

**NATIONAL
INSTITUTE OF ADULT EDUCATION**

**MEMORANDUM OF ASSOCIATION
&
RULES**

NIAE
National Institute of Adult Education
NEW DELHI



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Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17-B, SriAurobindo Marg, New Delhi-110016
DOC. No. 5816.....
Date..... 26-2-91.....

MEMORANDUM OF ASSOCIATION OF NATIONAL INSTITUTE OF ADULT EDUCATION

The name of the Society shall be the National Institute of Adult Education (hereinafter referred to as the Institute).

2. The registered office of the Institute shall be situated in the Union Territory of Delhi and is at present at Jam Nagar House Hutments, New Delhi.

3. The National Institute of Adult Education shall act as the National Level Resource Centre for Adult Education, it being understood that adult education includes (i) all programmes intended for promotion of adult literacy; (ii) post-literacy and continuing education programmes; (iii) vocational training programmes meant for persons possessing primary education and/or adult literacy; and (iv) all such programmes as government may so designate. The objects of the Institute shall be:-

- (a) to provide academic and technical resource support for the implementation of adult education programmes at different levels, to Government and non-government agencies; it being understood that academic and technical resource support includes (i) training and continuing education of functionaries of AE and of persons engaged in academic and technical

resource support; (ii) preparation of curriculum and teaching/ learning materials; (iii) provision of media support to adult education; (iv) summative and formative evaluation; (v) management information and monitoring; and (vi) research.

- (b) to develop and support State Resource Centres and District Resource Units and other institutions of academic and technical resource support in the States;
- (c) keeping in view the manpower requirements for Adult Education to undertake training and human resource development therefor directly, or in cooperation with other institutions and agencies;
- (d) to devote special attention to the training of adult education functionaries through development of appropriate training techniques and materials and by establishing networking arrangement with institutions and agencies which can facilitate achievement of this objective;
- (e) to undertake, sponsor and promote academic programmes leading to degree, diploma or Certificate in adult education;
- (f) to organise or promote specialised programmes in priority areas such as womens'

development, population education, environmental education, skill development, citizenship education, etc.

- (g) to develop, and support institutions and agencies engaged in development of curriculum for different kinds of adult education programmes, including laying down of norms and levels therefor, and undertake, or to cause preparation of teaching/learning materials corresponding to the curricula;
- (h) to undertake, promote, support and coordinate production of media materials, to facilitate application and use of such materials and to take measures for harnessing traditional and folk media for adult education;
- (i) to pay special attention to formative and summative evaluation with a view to (i) studying the subject; (ii) developing techniques to support adult education programmes; (iii) making evaluation a part of the entire adult education process so that the pace and the quality improves; (iv) improving the performance of the whole programme;
- (j) to undertake, assist and promote research for the advancement and dissemination of knowledge in the field of Adult Education;

- (k) to undertake clearing house documentation and dissemination to support the adult education programmes;
- (l) to offer fellowships, scholarships, prizes, stipends, etc. in the implementation of these objects;
- (m) to collaborate with Government institutions and organisations both in India and overseas and to enhance international cooperation to serve aforesaid objectives.

4. Pursuant to the aforesaid objects, the functions of the Institute, which it may undertake directly or through other appropriate institutions/agencies/individuals will be as follows:-

- (a) to organise training, including continuing education programmes for functionaries of adult education and persons who can contribute to the furtherance of the objects of the National Institute of Adult Education;
- (b) to develop methods and techniques of curriculum preparation and preparation and production of teaching/learning materials and also, where appropriate, to develop curricula and teaching/learning materials required for adult education;
- (c) to develop methods and techniques for preparation and production of post-literacy.

and continuing education materials, as well as for materials on the priority areas referred to in 3(f), and also, where appropriate to develop such materials.

