

(ii) A member of the Society or the Board (other than ex – officio member or a member representing the Central Government and the State Government) may resign office by a letter addressed to the Chairperson and such resignation shall take effect from the date it is accepted by the Chairperson

e. Filling in of casual vacancy in the Board

Any casual vacancy in the Board shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination in terms of these rules and the member so appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term of the member in whose place he has been appointed or nominated.

4. Power and functions of the Board

The Board shall generally pursue and carry out the objects of the Society as set forth in the MoA and in doing so shall follow and implement the policy directions and guidelines laid down by the Government of India.

The Board shall exercise all administrative and financial powers of the Society including those vested or conferred on it by or under any statute subject, nevertheless in respect of expenditure, to such limitations as the Central Government, from time to time, impose.

Subject to the provision of the Memorandum of Association and these Rules and Bye-Laws framed there under, the Board shall have the following powers and

functions

(1) The Board shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall have the power to frame, amend or rescind the Rules and Regulations governing the affairs of the Institute to achieve its objects.

(2) Without prejudice to clause (1) above, the Board shall have the following powers, namely:-

- a. take decisions on questions of policy relating to the administration and working of the Institute;
- b. to make Rules and Regulations and Bye-laws for the conduct of the affairs of the Institute, to add to, amend or repeal any of them, as the case may be, from time to time;
- c. to examine and approve the annual budget estimates of the Institute;
- d. to examine and approve the plan for development of the Institute and to identify sources of finance for implementation of the plan;
- e. consider, approve and authorize operation/utilization of the funds of the Institute;
- f. to establish departments, faculties or schools of studies and initiate programmes or courses of study at the Institute;
- g. to create teaching and other academic posts, to determine, by Rules, the number and emoluments of such posts and to define the duties and conditions of service of teachers and other academic staff;
- h. Provided that the Board shall not take action without consideration of the recommendations of the Senate; to provide, by the Rules, the qualifications, criteria and processes for appointment to teaching and other posts in the Institute;
- i. to retain or employ visiting faculty, professional or technical advisers, consultants in connection with the objects of the Institute and to pay thereof such honorarium, fees or other remuneration as may be thought expedient;
- j. to fix, fees and other charges for the various courses of study and/or programmes which shall be offered by the Institute;
- k. appoint Committees or Sub-Committees by whatever name called comprising member(s) of the Council and such experts and officers of the Institute as may be nominated by it for specific tasks for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Institute;
- l. institute and award fellowships, scholarships, prizes and medals;
- m. Cooperate and collaborate with other State level, national and/or foreign institutions/institutional organizations in the pursuit of its objectives;
- n. acquire by gifts, purchase, exchange, lease/hire property movable or immovable and to construct, improve/alter, demolish or repair buildings, works and constructions as may be necessary or convenient for carrying on the activities of the Institute;
- o. deal with any property belonging to or vested in the Institute so as to suit its best interest;
- p. negotiate, enter into and make contracts and deeds on behalf of the Institute;

- q. delegate such of its powers to the Chairperson and or Director and through them or directly to other members of staff of the Institute or any committee or sub-committees appointed by it as it may consider necessary or desirable;
- r. Solicit and receive grants, gifts, donations or other contributions from the Central/State Government or from any other source, provided that no benefaction shall be accepted by the Institute which involves conditions or obligations contrary to the objectives of the Institute;
- s. exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules and Regulations.

(3) In addition to above, the Board shall:

- i) Develop the Institute Development Plan (IDP) for the Institute. The IDP shall define the long-term goals of the Institute, the issues and challenges facing the Institute and the strategies for dealing with them. It shall set targets for institutional improvement, define key performance indicators, and detail the financial requirement with year-wise break ups.
- ii) Obtain short term, medium term and long term requirement of skilled work force and take steps to produce graduates accordingly.
- iii) identify education needs of faculty and depute them for training in associated industries/ other institutes;
- iv) ensure implementation of various activities of the scheme in time bound manner so as to adhere to the time schedule agreed in the IDP;
- v) Monitor the progress of implementation of the scheme at the Institute level and furnish periodical reports to the State Steering Committee (SSC).
- vi) set up suitable mechanism to obtain feedback from industry for improvement in delivery;
- vii) set up placement cells in the Institute to guide/help the graduates in employment/self employment and develop suitable sustainable mechanism to trace the careers of the graduates for at least three years; and,
- viii) Furnish periodical reports with respect to the placements to the SSC.

