

MEMORANDUM OF ASSOCIATION
OF
NATIONAL INSTITUTE OF TECHNICAL
TEACHERS' TRAINING & RESEARCH,
BHOPAL

[UNDER THE MADHYA PRADESH
SOCIETIES
REGISTRATION ACT 1973 (No. 44 OF
YEAR 1973)]

February, 2003*

* Revised upto July 2012

- vi. Consider and pass resolutions on the annual report, the annual accounts and the budget;
 - vii. Prepare budget estimates and revised budget estimates of the Institute for each financial year as it thinks fit and submit them to Government of India together with a statement of its development plans;
 - viii. Exercise such other powers and perform such other duties as may be conferred or imposed upon it by this MoA or the Rules or may, from time to time, be assigned to it by Government of India.
- c. The Board shall have the power to appoint such committees, as it considers necessary for the exercise of its powers and the performance of its duties as defined under this MoA.

12. Functioning of the Board

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- (a) The Board shall ordinarily meet once in every four months provided that the Chairman may, whenever he/she thinks fit, and shall on the written requisition of not less than five members call a special meeting.
- (b) Not less than 10 days' notice shall be given of every meeting of the Board and copy of the proceedings of every meeting shall be forwarded to Government of India as soon as practicable after the meeting.
- (c) The accidental omission to give notice to or the non-receipt of any notice by any member shall not invalidate the proceedings at that meeting.
- (d) Five members of the Board, including the Chairman, shall constitute a quorum for any meeting of the Board.
- (e) In case of difference of opinion amongst the members, the opinion of the majority, which shall be at least three fifths of the members present, shall prevail.
- (f) Each member of the Board, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairman shall in addition, have a casting vote.
- (g) Every meeting of the Board shall be presided over by the Chairman and in his/her absence at any meeting, by a member chosen from amongst themselves by the members present at the said meeting.
- (h) Any resolution except such as may be placed before the meetings of the Board, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of three fifths of the members who have signified their approval of such resolution shall be as valid and effectual as if such resolution had been passed at a meeting of the Board duly convened and held.

13. Academic Council

The Academic Council of the Institute shall comprise the Director of the Institute, who shall be the ex officio Chairman of the Academic Council and all the Professors and HODs of Departments/Centres, 2 Associate Professors and 2 Asstt. Prof. in rotation and 2 eminent persons from the field of Technical Education. Subject to the provisions of this MoA and the Rules and the Regulations, the Academic Council of the Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education, examination and all other academic affairs in the Institute as per norms laid down by the AICTE and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules. The Academic Council shall be the highest policy making body of the Institute with respect to academic affairs. One senior Professor nominated by the Director will be the Secretary of the Academic Council.

14. Chairman of the Board

- (a) The Chairman of the Board shall preside over the meetings of the Board.
- (b) It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented.
- (c) The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by this MoA or the Rules.

15. Director

- a. The Director of the Institute shall be appointed with prior approval of Government of India for a term of five years or up to the date of his superannuation whichever is earlier. Extension of term of the Director may be granted by Government of India. The Recruitment Rules(RRs)+ of the post of Director have been detailed in the Annexure as at Pg 16 to 20 to MOA.
- b. The Director shall be the Principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of discipline therein.
- c. The Director shall submit annual reports and accounts to the Board.
- d. The Director shall exercise such other powers and perform such other duties as may be assigned to him by this MoA of the Rules or the Regulations.
- e. The Director shall have such other powers and perform such other duties as may be delegated or assigned to him/her by the Board.
- f. The Director may delegate any of his/her powers to any officer or officers in the service of the Society with the approval of the Board.
- g. The Director shall act as the Secretary of the Society, the Board and such other Committees as the Society or the Board may decide.
- h. In the event of the post of the Director remaining vacant or the Director being absent or unable to perform his duties for any reason, it shall be open for the Board, with the prior approval of Government of India to direct any officer or officers in the service of the Society to exercise temporarily such powers and perform such functions and duties of the Director as the Board may deem fit.

16. Settlement of Disputes

In case of any dispute regarding interpretation of any clause of the Memorandum of Association or any rules and regulations, the matter will be referred to the Secretary, Dept. of Secondary and Higher Education, Ministry of HRD, Government of India and his decision will be final.

