

NATIONAL  
INSTITUTE  
Of TECHNOLOGY  
HAMIRPUR  
SOCIETY

MEMORANDUM OF  
ASSOCIATION & RULES

# **NATIONAL INSTITUTE OF TECHNOLOGY SOCIETY, HAMIRPUR(HP)**

## **MEMORANDUM OF ASSOCIATION**

Whereas the Regional Engineering College, Hamirpur(HP) is to be declared as National Institute of Technology, Hamirpur (HP), it is declared as National Institute of Technology, Hamirpur (HP).

### **1. Name**

The name of the Society shall be National Institute of Technology Society, Hamirpur (HP), herein after referred to as “The Society”. The name of the Institute will be “ National Institute of Technology, Hamirpur(HP), herein after referred to as “ the Institute”.

### **2. Office**

The registered office of the Society shall be situated at Hamirpur (HP).

### **3. Definitions**

In this Memorandum of Association, herein after referred to as MOA, unless the context otherwise requires:-

- a) “AICTE” means All India Council of Technical Education set up under the AICTE Act,1987.
- b) “Board”, In relation to the Institute, means the “Board of Governors”.
- c) “Central Govt.”, means, the “Government of India”.
- d) “Chairman”, means , the “Chairman of the Board/Society”.
- e) “Council”, means, the Council established under Sub-Section (1) of Section 27.
- f) “Director”, means, the “Director” of the Institute.
- g) “Registrar”, means the “Registrar” of the Institute.
- h) “Rules” and “Regulations”, means, the “Rules” & “Regulations” of the Institute.

- i) “Senate”, means, the “Senate” of the Institute.
- j) “Society”, means, the National Institute of Technology Society, Hamirpur(HP)”.
- k) “UGC” means University Grants Commission set up under the UGC Act,1956.

#### **4. Objects & Functions of the Society.**

- (1) The objects and functions of Society shall be to establish & carry on the administration and management of the “National Institute of Technology, Hamirpur (HP)”, herein after referred to as the “Institute”.
- (2) The Society may delegate all or any of its Power to the Board of Governors of the Institute. The Board in turn delegate it to any of the Committee or Committees constituted by it or to any Officer or Offices of the Society.
- (3) To frame the first Rules of the Institute.
- (4) To delegate such powers as are provided in MOA, Rules and Regulations.

#### **5. Power of the Institute.**

- (1) To provide for instruction and research in such branches of engineering and technology, management education, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches;
- (2) To hold examination and grant degrees, diplomas, certificates and other Academic distinctions or titles as may be required;
- (3) To institute and award fellowships, scholarships, exhibitions, prizes and medals;
- (4) To fix, demand and receive fees and other charges;
- (5) To establish, maintain and manage halls and hostels for the residence of the students;

- (6) To supervise and control the residences and regulate the discipline of students of the Institute and to make arrangements for promoting their general welfare and cultural corporate life;
- (7) To provide for the maintenance of units of National Cadet Corps for the students of the Institute;
- (8) To create academic and other posts with the prior approval of the Central Government and to make appointments thereto (except in case of the Director);
- (9) To frame, alter, modify or rescind Rules with the prior approval of the Central Government;
- (10) To deal with 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 of in any manner any immovable property without prior approval of the Central Government;

- (11) To receive gifts, grants donations or benefactions from the government and to receive bequests, donations and transfers of movable or immovable properties from testators, donors or transferors, as the case may be;
- (12) To co-operate 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 and;
- (13) 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.

## **6. Institute Open to All**

- (1) The institute shall be open to persons of either sex and of whatever race, creed, caste or class, and no condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers or workers or in any other connection whatsoever.

- (2) No bequest, donation or transfer of, any property shall be accepted by the Institute, which in the opinion of the Council involves conditions or obligations opposed to the spirit and object of this section.

## **7. Power to Review and Hold Enquires**

- (1) The Central Government may appoint one or more persons to review the Work and progress of the Institute and to hold enquiries into the affairs thereof to report thereon in such manner as it may direct.
- (2) Upon receipt of any such report the Central Government may take such action and issue such directions as it consider necessary in respect of the any of the matters dealt with the report and the Institute shall be bound to comply with such directions.