(4) With the broad objective of improving the quality of education leading to better employability, the Board shall:

- i) Finalize the Key Performance Indicators (KPIs) as yearly targets for next five years, for improving the internal as well external efficiency of the Institute against the base line information. These parameters shall be used to evaluate the success of the Scheme.
- ii) The Board shall develop monitoring mechanism to review the performance of the Institute and submit quarterly reports to the SSC.
- iv) In case of unsatisfactory performance in implementation of the Scheme,

including achievement of KPIs, the Board shall submit a detailed report to the SSC within 30 days of receipt of a notice in this regard, inter-alia indicating the reasons for failure and measures required to be taken.

(5) The Board may, subject to the provisions of Rules and Regulations, through a resolution, delegate the exercise of its powers and discharge of functions to the member/s of the Board, the Senate, the Research Council, a Committee or to the Director or any other officer of the Institution, as the Board may consider necessary or desirable.

(6) The Board shall conduct an annual review of the performance of the Director with specific reference to his leadership in the context of the achievement of the objects of the Institute.

(7) The Board shall, in exercise of the powers and discharge of functions, strive, to the extent possible, to provide autonomy in academic matters to the Senate, Research Council and Departments or Faculties or Schools, as the case may be.

(8) Where in the opinion of the Director or the Chairperson, the situation is so emergent that an immediate decision needs to be taken in the interest of the Institute, the Chairperson, on the recommendation of the Director, may issue such orders, as may be necessary, recording the grounds for his opinion:

Provided that such orders shall be submitted for ratification of the Board in the next meeting

5. Meetings of the Board of Governors

- i. The Chairperson shall summon the meetings of the Board which shall ordinarily meet once in every three months. The Chairperson shall decide the date of the meeting, its location and fix the agenda.
- ii. For every meeting of the Society a minimum of fifteen days notice shall be given to the members, which may be reduced in exceptional circumstances to up to seven days, with the approval of the Chairperson. Half of the meetings should be organized at the Institute.
- iii. Every meeting of the Board shall be presided over by the Chairperson and, in his absence from any meeting, by a member chosen from amongst themselves by the members present at the meeting;
- iv. The Chairperson can call an extraordinary Meeting at a short notice in case of emergency or shall call a meeting of the Board upon a written requisition of not less than one third of the existing members.
- v. Eight members of the Board including the Chairperson shall constitute a quorum for any meeting of the Board;
- vi. In case of difference of opinion amongst the members the opinion of the majority shall prevail;
- vii. Each member of the Board including the Chairperson shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairperson shall in addition have and exercise a casting vote.
- viii. A copy of the proceedings of every meeting shall be furnished to the Central Government and the Government of Gujarat as soon as practicable after the meeting;
- ix. Any resolution, except such as may be placed before the meeting of the Board may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effective and binding as if such resolution had been passed at a meeting of the Board; provided that in every such case at least seven members of the Board shall have recorded their approval of the resolution.
- x. The Chairperson shall have the power to invite any person or persons, not being members of the Board, to attend the meeting of the Board, but such invitees shall not be entitled to vote at the meeting.

6. Chairperson

a. Appointment

The Chairperson of the Board of Governors of the Society / Institute shall be an eminent person from the fields of Engineering, Science, Information Technology or Industry. He shall be appointed by the Society from a panel of three names recommended by a Search-cum-Selection Committee which may consist a nominee each of the Central Government, State Government and a nominee of the Industry Partner(s), all of whom shall be persons of eminence in the academia from the fields of Engineering, Science, Information Technology and Industry. The first Chairperson shall be appointed by the GoI (Government of India) after consultation with GoG (Government of Gujarat) and Industry partner(s). The Director of the Institute shall be the convenor of the meetings of the Search-cum-Selection Committee but shall not participate in its deliberations.