17. Finance Committee

- a. The Finance Committee shall consist of the following persons namely:
 - i. The Chairman ex-officio, who shall be the Chairman of the Committee.
 - ii. Two representatives of the Ministry of the HRD on the Board
 - iii. A member of the BOG nominated by the Board
 - iv. The Director of the Institute (Ex-Officio Member and Secretary).

+ The Recruit Rules of Director as approved by the NITTTR Bhopal Society in its 49th meeting held on 30th Jan. 2012 and incorporated as per directives of the Registrar, Firms & Societies, Bhopal received vide their letter dated 27th July 2012.

- b. The Committee shall perform the following functions:
 - i. Examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board.
 - ii. Give its views and make its recommendations to the Board either on the initiative of the Board or of the Director, or on its own initiative on any financial matter affecting the institute.
- c. The Committee shall meet normally thrice a year.
- d. Three members of the Committee including the Chairman shall form a quorum for a meeting of the Committee.
- e. 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.
- f. The provisions in these rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of minutes applicable to the meeting of the Board shall so far as possible, be followed in connection with the meeting of the Committee.
- g. A copy of the minutes of every meeting of the Committee shall be sent to the Board for its approval.

18. Funds of the Institute

- a. The Institute shall maintain a Fund to which shall be credited:
 - i. all moneys provided by the Central and State Governments
 - ii. all fees and other charges received by the Institute
 - iii. all moneys received by the Institute by way of grants, gifts, donations, benefactions, bequests or transfers, and
 - iv. all moneys received by the Institute in any other manner or from any other source.
- b. All moneys credited to the fund of the Institute shall be deposited in such Banks or invested in such manner as the Institute may, with the approval of Government of India, decide.
- c. The fund of the Institute shall be applied towards meeting the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its duties under this MoA.

19. Accounts and Audit

- (a) The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance sheet, in such forms as may be prescribed by Government of India in consultation with the Comptroller and Auditor General of India.
- (b) The accounts of the Institute shall be audited by the Comptroller and Auditor General of India and any expenditure incurred in connection with such audit shall be payable by the Institute to the Comptroller and Auditor General of India.
- (c) The Comptroller and Auditor General of India and any person appointed by him in connection with the Audit of accounts of the Institute shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General of India has in connection with the

audit of the Government of accounts, and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of the Institute.

- (d) The accounts of the Institute as certified by the Comptroller and Auditor General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to Government of India and that the Government shall cause the same to be laid before each house of Parliament as per procedure laid down by Government of India.

20. Appointments

All appointments of the staff of the Institute, except that of the Director, shall be made in accordance with the procedure laid down in the Rules by:

- (a) The Board, for the post of Assistant Professor and above for the academic staff or for those posts in the non academic staff that have the maximum of the scale of the pay equal to or more than that of the maximum of pay scale of the Asstt. Professor cadre.
- (b) The Director, in other cases.

The essential qualification and experiences for recruitment to faculty positions will be governed by the AICTE norms as may be in vogue from time to time. In case of other employees, the existing Institute Rules will be followed. However, for any amendments permission of Government of India will be required.

21. Rules

- (a) The powers and functions of authorities and officers other than those mentioned in the MoA shall be determined by the Rules.
- (b) All teaching /training at the Institute shall be conducted by or in the name of the Institute in accordance with the Rules and Regulations made in this behalf.
- (c) Subject to the provisions of this MoA the Rules may provide for all or any of the following matters, namely:
- i. The formation of departments or centres;
 - ii. The fees to be charged for courses of study in the Institute;
 - iii. The institution of fellowship, scholarship, exhibitions, medals and prizes;
 - iv. The terms of office and the method of appointment of officers of the Institute
 - v. The qualification of teachers of the Institute in accordance with the requirements prescribed by Government of India as per AICTE norms;
 - vi. The classification, the method of appointment and determination of the terms and conditions of service of teachers and other staff of the Institute;
 - vii. The constitution of in-service and the retirement benefits of the teachers, officers and staff;
 - viii. The constitution, powers and duties of the authority of the Institute;

- ix. The establishment and maintenance of halls, guest houses, hostels and Institute's staff quarters;
 - x. The conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges;
 - xi. The allowances in the form of sitting fees to be paid to the Chairman and members of the Board and various Committees;
 - xii. The authentication of the orders and decisions of the Board;
 - xiii. The meeting of the Board; the Academic Council, or any other Committee, the quorum of such meeting and the procedure to be followed in the conduct of their business;
- d. The first Rules of the Institute shall be framed by the Society with the prior approval of Government of India.
 - e. The Board may, from time to time, make new or additional Rules or amend or repeal of a Rule shall require the prior approval of Government of India. Government of India may give its assent or withhold assent or transmit it to the Board for consideration.
 - f. New Rules or Rule amending or repealing an existing Rule shall have no validity unless it has been approved by the Society and subsequently assented to by Government of India.