## **8. Authorities of the Institute.**

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

A Board of Governors.

A Senate

A Finance Committee

A Building an Works Committee

Such other authorities as may be declared by the Rules to be the authorities of the Institute.

## **9. Board of Governors**

The Board of Governors of the Institute shall consist of the following persons, namely;

- a) The Chairman: An Eminent Technologist/Engineer/Industrialist/Educationist to be nominated by the Central Government.

- b) Nominee of the Ministry of Human Resource Development, Government of India.
- c) Nominee of the Department of Technical Education, Government of Himachal Pradesh.
- d) Head of another Technical Institution in the Region or an eminent technologist nominated by the Central Government.
- e) Director of Indian Institute of Technology, [ in the region ] or his nominee.
- f) Nominee of the UGC not below the rank of a Deputy Secretary.
- g) Nominee of the AICTE not below the rank an Adviser.
- h) An alumnus of the Institute amongst alumni in Education/Industry to be nominated by the Board of Governors.
- i) Two representatives representing large, medium and small scale industries to be nominated by the Central Government.
- j) One Professor and one Assistant Professor of the Institute by rotation.
- k) Director of the Institute-ex-officio Member Secretary.

## **10. Term of Office of Members of Board of Governors.**

- (1) Save as otherwise provided in this section, the terms of the office of the Chairman or any other members of the Board shall be five years from the date of his nomination by the Central Government.
- (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 Clause(d), (h) and (i) of clause 9 shall be five years from the first of January of the year in which nominated and the term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he has been nominated.
- (4) Notwithstanding any thing contained in this section, an out going member shall, unless the Council otherwise directs, continue in office until another person is nominated as a member in his place.
- (5) The member of the Board shall be entitled to such allowances, if any, from the Institute as may be provided in Rules but no member other than the persons referred to in clauses (j) and (k) of Section 9 shall be entitled to any salary by reason of this sub-section.

## **11. Powers of the Board of Governors**

- (1) The Board of the Institute shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by this MOA, the Rules and the Bye-laws, and shall have the powers to review the act of the Senate.
- (2) Without prejudice to the provisions of sub-section (1), the Board of the Institute shall;
  - a) Take decisions on questions of policy relating to the administration and working of the Institute;
  - b) Institute courses of study at the Institute;
  - c) Make the Rules with the prior approval of the Central Government;
  - d) Institute and appoint persons to academic as well as other posts of the Institute;
  - e) Consider and modify or cancel by-laws;
  - f) Consider and pass resolutions on the annual report, the annual accounts and the budget estimates of the Institute for the next financial year as it thinks fit and submit them to the Central Government together with a statement of its development plans;

- g) Exercise such other powers and perform such other duties as may be conferred or imposed upon it by this MOA or the Rules;
- (3) 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. The Senate**

The Senate of Institute shall comprise of the Director of the Institute, who shall be the ex-officio Chairman of the Senate and such other members as may be laid down in the Rules. Subject to the provisions of this MOA the Rules and the regulations, the Senate of the Institute shall have the control and general regulation, and be responsible for the maintenance of standard of instructions, education and examinations in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

## **13. Chairman of the Board of Governors**

- (1) The Chairman of the Board shall preside over the meetings of the Board and at the Convocations of the Institute.
- (2) It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented.
- (3) The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by this MOA or the Rules.

## **14. Director of the Institute.**

- (1) The Director of the Institute shall be appointed by the Central Government for a term of five years.
- (2) 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.



- (3) The Director shall submit annual reports and accounts to the Board
- (4) The Director shall exercise such other powers and perform such other duties as may be assigned to him by this MOA or the Rules or Regulations.

## **15. Registrar**

- (1) The Registrar of the Institute shall be appointed on such terms and conditions as may be laid down by the Rules and shall be the custodian of records, the common seal of the Institute and such other property of the Institute as the Board shall commit to his charge.
- (2) The Registrar shall act as the Secretary of the Senate, and such Committees as may be prescribed by the Rules.
- (3) The Registrar shall be responsible to the Director for the proper discharge of his functions as decided by him from time to time.
- (4) The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by this MOA/the Rules/the Director.