The tenure of the Chairperson shall be five years.

b. Functions and Powers

The Chairperson shall chair meetings of the Board and have a general supervision and control over all the affairs of the Institute. He may take such action in case of an emergency as he may think expedient and inform the Board at the next meeting.

7. Director

(a) Appointment etc.

(1) The Director shall be the principal executive officer of every institute and shall be responsible for implementation of the decisions of the Board and senate and for the day-to-day administration of the institute.

(2) The Director shall exercise such other powers and perform such other duties as may be assigned to him under these Rules, by the Board, the Statutes or Ordinances or delegated by the Board or the Senate.

(3) The Director shall be appointed by the Board from a panel of names recommended by a Search-cum-Selection Committee consisting of -

(a) the Chairperson of the Board;

(b) Director of the Indian Institute of Technology of the zone in which the Institute is located;

(c) one nominee each of the Central and State Government, who shall be persons of eminence in academia in the field of information technology;

(d) one nominee of the industry partner (s), from the information technology industry.

(4) The Director shall, except on account of resignation or removal, hold office for a term of five years from the date on which he enters upon his office.

(5) The Director may, by notice in writing under his hand addressed to the

Chairperson, resign from office.

(6) The Director may be removed by the Board on proven charges of misbehavior or misconduct:

Provided that the Director shall not be removed from his office, except by an order made by the Board after an inquiry instituted in this behalf by the Board, in which the Director has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges:

Provided further that where the institution of an inquiry or removal of the Director is being considered by the Board, the Director shall excuse himself from the proceedings of the Board.

(7) The Board may remove the Director from office, if it is dissatisfied with the functioning of the Institute after review of the affairs of the Institute in the manner provided in sub-section (6).

(8) The Board shall initiate the process of appointment in respect of any vacancy due to arise on the post of Director on completion of tenure before a period of six months from the date of arising of such vacancy:

Provided that the process of appointment shall be completed before such vacancy arises.

(9) Where a vacancy has arisen on the post of Director on account of any reason other than completion of tenure, the process of appointment in respect of such vacancy shall be completed within a period of three months from the date such vacancy had arisen.

(10) In the event of the post of Director remaining vacant for any reason it shall be open to the Board to authorize any member of the Board or any faculty member to exercise such powers, functions and duties of the Director, as the Board may deem fit, till a Director is duly appointed.

b. Functions and Powers of the Director

Subject to the supervision, superintendence and control of the Board, the Director shall be the principal academic and executive officer of the Institute and shall be responsible for the implementation of the decisions of the Board and Senate and for the day to day management of its activities and overall academic functioning and administration of the Institute. He shall discharge these responsibilities in accordance with the Rules and Regulations and bye-laws of the Institute.

In case of an emergency, the Director may take such action as may be necessary with the approval of the Chairperson and report to the Board, at its next meeting.

It shall be the responsibility of the Director to see that all moneys are expended for the purpose for which they are granted or allotted. He shall be the custodian of the records and such other property of the Institute as the Board may commit to his charge.

Subject to the provisions of these Rules and Regulations, the Director shall, inter-

alia exercise the following functions and powers, namely:

1. All expenditure within the budget shall be approved and sanctioned by the Director, or a member of the staff to whom he may delegate this power with the approval of the Board, provided that such expenditure does not exceed the limits specified in the bye-laws, if any. The Director shall also have the power to make re-appropriation subject to the following conditions:

-Re-appropriation to augment the provisions under the head 'Salaries and Allowances' shall require the prior consent of the Board;

-No re-appropriation shall be made from Capital to Revenue Head and vice-versa, without the prior approval of the Board;