22. Regulations

- (a) Subject to the provisions of this MOA and the Rules, the Regulations of the Institute may provide for all or any of the following matters, namely;
 - i. The admission of the students/trainees to the Institute
 - ii. The courses of study to be laid down for certification of all the programmes of the Institute;
 - iii. The conditions under which students shall be admitted to all the programmes and courses and to the examinations of the institute, and shall be eligible for certification;
 - iv. The conditions of award of the fellowships, scholarships, exhibitions, medal and prizes;
 - v. The conditions and mode of appointment and duties of examining bodies, examiners and moderators;
 - vi. The conduct of examinations;
 - vii. The maintenance of discipline among the academic and non academic staff and the students of the Institute; and
 - viii. Any other matter which by this MOA or the Rules is to be or may be provided for the Regulations.
- b. All Regulations shall be framed by the Board of Governors and shall have effect with concurrence from the appropriate authority and from such date as it may direct.
- c. No Regulation shall be made affecting the condition of residence, health or discipline of students, admission or enrolment of students, conditions, mode to appointment or duties of examiners or the conduct or standard of examinations or any other course of study without consulting the Academic Council.

23. Council of National Institutes of Technical Teachers' Training and Research.

There may be a Council of the National Institutes of Technical Teachers' Training and Research, Bhopal/Chandigarh/Chennai and Kolkata. The function of the Council will be:

- i. To advise Government of India on policy issues;
- ii. To guide the institutes on matters relating to their effective functioning.

24. Miscellaneous

- (a) No act of the Council, or any Institute or Board or Academic Council or any other body set up under this MOA or the Rules, shall be invalid merely by reason of:
 - i. any vacancy in, or defect in the constitution thereof, or
 - ii. any defect in the election, nomination or appointment of a person acting as a member thereof, or
 - iii. any irregularity in its procedure not affecting the merits of the case.
- (b) The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives as set forth in this Memorandum of Association.
- (c) No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of profit, to the persons, who at any time, or have been members of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling, halting and other similar charges.
- (d) If any difficulty arises in giving effect to the provisions of this MOA, Government of India may make such provisions or give such direction not inconsistent with the purpose of this MOA, as appears to it to be necessary or expedient for removing the difficulty.
- (e) Any other matter not covered under the provisions of this MOA will be governed by the existing Rules and Procedures of Government of India.

25. Transitory Provisions

Notwithstanding anything contained in this MOA.

- (a) The Board of Governors of the Institute functioning as such immediately before the commencement of this MOA shall continue to function until a new Board is constituted for the Institute under this MOA, but on the constitution of a new Board under this MOA, the members of the Board holding office before such constitution shall cease to hold office unless a member is reappointed/nominated under the provisions of the MOA.
- (b) The regular Principal of the Institute functioning as such immediately before the commencement of this MOA shall be re-designated as Director of the Institute.
- (c) Until the first Rules and the Bye-laws are made under this MOA, the Rules and Bye-laws of the Technical Teachers' Training Institute, Bhopal as in force immediately before the commencement of this MOA shall continue to apply to the Institute, insofar as they are not inconsistent with the provisions of this MOA.

26. For the purpose of Section-6 of the Madhya Pradesh Societies Registration Act, 1973 (No. 44 of year 1973) the Director of the Institute shall be considered the Director & Secretary of the Society and the Society may sue or be sued in his/her name.
27. All contracts, deeds and other instruments for and on behalf of the Society, the members of the Board of the Institute shall be executed by the Chairman, the Director of the Institute or one other member of the Board to be nominated by the Chairman.
28. The Society may be dissolved in accordance with the provisions of Section 20 of the Madhya Pradesh Societies Registration Act, 1973 (No.44 of year, 1973) after obtaining the previous consent of Government of India in that behalf.
29. If upon the dissolution of the Society, there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Society, but it shall be lawful for the members to determine by majority of the votes of the members present personally or by proxy at the time of dissolution of the Society that such property shall be given to Government of India to be utilized for any of the purposes referred to in Section 21 of the Madhya Pradesh Societies Registration Act, 1973 (No. 44 of year, 1973).
30. Subject to the prior approval of Government of India, the Society may alter, extend or abridge any purpose or purposes for which it is established in accordance with the provisions laid down in the Madhya Pradesh Societies Registration Act 1973 (No. 44 of year 1973).
31. The rules may be altered by the Society with the consent of Government of India at any time by a resolution passed by a majority of two thirds of the members present at any meeting of the Society which shall have been convened for the purpose after giving due notice of such resolution to the members of the Society.
32. All the provisions of the Madhya Pradesh Societies Registration Act 1973 (No. 44 of year 1973) will apply to this Institute.