- (d) to develop framework for provision of support by media -- electronic and folk/traditional media in academic and technical resource support as well as for improvement of teaching/learning processes, and to develop media material programmes and teaching aids.
- (e) to develop methods, models and techniques for summative and formative evaluation including MIS of adult education programmes, to undertake such programmes where appropriate and to develop framework for improvement of the programme through evaluation undertaken in different parts of the country.
- (f) to develop techniques and procedures for establishing levels of learning outcomes of various adult education programmes and for measurement of learning achievement.
- (g) to explore and harness ways for application of findings of scientific and technological research for improvement in teaching/learning processes in adult education and in improvement of its management.

- (h) to undertake research in adult education.
- (i) to serve as a national repository of literature on adult education, including of teaching/learning materials, post-literacy and writing education materials, research papers, journals and periodicals, wall papers, newspapers, etc.
- (j) to establish and maintain a library and documentation centre, and, wherever possible, to promote and support similar activities at the state and district levels;
- (k) to secure involvement/participation of various institutions, agencies and individuals having interest and expertise in adult education for furtherance of the objects of the Institute.
- (l) to develop methods and techniques for spread of literacy, including issues of motivation, area planning for illiteracy eradication, effective ways for securing people's participation and examination of various management models.
- (m) to advise and assist the Central and State Governments in implementation of various adult education programmes.

- (n) to serve as an agency of International Cooperation and Exchange in areas of academic and technical resource support.
- (o) to assist appropriate agencies in creation of environment favourable for literacy through print and non-print-media, including pre-literacy and motivational aids and materials.
- (p) to serve as a clearing house for dissemination of information on adult education.
- (q) to undertake printing and publication of materials, such as books, periodicals and other literature on adult education and disseminate the same to various agencies and individuals.
- (r) to hold conferences, workshops, symposia on issues directly or indirectly related to adult education;
- (s) to create academic, technical, administrative, managerial and other posts in the Institute and to make appointments thereto in accordance with the rules and regulations of the Institute;
- (t) make rules and regulations for conduct of the affairs of the Institute and add to, amend, vary or rescind them from time to time;
- (u) accept grant of money, securities or property of any kind and undertake and accept the management of any endowment, trust, fund or

donation not inconsistent with the objects of the Institute, on such terms as may be prescribed by the Govt. of India from time to time;

- (v) invest and deal with the funds of the Institute in such manner as may be determined by the Executive Committee from time to time;
- (w) purchase, hire, take on lease, exchange or otherwise acquire property, movable or immovable and to construct, alter and maintain any building or buildings as may be necessary for carrying out the objects of the Institute;
- (x) sell, hire, lease, exchange or otherwise transfer or dispose of all or any property movable or immovable of the Institute provided that for the transfer of immovable property prior approval in writing of Govt. of India is obtained;
- (y) do such other acts, as the Institute may consider necessary, incidental or conducive to the attainment of the objects; and
- (z) maintain a "Fund" which shall be vested in the Institute.

5. The training courses and other programmes conducted by the Institute shall be open to persons of

either sex, and of whatever caste or class and no test or condition shall be imposed as to religious belief or profession in this regard.

6. The income and property of the Institute, however derived, shall be applied towards promotion of the objects thereof as set forth in this Memorandum of Association, subject nevertheless, in respect of the expenditure of grants made by the Government of India, to such limitations as the Government of India may, from time to time, impose. No portion of the income and property of the Institute shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, howsoever by way of profit, to the persons who at any time have been members of the Institute or to any of them or to any person claiming through them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons in return for any service rendered to the Institute or for travelling allowance, halting, or other similar charges.

7. The 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 the Government of India may stipulate; and upon receipt of any such report, the Government of India take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Institute shall be bound to comply with such directions.

In addition, the Government of India may at any time issue directives to the Institute on important matters of policy and programmes.

8. If, on winding up or dissolution of the Institution, there shall remain, after the satisfaction of all its debts and liabilities, any assets and property, whatsoever the same shall not be paid to or distributed among the members of the Institute or any of them but shall be dealt with in such manner as the Central Government may determine.

9. The names and addresses and occupations of the first members of the Governing Body of the Institute to whom, by the rules and regulations of the Institute, the management of its affairs is entrusted are given on page 11.

10. A copy of the Rules of the Institute, certified to be a correct copy by the three members of the Governing Body of the Institute is filed along with the Memorandum of Association.