-Re-appropriations within the heads of capital expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Board;

ii. submit the accounts, the budget estimates and other proposals of the Institute to the Board for its consideration;

iii. conduct all official correspondence on behalf of the Institute and the Board;

iv. convene meetings of the Board with the approval of the Chairperson;

v. be responsible for implementation of the resolutions passed by the Board;

vi. assign task to the staff members of the Institute, manage the undertaking of these tasks and exercise overall control including disciplinary control on staff members;

vii. appoint committees or sub-committees by whatever name called, of members of the staff to manage such activities he may deem fit and /or otherwise authorize any officer of the Institute to appoint such committees;

viii. participate or nominate members of staff to participate in national conferences and in international conferences in the areas of interest to the Institute;

ix. execute all contracts, deeds and assurances of property made on behalf of the Institute after obtaining the approval of the Board;

x. draw, make, accept, endorse cheques, notes or other negotiable instruments for the purpose of the Institute in terms of delegation by the Board;

xi. re-delegate some of his powers to any of his subordinates, with the prior approval of the Board; and

xii. exercise such other powers as may be assigned to him by these Rules and Regulations and Bye-laws framed there under.

8. Senate

(a) Composition

(1) For effectual discharge of its academic functions, the Institute may have a Senate which shall consist of the following persons, namely:—

- (a) The Director of the Institute shall be the Chairman of the Senate;
- (b) heads of all Departments, Centres, Faculties or Schools or Centres, as the case may be, comprising the Institute;
- (c) Deans in charge of academic, research and student affairs in the Institute;
- (d) six members of faculty from amongst the Professors of the Institute to be nominated by the Board;
- (e) three persons of eminence in education to provide an inter-disciplinary understanding to be nominated by the Board;
- (f) three persons of eminence in research in information technology or related fields to be nominated by the Board;
- (g) such other persons to be nominated by the Board on the basis of Statutes to provide representation in such fields of knowledge or technology which are, in its opinion, not adequately represented.

(2) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.

(3) The term of office of a member nominated under clauses (d) to (f) of sub-section (1) shall be three years from the date of his nomination.

(4) A member of the Senate under clauses (d) to (f) of sub-section (1), who fails to attend three consecutive meetings of the Board, shall cease to be a member of the Board.

(b) Powers and functions of the Senate

(1) Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate shall be the principal academic body of the Institute and shall have the power to enact, amend, modify Ordinances governing academic matters and the affairs and well-being of students in the Institute.

(2) Without prejudice to the provisions of sub-section (1), the Senate shall have the following powers, namely:—

- (a) specify the criteria and process for admission to courses or programmes of study offered by the Institute;
- (b) recommend to the Board creation of teaching and other academic posts, determination of the number and emoluments of such posts and defining the duties and conditions of service of teachers and other academic posts;
- (c) recommend to the Board commencement of new programmes or courses of study;
- (d) specify the broad academic content of programmes and courses of study and undertake modifications therein;
- (e) specify the academic calendar and approve grant of degrees, diplomas and other academic distinctions or titles;
- (f) have the control and general regulation of and be responsible for all the

maintenance of instructions, education and examinations and all academic matters of the Institute.

(g) exercise such other powers and discharge such other functions as may be assigned to it, by Statutes or otherwise, by the Board.

9. Research Council

(1) For effectual discharge of its research functions, the Institute shall have a Research Council comprising of the Director as the Chairman and Dean (R & D) as the Vice Chairman and such other members as may be specified, by Statutes, by the Board.

(2) The Research Council of every Institute shall –

- (i) interface with research funding organizations, industry and civil society to identify potential areas for research;
- (ii) to organize and promote research in such Institute or in collaboration with any institution of higher learning or research laboratories;
- (iii) assist teachers in obtaining funding from external sources for research projects prepared by them;
- (iv) provide, out of the funds placed at its disposal by the Board, research resources and grant assistance for research projects proposed to be undertaken by teachers in such Institute;
- (v) provide for incubation of technology applications emerging from research and to protect and utilize the intellectual property obtained from research in the Institute;
- (vi) make provisions for research and advisory services and for that purpose enter into such arrangements with other institutions, industry, civil society or other organizations and enable the fruits of research to be disseminated to industry and society through such arrangements;
- (vii) exercise such other powers and perform such other duties as may be assigned to it by the Statutes.