We the following members of the Board of Governors, certify that the Rules of the Society given above are a correct copy thereof.

1. Prof. Vijay K. Agrawal
Director & Secretary
2. Prof. R.B. Shivagunde
Member
3. Prof. K.K. Jain
Member

Dated: 31st July 2012

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
National Institute of Technical Teachers Training and Research (NITTTR, Bhopal)
Bhopal

Recruitment Rules for the Post of Director

In exercise of the powers conferred by clause 2(d) of the Memorandum of Association (MOA) and clause 15(a) of the Rules and Regulations of the National Institute of Technical Teachers' Training & Research (NITTTR), Bhopal, the Central Government hereby makes the following rules, namely:-

1. Short title and commencement: (1) These rules may be called the National Institute of Technical Teachers' Training & Research (NITTTR), Bhopal, (Director) Recruitment Rules, 2006.
(2) These shall come into force from the date of their notification.
2. Definitions:- In these rules, unless the context otherwise requires;
 - (a) "Memorandum of Association and Rules: means Memorandum of Association and Rules of National Institute of Technical Teachers' Training & Research (NITTTR), Bhopal.
 - (b) Service Rules means Service Rules of National Institute of Technical Teachers' Training & Research (NITTTR), Bhopal
 - (c) "Director" means the Director of the National Institute of Technical Teachers' Training & Research (NITTTR), Bhopal.
3. Method of recruitment and other matters:- The method of recruitment and other matters relating to the post of Director shall be specified in columns 3 to 14 of the Schedule annexed to these rules:-
4. Disqualification – No person;
 - (i) who had entered into or contracted a marriage with a person having a spouse living; or
 - (ii) who having a spouse living, has entered into or contracted a marriage with any person,

Shall be eligible for appointment to the said post;

SCHEDULE

Recruitment Rules (RRs) for the post of Director, NITTTR, Bhopal

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| 1. | Name of Post | Director, NITTTR, Bhopal. |
| 2. | Number of Post | 01 (one) |
| 3. | Classification | Group 'A' |
| 4. | Scale of Pay
time to | Pay scales as notified by the Ministry from
Time shall apply mutatis mutandis. |
| 5. | Whether Selection Post or
non-selection post | Not Applicable |
| 6. | Age Limit for Director Recruit | Not Applicable |
| 7. | Educational & Other Qualifications
Required for Director recruits | Not Applicable |
| 8. | Whether Age & Educational
Qualifications prescribed for
Director recruits will also apply in
Case of promotees | Not Applicable |
| 9. | Period of Probation, if any. | Not Applicable |
| 10. | Method of Recruitment:
(a) Whether by Direct recruitment or
(b) by promotion
by deputation/absorption
and percentage of vacancies to be
filled by various methods | On contract basis for tenure of 5 (five) years |
| 11. | In case of Recruitment by promotion/
deputation/absorption, grades on which
promotion/deputation/absorption to be
made applicable | Not Applicable |
| 12. | Minimum Qualification & Experience- | A regular Professor in Engineering &
Technology or applied Sciences with a
total experience of 15 years in the field
of Teaching/Industry/Research.
Desirable
1. Administrative experience in a
Responsible position
2. Published Research Work of
high standard; and
3. Membership of Professional Bodies |

MEMORANDUM OF ASSOCIATION

The Technical Teachers' Training Institute, Bhopal has been renamed as National Institute of Technical Teachers' Training and Research, Bhopal vide Ministry of Human Resource Development, Government of India, Letter No. F-7-27/2002-TS.IV dated 20th October 2003.