11. We, the several persons whose names and addresses are given on page 11, 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 Registration of Societies Act (XXI of 1860) this day of 1st January, 1991 at Delhi.

S.No.	Name	Address	Designation & Status
1.	Shri Rajmangal Pandey	Minister for Human Resource Development, New Delhi.	President
2.	Shri. Anil Bordia	Secretary, Department of Education, Govt. of India, New Delhi	Member
3.	Shri Lakshmidhar Mishra	Joint Secretary & Director-General (National Literacy Mission) Deptt. of Education, New Delhi	Member
4.	Prof. Satya Bhushan	Director, National Institute of Educational Planning, and Administration, New Delhi	Member
5.	Shri S. K. Ray	Dy. Financial Adviser, Deptt. of Education, Govt. of India, New Delhi	Member
6.	Shri M. C. Joshi	Director, Department of Education, Govt. of India, New Delhi	Member
7.	Smt. Anita Kaul	Deputy Secretary, Deptt. of Education, Govt. of India, New Delhi	Member

DESIROUS PERSONS: We the undersigned are desirous of forming a society namely "NATIONAL INSTITUTE OF ADULT EDUCATION" under the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi in pursuance of this Memorandum of Association of the Society.

S.No.	Name	Address	Signature
1.	Shri.Rajmangal Pande	Minister for Human Resource Development, New Delhi.	sd/-
2.	Shri. Anil Bordia	Secretary, Department of Educa- tion, Govt. of India, New Delhi	sd/-
3.	Shri Lakshmidhar Mishra	Joint Secretary & Director-General (National Literacy Mission) Deptt. of Education, New Delhi	sd/-
4.	Prof.Satya Bhushan	Director, National Institute of Educational Planning, and Administration, New Delhi	sd/-
5.	Shri S.K. Ray	Dy. Financial Adviser, Deptt. of Education, Govt. of India, New Delhi	sd/-
6.	Shri M.C. Joshi	Director, Department of Education, Govt. of India, New Delhi	sd/-
7.	Smt. Anita Kaul	Deputy Secretary, Deptt. of Education, Govt. of India, New Delhi	sd/-

RULES OF THE NATIONAL INSTITUTE OF ADULT EDUCATION

1. Short Title - These Rules may be called 'Rules of the National Institute of Adult Education'.
2. Definition - In these Rules, unless the context otherwise requires:
 - (i) The 'Institute' shall mean the National Institute of Adult Education;
 - (ii) The 'President' shall mean the President of the National Institute of Adult Education;
 - (iii) 'Chairman' shall mean the Chairman of the Executive Committee of the Institute.
 - (iv) The Vice-Chairman shall mean the Vice-Chairman of the Executive Committee of the Institute.
 - (v) The 'Director' shall mean the Director of the National Institute of Adult Education appointed by the Government of India under Rule 14;

- (vi) 'Government' shall mean the Department of Education, Government of India;
- (vii) The 'Executive Committee' shall mean the body which is constituted as such under Rule 23 as the Executive Committee of the Institute;
- (viii) The 'Officers and staff of the Institute' shall mean every whole-time employee, upto and including the level of Professor/Senior Fellow appointed by the Executive Committee or any authority or officer, delegated with the powers to do so, and would include Consultants who may be appointed;
- (ix) The 'Registrar' shall mean the Registrar, National Institute of Adult Education;
- (x) Adult Education shall mean (i) all programmes intended for promotion of adult literacy, (ii) post-literacy and continuing education programmes, (iii) vocational training programmes meant for persons possessing primary education and/or adult literacy, and (iv) all such programmes as government may so designate.
- (xi) Academic and technical resource support shall mean (i) training and continuing education of functionaries of adult education and of persons engaged in academic and technical resource support, (ii) preparation of curriculum

and teaching/learning materials, (iii) provision of media support to adult education, (iv) summative and formative evaluation, (v) management information and monitoring, and (vi) research.

- (xii) 1) Words importing the singular number also include the plural number and vice-versa;
- 2) Words importing the masculine gender also include the feminine gender.