## **16. Funds of the Institute:**

- (1) The Institute shall maintain a fund to which shall be credited:
  - a) All moneys provided by the Central and State Governments
  - b) All fees and other charges received by the Institute;
  - c) All moneys received by the Institute by way of grants, gifts, donations, benefactions, bequests or transfers; and
  - d) All moneys received by the Institute in any other manner or from any other source.
- (2) All moneys credited to the funds of the Institute shall be deposited

in such banks or invested in such manner as Institute may, with the approval of the Central Government, decide.

- (3) 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.

## **17. Accounts and Audit.**

- (1) The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance-sheet, in such form as may be prescribed by the Central Government in consultation with the Comptroller and Auditor-General of India.
- (2) The accounts of Institute shall be audited by the Comptroller and Auditor General of India and any expenditure incurred by him in connection with such audit shall be payable by the Institute to the Comptroller and Auditor General of India.
- (3) 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 Government 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.
- (4) 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 Central Government and that Government shall cause the same to be laid before each House of Parliament as per procedure laid down by the Central Government.

## **18. In-Service and Retirement Benefits**

The Institute shall constitute for the benefit of its employees, including the Director in such manner and subject to such conditions as may be prescribed by the Rules, such in service/retirement benefits as it may deem fit.

## **19. 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 lecturer and above for the academic staff or for those posts in the non-academic staff that have the maximum of the scale of pay equal to or more than that of the maximum of pay scale of the lecturer.
- b) By the Director, in other cases.

## **20 RULES:**

- (1) The powers and functions of authorities and officers other than those mentioned in the MOA shall be determined by the Rules.
- (2) All teaching 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.
- (3) Subject to the provisions of this MOA the Rules may provide for all or any of the following matters, namely:
  - a) The formation of departments of teaching;
  - b) The fees to be charge for courses of study in the Institute and for admission to the examinations of degrees and diplomas of the Institute as prescribed by the Central Government;
  - c) The Institution of fellowship, scholarship, exhibitions, medals and prizes;
  - d) The term of office and the method of appointment of officers of the Institute;

- e) The qualifications of teachers of the Institute in accordance with the requirements prescribed by the Central Government;
  - f) The classification, the method of appointment and determination of the terms and conditions of service of teachers and other staff of the Institute;
  - g) The constitution of in-service and the retirement benefits of the teachers, officers and staff;
  - h) The constitution, powers and duties of the authority of the institute;
  - i) The establishment and maintenance of halls and hostels;
  - j) 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;
  - k) The allowances in the form of sitting fees to be paid to the Chairman and members of the Board;
  - l) The authentication of the orders and decisions of the Board;
  - m) The meeting of Board, the Senate, or any committee, the quorum as such meeting and the procedure to be followed in the conduct of their business;
  - n) Any other matter which by this MOA is to be or may be prescribed by the Rules.
- (4) The First Rules of the Institute shall be framed by the Society with the prior approval of the Central Govt.
- (5) The Board may, from time to time, make new or additional Rules or amend or repeal any of the Rules provided that every new Rules or addition to the Rules or any amendment or repeal of a Rule shall require the prior approval of the Central Government. The Central Govt. may give its assent or withhold assent or remit it to the Board for consideration.
- (6) A new Rule or a Rule amending or repealing an existing rule shall have no validity unless it has been assented to by the Central Government.

## **21. Regulations**

- (1) 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;
- a) The admission of the students to the Institute;

- b) The courses of study to be laid down for all degrees and diploma of Institute;
- c) The conditions under which the students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- d) The conditions of award of fellowships, scholarships, exhibitions, medals and prizes;
- e) The conditions and mode of appointments and duties of examining bodies, examiners and moderators;
- f) The conduct of examinations;
- g) The maintenance of discipline among the academic and non-academic staff and the students of the Institute; and
- h) Any other matter which by this MOA or the Rules is to be or may be provided for the Regulations.

(2) All regulations shall be framed by the Board of Governors and shall have effect from such date as it may direct. The Board shall also have power by resolution to modify or cancel any such regulations shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

(3) No regulation shall be made affecting the condition of residence, health or discipline of students, admission or enrolment of students, conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or an other course of study without consulting the Senate.

## **22. Council of National Institutes of Technology**

(1) With effect from such date as the Central Government may specify in this behalf, a central body to be called the Council will be established.