1. The name of the Society shall be National Institute of Technical Teachers' Training and Research, Bhopal Society hereinafter referred to as "The Society".
The name of the National Institute of Technical Teachers' Training and Research, Bhopal hereinafter referred to as "the Institute".
2. The objects for which the Society is established are:
 - a) To establish and carry on the administration and management of the "National Institute of Technical Teachers' Training and Research, Bhopal hereinafter referred to as "the Institute". The functions of the Institute shall be :
 - i) To act a centre for offering quality training programmes for teachers as per need of the client system, covering the entire gamut of technical education including polytechnics, engineering colleges, vocational and management education at regional as also at national levels;
 - ii) To arrange for practical training for technical teachers in industries on a cooperative education plan;
 - iii) To undertake systemic research to provide research inputs for development of technical education training systems and its management;
 - iv) To undertake action research for development of innovative methods, processes and practices for improvement of teaching, learning environment in technical and vocational education institutions;
 - v) To design new instructional system and strategies for production of multimedia learning materials;
 - vi) To develop and disseminate learning resources like Textbooks, Laboratory Manuals, Video Programmes, Computer Assisted Instructional Multimedia Packages to technical and vocational institutions and other organizations ;
 - vii) To offer programmes for technical and vocational teachers in distance learning mode using state-of-art technologies;
 - viii) To offer course/programmes for technical and vocational teachers to suit overseas demand especially SAARC & ASEAN countries;
 - ix) To institute and award fellowships, scholarships, prizes and medals;

13. Tenure of Appointment – The Director shall be appointed by the Central Government who would hold office for tenure of five years from the date of joining which shall not ordinary extend beyond the age of normal superannuation as applicable as applicable to a faculty of a Central University, The tenure of 5 years which is within the normal age of superannuation can be extended in public interest for a maximum period of six months only. A person who has held the post of Director for two terms would not be eligible for further re-appointment as Director.

Note 1 – Applications for consideration for appointment to the post of Director shall be invited through open advertisement as well as through nomination by heads of University level Academic institutions.

Note 2 – The post of Director shall not carry any pension. However, a person who held a pensionable post on substantive basis before his appointment as Director shall be eligible to count his service rendered as Director for the purpose of qualifying service for grant of retirement and pensionary benefit up to the completion of his term or up to the age of normal superannuation whichever is earlier. If the person concerned selected/Director was not eligible for pension, then he would subscribe to the CPF scheme of the Institute. If the tenure is extended beyond the normal date of superannuation, such extension Period shall not be treated for qualifying service and the service would be regulated in the same manner as applicable to re-employed pensioners.

Note 3 – For the period of appointment on contract as Director, the person concerned shall be treated as on foreign service and he shall be eligible for leave salary & pension contribution. He would be also entitled to joining time & joining time pay along with transfer grant for self & family.

Note 4 – Selection of the Candidate shall be made by Search-cum-Selection Committee constituted for this purpose by the Department of Secondary & Higher Education. The Search-cum-Selection Committee shall consist of the following members, namely:-

1. A person to be appointed as Chairman – Chairman with the approval of the Minister of HRD
2. Two outside eminent technical experts – Members not below the rank of Additional Secretary to be nominated by Minister of Human Resource Development
Joint Secretary (Technical Education), - Convener
Department of Secondary & Higher Education, Ministry of HRD.

The name/panel suggested by the Search-cum-Selection Committee shall be valid for one year. If no selection is made from the panel within a period of one year, then a fresh Search-cum-Selection committee shall be constituted to prepare a fresh panel. Such Search-cum-Selection Committee shall also consider the names of persons recommended in the first panel.

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| 14. | If a Department Promotion Committee exit, what is its composition | Not Applicable |
| 15. | Circumstances in which Union Public Service Commission is to be consulted in Making recruitment | Not Applicable |