INSTITUTE

3. The Institute shall consist of the following members:-

- | | | |
|-------|---|------------------------|
| (i) | The Minister Incharge Education in Government Of India | President - Ex-officio |
| (ii) | Member(Education)in the Planning Commission | Member |
| (iii) | Chairman, University Grants Commission | Member |
| (iv) | Secretary, Department of Education Government of India | Member |
| (v) | Secretaries of the Ministries/ Department of Information & Broadcasting, Rural Development, Labour, Health & Family Welfare Women & Child Development and Youth Affairs and Sports. | Member |

(vi)	President, Central Board of Workers Education	Member
(vii)	Chairman, Central Social Welfare Board	Member
(viii)	President, Indian Adult Education Association	Member
(ix)	Director, National Council of Educational Research & Training, New Delhi	Member
(x)	Director, National Institute of Educational Planning and Education, New Delhi	Member
(xi)	Representative of Ministry of Finance	Member
(xii)	Five Secretaries/Directors dealing with Adult Education in the State Govts./ UT Administrations by rotation	Member
(xiii)	Three Directors of State Resource Centres by rotation	Member
(xiv)	Nine other persons drawn from areas of education, literacy, culture, voluntary action, media etc. provided that atleast 4 such persons would be women	Member
(xv)	Three women with expertise/ experience in women development	Member
(xvi)	Three members of the Faculty to be nominated by the Chairman	Member

(xvii)	Director-General, Council of Scientific and Industrial Research, New Delhi	Member
(xviii)	All members of the Executive Committee (not included above)	Members
(xix)	Director of the Institute	Member
(xx)	Registrar of the Institute	Member Secretary

All the nominations except under (xvi) will be made by the President and their term will be three years.

4. Roll of members - The Institute shall keep a Roll of Members giving their addresses and occupations and every member shall sign the same.

5. If a member of the Institute changes his addresses, he/she shall notify his/her new address to the Registrar who shall there upon enter his/her new address in the Roll of Members. But if he/she fails to notify his/her new address, the address given in the Roll of Members shall be deemed to be his/her address.

6. Duration of Membership - Where a member of the Institute becomes a member by reason of the office of appointment he/she holds, his/her membership of the Institute shall terminate when he/she ceases to hold that office or appointment.

7. Members appointed by the Government of India shall hold office for such period as may be specified by it at the time of their appointment or as may be extended by it from time to time.

8. All outgoing members shall be eligible for re-appointment.

9. Members of the Institute shall cease to be such members if -

(a) They resign, are of unsound mind, are insolvent or are convicted of a criminal offence involving moral turpitude or

(b) They do not attend three consecutive meetings of the Institute without proper leave of the President.

10. A resignation of membership of the Institute shall be tendered to the Registrar, and shall not take effect until it has been accepted on behalf of the Institute by the President.

11. Vacancies - Any vacancy in the membership of the Institute shall be filled up by nomination by the authorities entitled to make nomination, and the persons appointed in the vacancy shall hold office only for the unexpired period of the term of the membership unless extended by the nominating authority.

12. The institute shall function notwithstanding that any person who is entitled to be a member by reason of his/her office, is not a member of the Institute for the time being and notwithstanding any other vacancy in its body, whether by non- appointment or otherwise, and not act of proceeding of the Institute shall be invalidated merely by reason of the happening of any of the above events or of any defect in the appointment of any of its members.

OFFICERS AND AUTHORITIES OF THE INSTITUTE

13. Officers - The officers of the Institute shall be the President, the Chairman, the Vice-Chairman, the Director, the Registrar, and such other persons as may be designated as such by the Executive Committee.

14. The Director of the Institute shall be appointed by the Government which shall prescribe his remuneration and other conditions of service.

15. Authorities - the following shall be the authorities of the Institute :-

- (i) The Executive Committee;
- (ii) Programme Advisory Committee;
- (iii) Finance Committee; and

- (iv) Such other authorities as may be constituted by the Executive Committee.