(2) The Council may consist of the following members:

- a) Minister of HRD, Government of India Chairman
- b) Education Secretary, Ministry of HRD,  
Government of India. Member
- c) Principal Advisor(Education), Planning Commission Member

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| d) | Secretary, Department of Science & Technology,<br>Government of India.                                    | Member           |
| e) | Director-General, Council of Scientific &<br>Industrial Research.   | Member           |
| f) | Special Secretary/Additional Secretary/Educational<br>Advisor(T),Ministry of HRD, Govt. of India.         | Member           |
| g) | Chairman, UGC   | Member'          |
| h) | Chairman, AICTE   | Member           |
| i) | Financial Adviser, Ministry of HRD,Govt. of<br>India.   | Member           |
| j) | Two Chairmen of the Boards of theInstitutes<br>(By rotation)  | Member           |
| k) | Five Directors of the Institutes (By rotation)  | Member           |
| l) | One Director of IIT (By rotation in alphabetic<br>order)  | Member           |
| m) | Two Secretaries of Higher/Technical Education<br>from states where NITs are located(By rotation)          | Member           |
| n) | Two persons from Industry nominated by the<br>Central Government.   | Member           |
| o) | Joint Secretary(Technical Education)/ Joint<br>Educational Adviser(T),Ministry of HRD,<br>Govt. of India. | Member-Secretary |

(3) The term of office of a member of a Council under sub-clause(j),(k) (l),(m) & (n) shall be three years from the date of his nomination.

(4) Notwithstanding anything contained in this clause an out-going member shall, unless the Central Government otherwise directs, continue in office until another person is nominated as a member in his place.

(5) The members of the Council shall be paid such traveling and sitting allowance by the Central Government as may be determined by the Central Government but no member shall be entitled to any salary.

(6) The Chairman of the Council shall preside over the meetings of the Council and shall exercise such other powers and perform such other duties as are assigned to him by the MOA.

(7) The Central Government may make Rules to enable the Council to carry out the functions and powers assigned to it and for any matter related to or incidental to the functioning of the Council.

### **23. Powers and functions of the Council**

(1) It shall be the general duty of the Council to co-ordinate the activities of all the Institutes.

(2) It shall specifically perform the following functions, namely;

- a) To advise on matters relating to the duration of the courses, the degrees and other academic distinctions to be conferred by the Institutes, admission standards and other academic matters;
- b) To advise the Central Government on policy regarding cadres, methods of recruitment and conditions of service of employees, Institution of scholarships and free ships, levying of fees and other matters of common interest;
- c) To advise the Central Government if so required, in respect of any function to be performed by it under this MOA or otherwise on the working of the Institutes; and
- d) To perform such other functions as are assigned to it by or under this MOA.

### **24. Miscellaneous**

(1) No act of the Council, or any Institute or Board or Senate or any other body setup under this MOA or the Rules, shall be invalid merely by reason of:

- a) Any vacancy in, or defect in the constitution thereof, or
- b) Any defect in the election, nomination or appointment of a person acting as a member thereof, or
- c) Any irregularity in its procedure not affecting the merits of the case.

- (2) 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.
- (3) 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 traveling, halting and other similar charges.
- (4) If any difficulty arises in giving effect to the provisions of this MOA, the Central Government may make such provisions or give such directions not inconsistent with the purposes of this MOA, as appears to it to be necessary or expedient for removing the difficulty.

## **25. Transition 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 so 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;
- b) The College Council existing before the commencement of this MOA shall be deemed to be the Senate constituted under this MOA until a Senate is constituted under this MOA for this Institute;
- c) Until the first Rules and the Bye-laws are made under this MOA, the Rules and Bye-laws of the REGIONAL ENGINEERING COLLEGE, HAMIRPUR (HP) as in force immediately before the commencement of this MOA shall continue to apply to the Institute, in so far as they are not inconsistent with the provisions of this MOA.



## **26. Admission**

The ratio of intake/admission of students will remain the same i.e. 50% from the State of Himachal Pradesh and 50% on all India basis with the nominations from other States. (Ref: the Govt. of India, Ministry of HRD, Deptt. of Secondary and Higher Education, New Delhi vide letter No. 22-1/2001-TS.1/TS-III dated 7.1.2002).