- x) To fix, demand and receive fees and other charges;
- xi) To collaborate with Community and Industry in organizing Continuing and Non-formal vocational education programmes and providing extension and consultancy services;
- xii) To undertake Consultancy and Extension work for industry, technical institutions/organizations;
- xiii) To serve the states better, establish Extension Centres of the institute in different States with the approval of Govt. of India.
- xiv) To provide support services to Government of India schemes related to technical and vocational education system and as entrusted by MHRD, Government of India, from time to time.
- xv) To deal including sell, assign, mortgage, lease, exchange and otherwise transfer or dispose off any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute provided that the Institute shall not dispose off in any manner any immovable property, without prior approval of Government of India;
- xvi) To borrow and raise moneys with or without security or on the security of a mortgage, charge or hypothecate or pledge of all or any movable or immovable property, belonging to the Society or in any other manner whatsoever, provided that prior approval of Government of India is obtained;
- xvii) To acquire by gifts, purchase, exchange, lease, hire or otherwise any property, movable or immovable, which may be necessary or convenient for the purpose of the Society and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objects of the Society.
- xviii) To cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects;
- xix) To invest and deal with funds and moneys of the Society;
- xx) To draw, make, accept, indorse, discount, execute, sign, issue and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government Securities, promissory notes, bills or exchange or other

instruments and securities whether negotiable or transferable or not, for the purpose of the Society;

- xxi) To prepare and maintain accounts and other relevant records and prepare annual statements of accounts in such forms as may be prescribed by Government of India in consultation with the Audit Office/Accountant General Office;
- xxii) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.

b) The regions associated with NITTTR, Bhopal are as follows:

NITTTR, Bhopal	Western region comprising Madhya Pradesh, Maharashtra, Gujarat, Goa, Chattisgarh and <u>Union Territories of Daman, Diu and Dadra and Nagar Haveli.*</u>
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The above geographical boundaries do not restrict these institutions from conducting national level programmes.

- c) to delegate all or any of its power to the Board of Governors of the Institute. The Board may in turn delegates some of its powers to any of the Committee or Committees constituted by it, or to any officer of the Society.
 - d) to frame the first Rules of the Institute.
 - e) to delegate such powers to the committee (s), faculty, officer or Board of Governors of the Institute as per provided in MOA, Rules & Regulations.
3. Government of India may issue such directions to the Society or the Institute, as it may considered necessary for furtherance of the objects of the Society or the Institute and for ensuring their proper and effective functioning.
4. Government of India may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as it may stipulate. Upon receipt of any such report, Government of India may take such action and issue such directions as it consideres necessary in respect of any of the matters dealt with in the report and the Society shall be bound to comply with such directions.

* Included with the approval of Govt. of India vide their letter No. F.8-17/2005-TS.IV dated 20/07/2005.

5. The income and property of the Society howsoever derived shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject to such conditions or limitations as Government of India may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of profit to the persons who are or at any time have been members of the Society or Governing Body or to any of them or to any persons claiming through them or any of them provided that nothing contained herein shall prevent the payment, in good faith of remuneration to any member thereof or other person in return for any services rendered to the Society or for travelling allowance, halting or other similar charges.
6. The names, addresses and occupations of the first members of the Governing Body of the Society to which the management of affairs is entrusted in accordance with the Rules and Regulations of the Society as required under Section 2 of the Madhya Pradesh Societies Registration Act, 1973 (No.44 of year 1973) are as follows:

NITTTR, Bhopal Society

Chairman	::	Dr. Mahendra Singh Chauhan
Representative of IFD (MHRD)	::	FA (HRD) or his nominee
Representative of Technical Education Bureau	::	JS (T) or his nominee
Five DTEs (3 from Regional States and 2 from outside the region)	::	<u>Regional States</u> a) Three DTEs of Madhya Pradesh, Goa and Chattisgarh <u>Outside States</u> a) DTEs from Rajasthan and Andhra Pradesh.
One Representative of AICTE (Adviser Level)	::	Adviser
Representative of the University in the region.	::	Vice-Chancellor, Rajiv Gandhi Prodyogiki Vishwavidyalay, Bhopal
Member/Secretary	::	Director of the Institute

Board of Governors (BOG)

Chairman	::	Dr. Mahendra Singh Chauhan
Representative of IFD (MHRD)	::	FA (HRD) or his nominee
Representative of Technical Education Bureau	::	JS (T) or his nominee
Five DTEs (3 from Regional States and 2 from outside the region)	::	<u>Regional States</u> b) Three DTEs of Madhya Pradesh, Goa and Chattisgarh <u>Outside States</u> b) DTEs from Rajasthan and Andhra Pradesh.
Two Industrialists/Technical Professionals	::	i) Shri Arvind Bhai Patel CJ Complex, MG Road, Sagar – 470 002(MP) ii) Shri S.N.Singh B-4/57, Saket Nagar Bhopal (MP)
One Representative of AICTE (Adviser Level)	::	Adviser
Representative of the University in the region.	::	Vice-Chancellor, Rajiv Gandhi Prodyogiki Vishwavidyalay, Bhopal
Member/Secretary	::	Director of the Institute