10 Finance Committee

- a. There may be a Finance Committee consisting of such persons as members as may be decided by the Board. The Director of the Institute shall be ex-officio Chairperson of the Finance Committee.
- b. The Board shall provide in the bye-laws, to be framed by it, the procedure for the conduct of business of the Finance Committee, the powers and functions of the Finance Committee and the term of the office of its membership.
- c. The Board may delegate such powers and responsibilities to the Finance Committees as it may deem desirable for effective functioning of the Institute.

11 Registrar

- a. The Registrar shall be appointed by the Council in such manner and on such terms and conditions as may be prescribed by the bye-laws;

- b. The Registrar shall act under the administrative control of the Director and shall -
- i. be responsible for the safe custody of the records and the common seal of the Institute;
 - ii. place before the Board and the Executive Committee and other authorities of the Institute all such information as may be necessary for transaction of their business;
 - iii. exercise such other powers and perform such other duties as may be assigned to him by or under these present or as may be delegated to him by the Board, the Executive Committee or the Director;
 - iv. be responsible to the Director for the proper discharge of his functions;
 - v. attest and execute documents on behalf of the Institute;
 - vi. act as Secretary to the Board, Executive Committee, Senate and all committees and sub-committees of the Institute except those related to finance, but he shall not be deemed to be a member of any of these authorities;
 - vii. be responsible for arranging the meetings of the Board, Executive Board, Senate and all committees and sub-committees and for keeping records and minutes of all such meetings;
 - viii. be responsible for the satisfactory functioning of communication, administration, security system, transport, MIS, Public Relations and other general facilities of the Institute;
 - ix. act as confidential, constitutional and continuing advisor to the Director and the Institute as a whole;
 - x. exercise such power and carry out such functions as may be delegated by the Board or the Director;

12 Functions and Powers of Other Authorities and Officers

The powers and duties of the authorities and officers other than those mentioned in these rules shall be specified by the Board in the Bye-laws framed for the purpose. The Board will also designate one of the Deans as Controller of Examinations, who shall conduct the examinations and make all other arrangements necessary thereof and be responsible for the execution of all processes connected therewith.

13 Remuneration and Allowances

The members of the Society, Board or of any Committee appointed by the Society or the Board shall not be entitled to any remuneration from the Society or the Board, but non-official members of the Society, the Board or any Committee appointed by either of them shall be paid by the Society such travelling and daily allowance as may be provided for in the bye-laws to be made in this behalf in respect of any

journeys undertaken by them for attending the meetings of the Society, the Board or the Committees as the case may be. Travelling and Daily allowance in respect of official members for the journeys undertaken by them for similar purposes, initially borne by the Central and State Governments or member concerned shall be reimbursed by the Institute to the Central or State Government or the member, as the case may be.

14 Insurance and Provident Funds

The Institute shall constitute for the benefit of employees, including the Director, in such manner and subject to such conditions as may be prescribed by the Bye-laws, such Insurance, Provident Fund and other employees' welfare scheme as it may deem fit.

15 Indemnity

- a. The honorary officers, members of the Board, members of Committees, sub-committees, Directors, auditors and other designated staff of the Institute may be indemnified out of the funds of the Institute against any expenses or liability incurred by them in or about the discharge of their respective duties.
- b. No honorary officer or member of the Board or member of a committee of the Institute or member of sub-committee shall be liable for any act other than his own or for signing any receipt or other document or for doing any other act for the sake of conformity only, or for any loss or expenses which may be occasioned to the Institute, otherwise than as a direct result of his own negligence or willful misconduct.