**NATIONAL INSTITUTE OF TECHNOLOGY**  
**HAMIRPUR (HP)**  
**RULES.**

**1. Short Title**

These Rules may be called the National Institute of Technology, Hamirpur(HP) Rules.

**2. Definitions**

- (a) ‘Council’ means the Council of the Institute;
- (b) ‘MOA’ means the National Institute of Technology, Hamirpur (HP) MOA-2002.
- (c) ‘Society’ means the National Institute of Technology Society, Hamirpur(HP);
- (d) ‘Chairman’ means the Chairman of the Board;
- (e) ‘Director’ means the Director of the Institute;
- (f) ‘Registrar’ means the Registrar of the Institute;
- (g) ‘Central Government’ means the Government of India.
- (h) ‘State Government’ means the Government of Himachal Pradesh;

- (i) 'Institute' means Institute know as National Institute of Technology, Hamirpur(HP), incorporated under the Societies Registration Act,1860;
- (j) 'Senate' means the Senate of the Institute;
- (k) 'Finance Committee' means the Finance Committee of the Institute;
- (l) 'Building and Works Committee' means the Building and Works Committee of the Institute;
  
- (m) 'Authorities', 'Officers' and 'Professors' respectively mean the authorities, officers and professors of the Institute;
- (n) 'Board' means the Board of Governors of the Institute;
- (o) 'Regulations' means the Regulations of the Institute;

### **3. The Board**

- (1) The bodies entitled to nominate or elect representatives on the Board shall be invited by the Director to do so within a reasonable time not ordinarily exceeding eight week from the date on which such invitations are issued by him. The same procedure shall be followed for filling casual vacancies on the Board.
- (2) The Board shall ordinarily meet four times during a calendar year.

- (3) Meetings of the Board shall be convened by the Chairman either on his own initiative or at the request of the Director or a requisition signed by not less than three members of the Board.
- (4) Five members shall form a quorum for a meeting of the Board  
Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week, at the same time and place, or to such other day and such other time and place as the Chairman, may determine, and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall be a quorum.
- (5) All questions considered at the meetings of the Board shall be decided by a majority of the votes of the members present including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
- (6) The Chairman, if present, shall preside at every meeting of the Board. In his absence the members present shall elect one from amongst themselves to preside at the meeting.
- (7) A written notice of every meeting shall be sent by the Director To every member at least three weeks before the date of the meeting. The notice shall state the place and the date and time of the meeting.  
Provided that the Chairman may call a special meeting of the Board at short notice to consider urgent special issues to be clearly stated in the notice for the meeting.

- (8) The notice may be delivered either by hand or sent by registered post at the address of each member as recorded in the office of the Board and if so sent shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- (9) Agenda shall be circulated by the Member Secretary of the Board to the members at least ten days before the meeting.
- (10) Notice of motions for inclusion of any item on the agenda must reach the Member Secretary of the Board at least one week before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- (11) The ruling of the Chairman in regard to all question of Procedure shall be final.
- (12) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Director and circulated to all members of the Board present in India. The minutes alongwith any amendment suggested shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minutes book which shall be kept open for inspection of the members of the Board and the Council at all times during office hours.

(13) If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board he shall cease to be a member of the Board.

#### **4. Authentication of Orders and Decisions of the Board**

All orders and decisions of the Board shall be authenticated by the Signature of the Director or any other person authorized by the Board in this behalf.

#### **5. The Senate**

- (1) The Senate of the Institute shall consist of the following persons, namely;
  - (a) The Director, ex-Officio, who shall be the Chairman of the Senate;
  - (b) The professors (including Professor of Training and Placement) appointed or recognized as such by the Institute for the purpose of imparting instructions in the Institute;
  - (c) Deans, Heads of the Departments, Centres, Schools or divisions other than Professors;
  - (d) Chief Warden;
  - (e) Three persons, not being employees of the Institute, to be nominated by the Chairman in consultation with the Director from among educationists of repute; and