7. We, the several persons whose names and addresses are given below, having associated ourselves for the purpose 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 Madhya Pradesh Societies Registration Adhiniyam, 1973 (No.44 of year 1973)

1. Dr. Ram Prasad
S/o. Late Shri Rambaran, Barkatulla University, Hoshangabad Road, Bhopal
2. Dr. S.M.Bhatia
S/o. Late Shri C.L.Bhatia, Director of Technical Education, MP, Satpura Bhopal, Bhopal
3. Shri Shirish Kedare, S/o. Shri Balvant S. Kedare
M/s. Click Development Pvt. Ltd., Energy Division, 501, 3rd, Avenue Apartment, 3 Kasturba Kas Road, Borivali (E), Mumbai
4. Shri Parindu K.Bhagat, S/o. Shri Kanhhiya Lal Bhagat
M/s. K.V. Bhagat & Co., "Parishram", 28, Puneet Nagar Society, Part 3, Umiya Vijay Satellite Road, Ahmedabad
5. Shri A.V.N.S. Shastri, S/o. Shri A.Purushottam, Ministry of Human Resource Development, Room No. 431, Shastri Bhawan, New Delhi.
6. Shri J.L.Juneja, S/o. Late Shri Nehal Chand Juneja, Directorate of Technical Education, Gujarat Govt., Sector 10, 11th Floor, 2/2, Dr. Jivraj Mehta Bhawan, Gandhi Nagar
7. Prof. Prakash Chandra Jain
S/o. Late Shri G.C.Jain, A-1, TTTI Campus, Shamlia Hills, Bhopal

Sd/-

Provided that the Central government may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax** – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category or persons.
6. **Saving** – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules, shall also not affect any existing recruitment already made or for which recruitment process has already commenced.
7. **Other conditions of service** – The other conditions of service of the Director for which no specific provisions have been provided in these rules, shall be regulated in accordance with such rules as are, from time to time, applicable to officers of the Central Government Group – A drawing the pay and allowances in corresponding scale of pay.

RULES AND REGULATIONS OF

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH Bhopal SOCIETY

1. The Registered Office of the Society shall be situated at Bhopal.
2. The Society shall for the time being consist of the following members:
 - i) Chairman to be nominated by Government of India.
 - ii) Two members representing the Ministry of Human Resource Development, Government of India including one looking after financial matters, to be nominated by Government of India.
 - iii) Five Directors of Technical Education (three from regional states and two from outside the region).
 - iv) One representative of the All India Council for Technical Education to be nominated by the AICTE, New Delhi.
 - v) Representative of the University in the jurisdiction whereof the National Institute of Technical Teachers' Training and Research Bhopal is situated.
 - vi) Director of the institute (ex-officio Member and Secretary).

The current Principal of Technical Teachers' Training Institutes shall now be re-designated as Director & Member Secretary of NITTTR.

3. Authorities of the Institute

The following shall be the authorities of the Institute, namely:

- Board of Governors
- Academic Council
- Finance Committee
- Such other authorities as may be declared under the Rules to be the authorities of the Institute.

4. Board of Governors

The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Governing Body of the Society, which shall be called the Board of Governors. National Institute of technical Teachers' Training and Research Bhopal hereinafter referred to as the "Board".

The Board shall comprise the following members, namely:

- (a) The Chairman: an eminent Technologist/Engineer/Scientist/Industrialist (Medium or large scale industry) to be nominated by Government of India.
- (b) Two members representing the Ministry of Human Resource Development, Government of India including one looking after financial matters.
- (c) Five Directors of Technical Education (three from regional states and two from outside the region).
- (d) Two Industrialists/technical professionals to be nominated by Government of India.
- (e) One representative of the University to which the Institute is affiliated, not below the rank of a Professor.
- (f) One representative of the AICTE to be nominated by the AICTE, not below the rank of an Adviser.
- (g) One member of faculty to be nominated by the Director.
- (h) Director of the Institute – ex officio Member Secretary.