16 Funds of the Institute

- a. The institute shall have its own fund consisting of-
 - i. Grant provided by the Central and State Governments as well as the Industry Partners, towards the capital and other costs for setting up the Institute;
 - ii. all fees and other charges received by the Institute;
 - iii. all money received by the Institute by way of grants, loans, gifts, donations, benefactions, bequests or transfers;
 - iv. all moneys received by the Institute in any other manner or from any other source;
 - v. rent, interest, dividend or any other income received upon the investment of the funds of the Institute;
- b. All moneys credited to the Fund shall be deposited in such bank or invested in such manner, as the Board may deem expedient from time to time in the interest

of the Institute, provided that it shall be a public sector bank.

- c. The fund and the property of the Institute, howsoever derived, shall be applied only towards the attainment of the objects as specified in the Memorandum of Association of the Institute.
- d. The funds of the Board Society shall not be utilized for acquiring any stocks, bonds or securities.
- e. The Central Government shall have the power to issue instructions in respect of utilization of funds of the Institute.

17 Operation of Bank Account

The bank accounts of the Institute shall be kept in the name of the Institute and shall be operated upon by such officers as may be designated by the Board. The Bank Account shall be operated jointly by two officers.

18 Accounts and Audit

- a. The Director shall keep or cause to be kept proper accounts of the receipts and payments, income and expenditure and of the property, assets and liabilities of the Institute. The Annual Accounts shall be made up by the end of the financial year.
- b. The Annual Accounts of the Board shall be audited by the Comptroller & Auditor General of India or any other authority as may be decided by the Central Government and any expense incurred in connection therewith shall be payable by the Board.
- c. The accounts of the Institute as audited and certified by the auditors shall be forwarded annually to the Board for approval.

19 Annual Report.

The Council shall prepare and release for every year a report, in English and in Hindi, the working of the Institute in the previous year on or before the expiry of nine months from the close of financial year, and a copy of the same, together with an audited statement of accounts showing the income and expenditure for the previous year shall be submitted to the Central and State Government within that stipulated time

20 Budget

- a. The annual budget of the Institute shall be drawn up by the Director. It shall be considered and adopted by the Board with or without modification.
- b. The budget estimate for every financial year, duly approved by the Board, shall be sent to the Central Government by such date as may be fixed by it,

and a copy of the same shall also be sent to the State Government

21 Power to make Bye-Laws

a. The Board shall whenever necessary frame, amend or repeal bye-laws not inconsistent with these rules for the administration and management of the affairs of the Institute and in particular to provide for the following matter:

i. The preparation of budget estimates, the sanctioning of expenditure, making and execution of the contracts, maintenance of accounts;

ii. The classification and procedure for appointment of faculty, officers and staff of the Institute;

iii. The terms and tenure of appointment, tenure of deputation of contractual service, salaries and allowance, rules of discipline and other condition of service or the faculty, officers and staff of the Institute;

iv. Conduct of business by the Board, Executive Committee, Senate, Research Committee and the committees constituted by it, the powers and functions of such committees and term of office of their membership;

v. The tenure of office, salaries and allowances and other conditions of service of the officers, teachers and employees of the Institute;

vi. The management of the properties of the Institute;

vii. The diplomas degrees and other academic distinctions and titles, which may be granted by the Institute;

viii. The creation of posts of Professors, Heads of Departments, Associate Professors, Assistant Professors, or equivalent academic designations/post, and posts of other teachers, officers and employees of the Institute, and the appointment of persons to such posts including the qualifications requisite therefore;

ix. Fixation of fees and other charges for courses of study programs and other facilities provided by the Institute;

x. The manner in which and the conditions subject to which, pension and provident funds may be constituted for the benefit of faculty, officers and other employees of the Institute;

xi. The terms and conditions governing fellowships, scholarships, stipends, medals and prizes etc;

xii. The qualification of the teacher of the Institute;

xiii. The authentication of the orders and decision of the Council,

xiv. Such other matters as may be necessary for the administration of the affairs of the Institute including those, which by these rules are to be or may be prescribed by the bye-laws;

22 Books, Certificates and Forms

Minutes shall be made in proper book of all resolutions and proceedings of the Board meetings, meetings of the Executive Committee, Academic Council, Research Committee, Finance Committee, and meetings of all other Committees. Every minutes signed by the Chairperson of the meeting to which it relates or by the Chairperson of subsequent meeting shall be sufficient evidence of the facts therein stated.