- (f) Not more than six other members for their special knowledge appointed by the Chairman after consultation with the Director for such period as may be specified by the Chairman.
- (2) Subject to the provisions of the MOA, the Senate shall have the power to:-
- (a) frame and revise curricula and syllabi for the courses of studies for the various Departments;
  - (b) make arrangements for the conduct of examinations; appoint examiners, moderators, tabulators and the like;
  - (c) declare the result of the examinations or to appoint Committee or Officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
  - (d) appoint Advisory Committees or Expert Committee or both for the Departments of the Institute to make recommendation on academic matters connected with the working of the Department; the Head of the Department concerned shall act as convener of such Committee;
  - (e) appoint Committees from amongst the members of the Senate, other teachers of Institute and experts from outside to advise on such specific academic matters as may be referred to any such Committee by the Senate;

- (f) consider the recommendations of the Advisory Committee attached to various departments and that of Expert and other Committee and take such action (including the making of the recommendation to the Board) as circumstances of each case may require;
  - (g) make periodical review of the activities of the Departments and take appropriate action (including the making of recommendation to the Board);
  - (h) supervise the working of the Library;
  - (i) promote research within the Institute and acquire reports on such research from the persons engaged thereon;
  - (j) provide for the inspection of the classes and the Halls of Residence in respect of the instruction and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board;
  - (k) award stipends, scholarships, medals and prizes and make other awards in accordance with Bye-laws and such other conditions as may be attached to the awards;
  - (l) make recommendation to the Board with regard to (i) the creation of posts on the Academic Staff and the abolition thereof and (ii) the emoluments and duties attached to such posts.
- (3) The Senate shall meet as often as necessary but not less than four times during a calendar year.



- (4) Meetings of the Senate shall be convened by the Chairman of the Senate either on his own initiative or on a requisition signed by not less than 50% of the members of the Senate. Requisition meeting shall be a special meeting to discuss only those items of agenda for which requisition is made. The requisition meeting shall be convened by the Chairman of the Senate on date and time convenient to him within 15 days of the notice given for such requisition.
- (5) One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate.
- (6) The Director if present shall preside at every meeting of the Senate. In his absence, the senior-most of the Professors present shall preside at the meeting.
- (7) A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Senate at least a week before the meeting. The Chairman of the Senate may permit inclusion of any item for which due notice could not be given.
- (8) Notwithstanding the provisions of MOA, the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.
- (9) The ruling of the Chairman of the Senate in regard to all questions of procedure shall be final.

- (10) The minutes of the proceedings of a meeting of the Senate shall be drawn by the Registrar and circulated to all members of the Senate present in India provided that any such minute shall not be circulated if the Senate consider such circulation prejudicial to or not in the interests of the Institute. The minutes alongwith amendments, if any suggested, shall be placed for confirmation at the next meeting of the Senate. After the minutes are confirmed and signed by the Chairman of the Senate, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Senate, the Board and the Council at all times during office hours.

## **6. The Finance Committee**

- (1) The Finance Committee, shall consist of the following persons, namely:-
- (a) the Chairman, ex-officio, who shall be the Chairman of the Committee;
  - (b) two persons nominated by the Central Government;
  - (c) two persons nominated by the Board from amongst its members; and
  - (d) the Director, ex-officio;
  - (e) The nominee of the Govt. of H.P.
  - (f) The Registrar, ex-officio Member-Secretary.

- (2) The Finance Committee shall examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board; 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 question affecting the Institute.
- (3) Finance Committee shall meet at least twice a year, preferably before the meeting of the BOG.
- (4) Three members of the Committee shall form a quorum for a meeting of the Committee.
- (5) The Chairman, if present, shall preside over the meeting of the Committee. In his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- (6) The provisions in these Rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Boards shall, so far as may be, followed in connection with the meeting of the Finance Committee.
- (7) A copy of the minutes of every meeting of the Committee shall be sent to the Board.
- (8) All financial proposals will be routed through the finance committee prior to being placed before the Board.