PROCEEDINGS OF THE INSTITUTE

16. Meetings -

- (i) The Annual General meeting of the Institute shall be held at such time, date and place as may be determined by the President;
- (ii) The President may convene a special meeting of the Institute whenever he thinks fit.

17. Except as otherwise provided in these Rules, all meetings of the Institute shall be called by notice under the signature of the Registrar.

18. Every notice calling a meeting of the Institute shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Institute not less than twenty-one clear days before the day appointed for the meeting.

19. If the President is not present at the meeting of the Institute, any member of the Institute chosen at the commencement of the meeting will chair that meeting.

20. One-third of members of the Institute present in person shall form a quorum at every meeting of the Institute.

21.(i) All disputed questions at meetings of the Institute shall be determined by vote.

(ii) In case of any equality of votes, the person chairing the meeting shall have a casting vote.

22. The Registrar shall keep a record of the proceedings of the Institute and a copy thereof shall be sent to the Government of India.

EXECUTIVE COMMITTEE

23. The affairs of the Institute shall be administered subject to the rules and regulations and orders of the Institute, by an Executive Committee which shall consist of the following:-

(i) An eminent adult educationist, to be appointed by the government, will be the Chairman of the Executive provided that Secretary, Department of Education in the Central Government will be the first Chairman of the Executive Committee;

(ii) Joint Secretary(Adult Education) and ex-officio Director- General, National Literacy Mission in the Department of Education in Government of India will be the ex-officio Vice-Chairman of the Executive Committee;

(iii) Director of the Institute;

- (iv) Three Secretaries/Directors dealing with adult education in the State Governments/Union Territory Administrations to be nominated by the President;
- (v) Two Directors of State Resource Centres to be nominated by the Chairman;
- (vi) Adviser (Education), Planning Commission, New Delhi.
- (vii) Financial Adviser, Department of Education, Government of India;
- (viii) Five persons known for their expertise or experience in adult education(of whom atleast two shall be women) to be nominated by the President;
- (ix) Two women with experience and interest in women's development to be nominated by the President;
- (x) Upto three members from the Faculty of the Institute to be nominated by the Chairman.

24. Duration of Membership - The term of office of the nominated or appointed members shall be three years. If a member of the Executive Committee becomes a member by reason of the office or appointment he/she holds, his/her membership of the Executive Committee shall terminate when he/she ceases to hold that office or appointment.

25. Every out-going member shall be eligible for reappointment.

26. Members of the Executive Committee shall cease to be such members if -

- (a) they resign, are of unsound mind, are insolvent or are convicted of a criminal offence involving moral turpitude; or
- (b) they do not attend three consecutive meetings of the Executive Committee without proper leave of the Chairman or Vice-Chairman.

27. A resignation of membership of the Executive Committee shall be tendered to the Registrar and shall not take effect until it has been accepted on behalf of the Institute by the Chairman.

28. Vacancies - Any vacancy in the membership of the Executive Committee shall be filled up by appointing or nomination by the authority entitled to make such appointment or nomination, and the person appointed in the vacancy shall hold office only for the unexpired period of the term of membership unless extended by the nominating authorities.

29. The Executive Committee shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Executive Committee for the time being and notwithstanding any other vacancy in the Committee whether on account of non-appointment by the

authority entitled to make the appointment or otherwise and no act or proceeding of the Executive Committee shall be invalidated merely by reason of the happening of any of the above events or any defects in the appointment of any of its members.

30. The Registrar of the Institute shall be the Secretary of the Executive Committee.

PROCEEDINGS OF THE EXECUTIVE COMMITTEE

31. Every meeting of the Executive Committee shall be presided over by the Chairman and in his absence, by the Vice-Chairman, and, in the absence of both the Chairman and the Vice-Chairman, by a member chosen by the members present at the meeting to chair for the occasion.

32. Seven members of the Executive Committee present in person shall constitute a quorum at any meeting of the Executive Committee.

33. Not less than ten clear days' notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee.

34. Every notice calling a meeting of the Executive Committee shall state the date, time and place at which such meeting will be held and shall, except as otherwise provided in these Rules, be under the signature of the Registrar.