23 Seal of the Institute

The Council shall provide a Seal of the Institute and also provide for its safe custody and the seal shall never be used except with the authority of the Board previously given. One member of the Board shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the Director or some other person appointed by the Board.

24 Acts and Proceedings not to be invalidated by vacancies etc.

No act or proceedings of the Board members or any authority of the Institute or any committee constituted under these Rules, shall be questioned on the ground merely of the existence of any vacancy or defect in the election, nomination or appointment of a person acting as a member thereof or any irregularity in its procedure not affecting the merits of the case.

25 Legal Proceedings

For the purpose of Section 6 of the Societies Registration Act, 1860 and the Bombay public trust act 1950 the person in whose name the Society or the Institute may sue or be sued shall be the Member-Secretary of the Board, i.e. the Director of the Institute.

26 Annual List

Once in every year, a list shall be filed which shall contain the names, addresses and occupation of the members of the Board entrusted with the management of the affairs of the Institute and other information as required under the Societies Registration Act, 1860 and the Bombay public trust act 1950.

27 Alteration of the Rules and Regulations

The Board may alter these rules and regulations by a resolution passed by a majority of not less than two-third of the members present and voting at any

meeting of the Board duly convened for the purpose,

Provided that any amendment in Rule 4(a) relating to composition of the Board of Governors shall be made with the prior approval of the Central and State Government and Industry Partner(s).

28 Alteration or extension of the purpose of the Institute

Whenever it shall appear to the Board that any alteration, amendment or extension is required to be made in the purposes of the Institute, or the Institute be amalgamated with any other society, a written or printed report shall be prepared and the Board may convene a special meeting for the consideration thereof according to the Regulations of the Society.

But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Society ten days previous to the special meeting convened by the Governing Board for the consideration thereof, nor unless such proposition shall have been agreed to by the Boards of three fifth's of the Members of the delivered in person or by proxy, and confirmed by the Boards of three fifth's of the Members present at a second special meeting convened by the Governing Board at an interval of one month after the formal meeting."

(Governing Board Defined :- The Governing Board of the Society shall be the governors, council, directors, committee, trustees, or other body to whom by the rules and regulations of the society the management of its affairs is entrusted.)

The alteration, amendment or extension made or amalgamation effected shall be reported to the Registrar of Societies and shall be in conformity with the provisions of the Societies Registration Act, 1860 and the Bombay public trust act 1950.

29 Power to Review and Hold Enquiries

The Central Government, in consultation with the State Government, may at any time appoint one or more persons to review the work and progress of the Society or the Institute and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the Central Government may stipulate. Upon receipt of any such report, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report regarding the Society or the Institute, as the case may be, and the Society shall be bound to comply with such directions.

In case the Central Government is satisfied that the Society or the Institute is not functioning properly, the Central Government shall have, in consultation with the State Government, the power to take over the administration and assets of the Institute.

30 Dissolution

The Institute shall be dissolved in accordance with the procedure laid down under Societies Registration Act, 1860 and the Bombay public trust act 1950. If on dissolution of the Institute there shall remain after satisfaction of its tax and liabilities, any property whatsoever the same shall be dealt with in such manner as per the provisions of the Societies Registration Act, 1860 and the Bombay public trust act 1950 and shall be with the approval of three-fifths majority of the members present at a Special/Annual General Meeting of the Society. However, any resolution to this effect would need prior approval of the Central Government, which shall take a decision in consultation with the State Government.

31 Application of the Act

All the provisions of the Societies Registration Act, 1860 and the Bombay public trust act 1950 as amended from time to time shall be applicable to the Institute.

We the undersigned being the members of the Board of Governors certify this is a correct copy of the Rules and Regulation of The Institute of Information Technology, Vadodara.

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