## **7. Building and Works Committee**

- (1) Building and Works Committee shall consist of the following persons namely;

- (a) The Director, ex-officio, who shall be the Chairman of the Committee;
  - (b) one person nominated by the Central Government;
  - (c) one person nominated by the Board from amongst its members;  
and
  - (d) The Registrar, ex-officio Member-Secretary
  - (e) Dean, Planning & Development
  - (f) Nominee of the CPWD or the PWD(Civil Wing)
  - (g) Nominee of the CPWD or the PWD (Electrical Wing)
  - (h) The nominee of the Govt. of H.P.
- (2) This Committee shall perform the following functions and have the following powers:
- a) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
  - b) It shall have the power to give the necessary administrative approval and expenditure sanction for all construction work and work pertaining to maintenance and repairs, within the grant placed at the disposal of the Institute for the purpose.

- c) It shall cause to be prepared estimates of cost of building and other capital work, minor works, repair, maintenance and the like.
  - d) It shall be responsible for making technical scrutiny as may be considered necessary by it.
  - e) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give direction for departmental works where necessary.
  - f) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- (3) This committee shall perform such other functions in the matter of construction of building and development of land for the Institute as the Board may entrust to it from time to time.
- (4) In emergent cases the Chairman of this Committee may exercise the powers of this Committee. Such cases shall be reported by him to this Committee and the Board at the next meeting of this Committee and of the Board.
- (5) This Committee shall meet as often as necessary but at least twice a year.
- (6) Three members shall form a quorum for a meeting of this Committee.
- (7) The provisions in these Rules regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as

may be, be followed in connection with meeting of the Board of this Committee.

- (8) A copy of the minutes of every meeting of this Committee shall be sent to the Board.

## **8. The Chairman**

- (1) The Chairman shall have the power to send members of the Staff of the Institute for training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time.
- (2) Contract of service between the Institute and the Director shall be in writing as set out in Schedule 'A' and be expressed to be made in the name of the Institute, and every such contract shall be executed by the Chairman but the Chairman shall not be personally liable in respect of anything under such contract.

## **9. Traveling Allowances**

Members of the Board and other authorities of the Institute and members of the Committees constituted under the MOA or these Rules or appointed by the Board and other authorities other than Government employees and employees of the Institute shall be entitled to traveling allowance and daily allowance for attending the

meetings of the authorities and their Committees as laid down by the Board from time to time.

## **10. The Director**

- (1) Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (2) The Director shall have the power to employ technicians on short-term contract basis within the overall budgetary allocation of the Institute and with the approval of the Finance Committee.
- (3) The Director shall have the power to send members of the staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Board from time to time.
- (4) The Director shall have the power to sanction, remission or reduction of rents for building rendered wholly or partially unsuitable.
- (5) The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (6) The Director shall have the power of a Head of Department for purposes of Rules in the Account Code, the Fundamental and

Supplementary Rules and other Rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.

- (7) If for any reason the Registrar is temporarily absent for a period not exceeding one month, the Director may take over or assign to any member of Staff of the Institute, any of the functions of the Registrar as he deems fit. Provided that if at any time the temporary absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.
- (8) All contracts for and on behalf of the Institute except the one between the Institute and the Director shall when authorized by a resolution of the Board passed in that behalf be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of any thing under such contract.
- (9) The Director may, during his absence from headquarters, authorize one of the Deans or the senior most Professor present, to sanction advances for traveling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf and authorize him for assuming such powers of Director as may be specifically delegated to one of the Deans or the Senior most Professor present by him in writing.



- (10) The Director may, at his discretion, constitute such Committees as he may consider appropriate.
- (11) In the event of the occurrence of any 'vacancy' in the office of the chairman by reason of his death, resignation or otherwise or in the event of the Chairman being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairman under Rule 8.
- (12) The Director may, with the approval of the Board delegate any of his powers, responsibilities and authorities vested in him by the MOA and Rules to one or more members of academic or administrative staff of the Institute.

## **11. Classification of the Members of the Staff of the Institute**

Except in the case of employees paid from contingencies the Members of staff of the Institute shall be classified as Academic staff, Technical Staff and Administrative and other staff.

## **12. Appointments**

- (1) All posts at the Institute shall normally be filled by advertisement but the Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation or by promotion from amongst the member of the staff of the Institute.