35. The Executive Committee shall hold at least three meetings in a year at such times and places as the Chairman may decide.

36. Each member of the Executive Committee including the Chairman shall have one vote and if there shall be an equality of votes on any question to be decided by the Executive Committee, the Chairman shall in addition, have a casting vote.

37. Any business which it may be necessary for the Executive Committee to perform, may be carried out by Circulation amongst all its members and any Resolution so circulated and approved by a majority of the members signing, shall be as effectual and binding as if such Resolution had been passed at a meeting of the Executive Committee provided that at least half the members of the Executive Committee have recorded their views on the Resolution.

38. Subject as herein before mentioned in case of a difference of opinion amongst the members of the Executive Committee, the opinion of the majority shall prevail subject, however, to the veto of the Government of India to be communicated to the President within a month of the communication to Government of the decision of such majority.

39. The President may refer any question which, in his opinion, is of sufficient importance to justify such a reference, for the decision of the Government of India and such decision shall be binding on the Institute and its Executive Committee.

FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

40. The Executive Committee shall generally carry out the objects of the Institute as set forth in the Memorandum of Association.

41. The Executive Committee shall have under its control the management of all the affairs and funds of the Institute and shall have authority to exercise all the powers of the Institute.

42. Regulations - (i) With the previous approval of the Government of India, the Executive Committee shall have powers to frame and amend Regulations, not inconsistent with these Rules, for the administration and management of the affairs of the Institute.

(ii) Without prejudice to the generality of the foregoing provision, such Regulations may provide for following matters:-

- (a) the preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Institute and the sale or alteration of such investment and account and audit.
- (b) powers, functions and conduct of business by such other committees or Sub-committees as may be constituted from time to time, and the term of office of their members;

- (c) procedure for appointment of the officers and the staff of the Institute;
- (d) the terms and tenure of appointment, emoluments allowances, rules and discipline and other conditions of service of the officers and staff of the Institute;
- (e) terms and conditions governing fellowships and deputations, grant-in-aid, research schemes and projects, provision of extension services and establishment of research centres and training institutes;
- (f) such other matters as may be necessary for the furtherance of the objectives and the proper administration of the affairs of the Institute.

43. Subject to these Rules and Regulations, the Executive Committee shall have the power to create posts, to appoint all categories of officers and staff for conducting the affairs of the Institute and to fix the amount of their remuneration as well as to determine the conditions of their service, subject to budget provision.

44. The Executive Committee shall have the power to enter into arrangement with the Government of India, State Governments and other public or private organisations or individuals for furtherance of its objective, for implementation of its programme and for securing and accepting endowments, grants-in-aid, donations, or gifts to the Institute on mutually

agreed terms and conditions provided that the conditions of such grant-in-aid donations or gifts shall not be inconsistent or in conflict with objectives of the Institute or with the provision of these Rules.

45. The Executive Committee shall have the power to take over and acquire by purchase, gift or otherwise from Government . and other public bodies or private individuals, movable and immovable properties or other funds together with any attendant obligations, and engagements not inconsistent with the objects of the Institute and the provisions of these Rules.

46. The Executive Committee shall have powers to undertake or give contract for construction of the building required for use of the Institute and to acquire stores and services required for the discharge of the functions of the Institute.

47. The Executive Committee shall have the power to sell or lease any movable or immovable property of the Institute provided, however, that no assets of the Institute created out of Government grants shall without the prior approval of Govt. be disposed of, encumbered or utilised for purposes other than those for which the grant was sanctioned.

48. The Executive Committee may by Resolution, appoint Advisory Boards or other special committees for such purposes and with such powers as the Executive Committee may think fit and the Executive Committee may also dissolve any of the committees and Advisory Bodies, set up by it.

49. The Executive Committee may delegate to the Chairman, Vice- Chairman, Director or any of its members and or to a committee/group or any other officer of the Institute such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which the powers and duties are to be exercised or discharged.

50. The Executive Committee may establish and spell out the membership of standing/adhoc committees or task forces/groups etc. and decide in regard to their membership, powers and functions.