5. Term of Office of Members of the Board/Society

- (a) Where an individual becomes a member of the Society or the Board by virtue of the Office he/she holds, his/her membership shall terminate when he/she ceases to hold that office.
- (b) A member of the Society or the Board representing Government of India shall continue to be such member during the pleasure of Government of India.
- (c) A member of the Society or the Board representing State Government shall continue to be such member during the pleasure of the State Government.
- (d) The faculty representative under the section 4(g) will have one-year term.
- (e)**The Chairman shall cease to be Chairman on expiry of five years and every other member covered under 4(b) to 4(f) above shall cease to be the member on expiry of three years from the dated of his/her appointment or nomination".
- (f) Should any member of the Society/Board under 4(b), 4(c), and 4(f) becomes unable to attend a meeting of the Society or the Board, then he/she shall be at the liberty to appoint and authorise a representative to take his/her place at that meeting of the Society or the Board respectively and such representative shall have all the rights and privileges of a member of the Society or the Board for the meeting only.

6. Cessation of Membership

A member of the Society or the Board shall cease to be such member if he/she:

- a. resigns his/her membership
 - b. becomes of unsound mind
 - c. becomes insolvent
 - d. is convicted of a criminal offence involving moral turpitude
 - e. is removed by the Central/State Government from the membership of the Society or
 - f. accepts a full time appointment in the Institute, except the post of the Director of the Institute.
7. (a) The Chairman of the Society or the Board (other than an ex-officio member) or a member representing Govt. of India may resign his/her office by a letter addressed to Government of India and his/her resignation shall take effect from the date it is accepted by Government of India.
- (b) A member of the Society or the Board (other than ex-officio member) or a member representing Govt of India or the State Govt may resign his/her office by a letter addressed to Chairman and such resignation shall take effect from the date it is accepted by the Chairman.
8. Any casual vacancy in the Society or the Board may be filled up by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination.

* Tenure extended from 3 to 5 years vide letter No. F.8-1/2005.TS.IV dated 17.11.2005 of Director (T) GOI, MHRD, New Delhi – 110001. The NITTTR Bhopal Society also approved vide its Res. No. 42.1 adopted in 42nd meeting held on 23.06.2006.

** Modified clause 5(e) approved by NITTTR Bhopal Society vide their resolution adopted in 49th meeting held on 30th Jan. 2012 and amendment registered with Madhya Pradesh Reg. Firms and Societies, Bhopal and confirmed by them vide letter No. 22/07/2012 dated 27/07/2012.

9. The Society or the Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or cooption of any of its members, and no act or proceedings of the Society or the Board shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment, nomination or co-option of any of its members.

10. Functioning of the Society

- a. The annual General Meeting of the Society shall be held as soon as may be, after the expiry of every year ending on 31st March to consider the Annual Report and audited Accounts of the Society, to appoint auditors for the next year and to consider and approve programme of work generally for the ensuing year.
- b. At every Annual General Meeting of the Society, the Board shall place before the members the Annual Report of the Society and its audited accounts relating to the preceeding year for adoption and onward transmission to Government of India with recommendations as it may deem fit and proper.
- c. The Chairman may, whenever he/she thinks it necessary to do so, and shall, upon a written requisition of not less than five members, convene Special Meeting of the Society in addition to the Annual General Meeting.
- d. A written notice shall be sent to every member either personally or through post at his/her address mentioned in the roll of members.
- e. Any notice so sent by post shall be deemed to have been duly served and in proving such service it shall be sufficient to show that the cover containing such notice was properly addressed and put into the post office.
- f. The accidental omission to give notice to or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings at the meeting.
- g. Five members, including the Chairman, shall constitute a forum at any meeting of the Society.
- h. In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- i. Each member of the Society, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Society, the Chairman shall, in addition, have a casting vote.
- j. Every meeting of the Society shall be presided over by the Chairman and, in his/her absence at any meeting, by a member chosen from amongst themselves by the members present at the said meeting.

11. Powers of the Board.

- a. The Board of Governors of the institute shall be responsible for the general superintendence, direction and control of the affairs of the Institute provided for by this MoA, the Rules and the Bye-laws, and shall have the power to review the act of the Academic Council.
- b. Without prejudice to the provisions of sub-section 11(a), the Board shall:
 - i. Take decisions on questions of policy relating to the administration and working of the Institute.
 - ii. Institute courses of study;
 - iii. Make the Rules with the prior approval of Government of India;
 - iv. Appoint persons to academic as well as other posts of the Institute;
 - v. Consider and modify or cancel Bye-laws with the approval of the Society and subsequently by Government of India;