- (2) While making appointments, the Institute shall make necessary provisions for the reservation of posts in favour of the Scheduled Caste and Scheduled Tribes in accordance with the decision of the Central Government.
- (3) Selection Committee for filling post under the Institute (other than the post on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute shall be constituted in the manner laid down below namely;
- a) In the case of all teaching/scientific staff in the scale of the post of lecturer and above, the Selection Committee shall consist of:
- |      |                                     |          |
|------|-------------------------------------|----------|
| i)   | Director                            | Chairman |
| ii)  | One nominee of the Central Govt.    | Member   |
| iii) | Two experts as nominee of the Board | Member   |
| iv)  | One expert nominee of the Senate    | Member   |
| v)   | Head of the Department concerned    | Member   |
- (In place of one of the nominee of the Board, if the post for which selection is being made is lower in status than the occupied by the Head of the Department).
- b) In case of non-teaching posts and scientific staff below the scale of the post of lecturer, the Selection Committee shall consist of:-

- i) Director Chairman
- ii) One nominee of the Central Govt. Member
- iii) Two Experts as nominees of the Board Member
- iv) Registrar Member

(If the post for which selection is being made is lower in status than the occupied by the Registrar. For the post of Registrar and equivalent, there shall be one more nominee of the Board).

- v) Head of the Department concerned Member
- (For posts within the Academic Departments)

- (4) In the absence of the Director, any member of the Staff of the Institute who is appointed to perform the current duties of the Director shall be the Chairman of the Selection Committees in the place of the Director.
- (5) Where a post is to be filled up by invitation, the chairman may, at his discretion, constitute such adhoc Selection Committees, as circumstances of each case may require.
- (6) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.
- (7) Notwithstanding anything contained in these Rules, the Board shall have the power to make appointments of persons trained

under “approved” programmes in such manner as it may deem appropriate. The Board will maintain a schedule of such “approved” programmes.

- (8) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar and all applications received within the date specified in the advertisement shall be considered by the Selection Committee. It may for sufficient reasons consider any application received after the date so specified.
- (9) The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates as it thinks fit and shall at the discretion of its Chairman cause a written test or tests to be held for all or some of the candidates as the Chairman may think fit, and shall make its recommendations to the Board or the Director as the case may be, the names of the selected candidates being arranged in order of merit.
- (10) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any

member or members of the Selection Committee provided that if any meeting of the Selection Committee is found necessary, the Registrar shall give notice of the meeting to the members of the Committee at least a fortnight before the date of the meeting.

- (11) Unless otherwise provided for under these Rules, a Selection Committee constituted for the purpose of making recommendations for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.
- (12) Candidates selected for interview for a post under the Institute may be paid such traveling allowances as may be determined by the Board from time to time in this behalf.
- (13) All appointments made at the Institute shall be reported to the Board at its next meeting.

### **13. Terms and Conditions of Service of Employees of the Institute**

Every person employed by the Regional Engineering College, Hamirpur immediately before these Rules coming into being shall hold office or service in the corresponding Institute by the same tenure, at the same remuneration and upon such terms and conditions

and with same rights and privileges as to pension, leave, gratuity, provident fund and other matters as he/she would have held if the Rules were not changed and shall continue to unless and until his/her employment is terminated or until such tenure, remuneration and terms conditions are altered by further change inMOA/Rules.

#### **14. Appointment on Contracts**

- (1) Notwithstanding anything contained in these Rules, the Board may in special circumstances appoint an eminent person on contract for a period not exceeding 5 years, with a provision of renewal for further period, provided that every such appointment and terms thereof, shall be subject to the prior approval of the Central Government. All such appointments shall be made by the respective Selection Committee unless the Central Government issues directions to the contrary.
- (2) Notwithstanding anything contained in these Rules, the Central Government shall appoint an eminent person as Director on contract for a period not exceeding five years, with a provision for renewal for further periods provided that every such appointment and terms thereof shall be subject to the prior approval of the Central Government.

## **15. Departments**

The Institute shall have the following Departments/Centres.

- a) Civil Engineering Department
- b) Electrical Engineering Department
- c) Electronics & Communication Engineering Department
- d) Mechanical Engineering Department
- e) Computer Science & Engineering Department
- f) Architecture Department
- g) Applied Sciences & Humanities Department
- h) Computer Centre
- i) Central Workshop

Provided that in addition the Board may establish or abolish one or more Departments/Centres on the recommendations of the Senate and with the prior approval of the Central Government.