PROGRAMME ADVISORY COMMITTEE

51. The Programme Advisory Committee shall discharge such functions, in the area of academic and technical resource support and such functions as the Executive Committee may delegate to it. It will be the responsibility of the Programme Advisory Committee to consider all plans, programmes, research proposals, etc., and to examine the academic and technical resource support aspects of the work of the Institute and to ensure a coordinated approach to the development of their programme.

52. The Programme Advisory Committee shall consist of the following members:-

(i) The Director of the Institute - Chairman

- (ii) Two Directors of State Resource Centres, nominated by the Vice-Chairman of the Executive Committee.
- (iii) Two Directors of Adult Education in States and Union Territories to be nominated by the Vice-Chairman of the Executive Committee by rotation;
- (iv) Two representatives of voluntary agencies engaged in promotion of adult education to be nominated by the Vice-Chairman of the Executive Committee;
- (v) One representative from the Department of Education
- (vi) One Director of the Department of Adult and Continuing Education in the Universities, to be nominated by Vice-Chairman of Executive Committee; and
- (vii) Upto five members of the faculty of the Institute nominated by the Vice-Chairman of the Executive Committee.

53. The Director shall appoint an officer of the Institute to be the Secretary of the Programme Advisory Committee.

FINANCE COMMITTEE

54. The Executive Committee of the Institute shall appoint a Finance Committee consisting of six members as under:-

- (i) Director of the Institute;
- (ii) Financial Adviser or his nominee;
- (iii) Registrar of the Institute;
- (iv) One Representative of the Department of Education, Government of India;
- (v) Two members of the Executive Committee to be nominated by the Chairman of the Executive Committee.

The Director shall be the Chairman of the Finance Committee.

55. The Finance Committee shall have the following duties:-

- (i) To scrutinise the accounts and budget estimates of the Institute and to make recommendations to the Executive Committee;
- (ii) To consider and make recommendations to the Executive Committee on proposals for new expenditure on account of major works

and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Executive Committee.

- (iii) To scrutinise re-appropriation statements and audit notes and make recommendations thereon to the Executive Committee;
- (iv) To review the finances of the Institute from time to time and have concurrent audit conducted whenever necessary; and
- (v) To give advice and make recommendations to the Executive Committee on any other financial questions affecting the affairs of the Institute.

FUNCTIONS AND POWERS OF THE DIRECTOR

56. Subject to any order that may be passed by the Executive Committee, the Director as the principle executive and academic officer of the Institute shall be responsible for the proper administration of the affairs of the Institute under the direction and guidance of the Chairman of the Executive Committee.

Provided that the Director may, with the concurrence of the Executive Committee, delegate any of his powers and functions to any other officer or authority appointed or established under these Rules.

57. The Director shall, in all matters under his charge, have the powers and duties assigned to him in these Rules and the Regulations or such powers and duties as may be delegated or entrusted to him by the Institute or the Executive Committee or the Programme Advisory Committee.

58. The Director shall prescribe the duties of all officers and staff of the Institute and shall exercise, such supervision and disciplinary control as may be necessary subject to these Rules, and the Regulations.

59. It shall be the duty of the Director to coordinate the exercise general supervision over all research, training, extension programmes and all other activities under the Institute.

FUNCTIONS AND POWERS OF THE REGISTRAR

60. The Registrar shall maintain a record of the proceeding of the Institute and of the Executive Committee and of the Programme Advisory Committee and shall perform such duties as usually pertain to the office of the Registrar and not otherwise specifically approved for in the Rules and also such other duties as may be assigned to him by the Director. He shall also perform such duties and exercise such powers as may be entrusted or delegated to him and or specified in the Regulations.

FUNDS OF THE INSTITUTE

61. The funds of the Institute will consist of the following:-

- (i) Grants made by the Government of India for the furtherance of the objects of the Institute;
- (ii) Contributions from other sources;
- (iii) Income from the assets of the Institute; and
- (iv) Receipts of the Institute from other sources;
- (v) Grants, donations or assistance of any kind from foreign governments and international agencies.

62. The Bankers of the Institute shall be decided by the Executive Committee. All funds shall be paid into into the Institute account with the Bank and shall not be withdrawn except through a cheque signed by such officers as may be duly empowered in this behalf by the Chairman.

63. ACCOUNTS AND AUDIT

- (i) The Institute shall maintain proper accounts and other relevant records and prepare annual accounts comprising the Receipts and Payment Account, Statement of Liabilities in such

form as may be prescribed by the Government of India in consultation with the Comptroller and Auditors General of India.

- (ii) The Accounts of the Institute shall be audited annually by the Comptroller and Auditor General or any other person appointed by him in this behalf and any expenditure incurred in connection with the audit of accounts of the Institute shall be payable by the Institute;
- (iii) The Comptroller and Auditor General or any other person appointed by him in this behalf shall have the same rights, privileges and authority in connection with the audit and accounts of the Institute as the Comptroller and Auditor General or any other person appointed by him in this behalf has in connection with the audit of Government accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers, of the Institute;
- (iv) 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 the Government of India and Government shall cause the same to be laid before the House of Parliament, within nine months of the close of the accounting year of the Institute.

Systems Unit,
Ministry of Education,
1, Aurobindo Marg, New Delhi-110 001.
File No. 5816
Date 26-2-91

ANNUAL REPORT

64. An Annual Report of the proceedings of the Institute and of work undertaken during the year shall be prepared by the Executive Committee for the information of the Government of India and of the Members of the Institute. A draft of the Annual Report shall be placed before the Institute at the Annual General Meeting for its consideration and approval. The Annual Report of the Institute shall be forwarded to the Government of India and the Government of India shall cause the same to be laid on the Table of both Houses of Parliament within nine months of the close of the accounting year of the Institute.

AMENDMENT OF RULES AND REGULATIONS

65. Subject to the provisions of the Societies Registration Act (XXI of 1860), the Institute may alter or extend the purposes for which it is established with the previous concurrence of the Government of India.

- (a) if the Executive Committee shall submit the proposition for such alteration or extension as aforesaid to the Members of the Institute in a written or printed report;

- (b) if the Executive Committee shall convene a special general meeting of the Institute according to the Rules and Regulations for the consideration of the said proposition;
- (c) if such report be delivered or sent by post to every member of the Institute, 14 clear days previous to such special general meeting as aforesaid;
- (d) if such proposition be agreed to by the votes of $\frac{3}{5}$ of the members of the Institute delivered in person at such general meeting as aforesaid; and
- (e) if such proposition be confirmed by the votes of $\frac{3}{5}$ th of the members of the Institute present at the second special general meeting convened by the Executive Committee at an interval of one month after the former meeting.

66. The Rules of the Institute except Rules 65 may be altered at any time with the sanction of the Government of India by a Resolution passed by a majority of the members of the Institute present at any meeting of the Institute which shall have been duly convened for the purpose.

67. APPLICATION OF THE ACT

All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi shall apply to the Society.

68. ESSENTIAL CERTIFICATE

Certified that this is the correct copy of Rules and Regulations of the Society.

Sd/-
Shri Lakshmidhar Mishra
Member

Sd/-
Smt. Anita Kaul
Member

Sd/-
Shri M.C. Joshi
Member

CERTIFICATE OF REGISTRATION

SOCIETIES REGISTRATION ACT XXI OF 1860

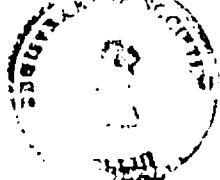
No. S/ 21595 of ~~page~~ 1991.

I hereby certify that NATIONAL INSTITUTE
OF ADULT EDUCATION

has been registered under the SOCIETIES REGISTRATION
ACT OF 1860.

GIVEN UNDER MY HAND AT DELHI on this 1st day of
January, One thousand nine hundred
and ninety ~~one~~.

Registration fee of
Rs. 50/- received.



REGISTRAR OF SOCIETIES
DELHI

[Handwritten signature]
REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION
DELHI.