

MEMORANDUM OF ASSOCIATION

[Amended as per Notification of UGC (Institutions Deemed to be Universities)
Regulations 2010]

1. Name

The name of the Society shall be “Indian Institute of Foreign Trade” hereinafter referred to as “the Institute”.

2. Office

The registered office of the Institute shall be situated in IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016.

3. Objectives

The aims and objectives of the Institute shall be:

- (i) to provide Post-Graduate education including doctoral and post-doctoral programme in all areas of international business management and trade both in India and abroad;
- (ii) to offer short and medium term management development programmes, directed to all levels of management, on international business, international trade and policy issues both in India and abroad;
- (iii) to undertake, support and promote studies and research in international trade and business;
- (iv) to carry out consultancy assignments in all areas of international trade and business for the government, public & private sector, civil societies, international organizations and any other client both in India and abroad;
- (v) to design and provide specialized training facilities for Government of India and state government officials, as well as those from other countries;
- (vi) to design and provide specialized training facilities for public & private firms both in India and abroad;
- (vii) to promote education, training and research in international trade and business in universities and other academic institutions, both in India and abroad;
- (viii) to organize seminars, workshops, conferences and similar activities for promoting debate on issues of current interest at regional, national and international level, as well as for wider dissemination of information and research findings;
- (ix) to print and publish books, reports, occasional papers, journals and newsletters in multimedia, as consistent with the objectives of the Institute;
- (x) to establish and maintain documentation centres and information services to facilitate education, training, research and consultancy activities and to offer specialized information and database services to external clients;

- (xi) to set up Divisions/Departments and Centres within the Institute to conduct education, training, research and consultancy on important policies and functional areas of international trade and business;
- (xii) to set up Centres and Campuses in India and abroad either on its own or in collaboration, to promote the objectives of the Institute;
- (xiii) to provide academic support to other educational institutions engaged in international business education as consistent with the objectives of the Institute;
- (xiv) to offer short, medium and long term programmes in international business languages;
- (xv) to provide on-line education in all areas of international business management and trade;
- (xvi) to undertake extra-mural studies, extension programmes and outreach activities to contribute to the development of the Institute;
- (xvii) to promote, support and undertake collaborative activities with national and international organizations including UNDP, ITC/UNCTAD, WTO, ESCAP, World Bank, etc. in the areas of interest to the Institute;
- (xviii) to do all such other acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary.

4. Powers and Functions of the Institute

To carry out the above objectives, the Institute shall have the following powers:

- (i) to design and deliver courses of study and research and to provide instructions in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches;
- (ii) to confer Degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations or fulfilled any other condition as laid down from time to time;
- (iii) to set up Centres and Campuses in India and abroad either on its own or in association with partner institutions with a view to achieving the Institute's objectives;
- (iv) to institute and award visitorships, fellowships, honorary degrees, prizes and medals;
- (v) to accept grants of money, donations, securities and property of any kind on such terms as may seem desirable;
- (vi) to acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property movable or immovable, which may be necessary or convenient for the purpose of the Institute and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objects of the Institute;

- (vii) to sell, lease, exchange, hire or otherwise transfer all or any portion of the property, movable and immovable, of the Institute, provided that prior approval in writing of the Central Government is obtained for the transfer of immovable property;
- (viii) to invest and deal with any moneys and securities of the Institute not immediately required for any of its activities in such a manner as may be provided by the Rules and Regulations of the Institute as may be laid down from time to time;
- (ix) to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments for the purposes of the Institute;
- (x) to invest any surplus funds not needed for immediate research work in accordance with the provisions contained in Sections 11(2) , 11(3) and 11(5) of the Income Tax Act 1961 as amended from time to time;
- (xi) to create any Reserve Fund, Corpus Fund, Sinking Fund, Insurance Fund, Provident Fund or any other Special Fund, whether for depreciation or for repairs, improving, extending or maintaining any of the properties or rights of the Institute and/or for recoupment of wasting assets and/or benefits of the employees and for any other purposes for which the Institute deems it expedient or proper to create or maintain any such Fund or Funds;
- (xii) to borrow and raise moneys with or without security or on the security of a mortgage, charge or hypothecation or pledge of all immovable properties belonging to the Institute or in any other manner, whatsoever, provided that prior approval in writing of the Central Government is obtained in that behalf;
- (xiii) to create academic, administrative, technical, ministerial or any other post(s) under the Institute and to make appointments thereto in accordance with the Rules and Regulations of the Institute;
- (xiv) to make Rules and Regulations and Bye-laws for the conduct of the affairs of the Institute and to add, amend, vary or rescind them from time to time;
- (xv) to do all such other acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary, incidental or conducive to the attainment of the abovesaid objectives.

5. Interpretation of the Objectives

The Institute is established for public benefit and accordingly the objectives of the Institute, as set forth above, will be interpreted and restricted to mean such objectives and purposes as are regarded in law to be in public interest.

6. Institute Open to All

- (i) Admission and employment in IIFT (deemed to be university) shall be open to all citizens of India regardless of race, religion, caste or creed and the area/place of residence in India.
- (ii) All policies and procedures, as applicable to the university level institutions or public funded institutions, shall apply to the Institute.

7. Admissions and Fees Structure

- (i) Admission to all programmes of the Institute shall be made strictly on merit, based on an All India examination OR as prescribed by the Institute's rules and regulations which will be consistent with the national policy in this behalf, from time to time.
- (ii) Admission of Non-Resident Indians (NRI)/ Persons of Indian Origin (PIO)/ Foreign students to programmes of the Institute shall be governed by the guidelines/ Regulations framed by UGC in this behalf from time to time.
- (iii) The Institute shall preserve the records of admission at least for five years.
- (iv) The fee structure for various programmes of study shall be fixed in accordance with the Fee Regulations framed by the Government or by UGC in this behalf from time to time.
- (v) The level of the fees charged for the courses offered in the Institute shall have a reasonable relation to the cost of running the course. The fee structure shall be displayed in the prospectus and on the Institute's website.
- (vi) The Institute shall ensure that there is no commercialization of education. Further, the Institute shall provide for equity and access to all deserving students.

8. Reservation Policy

The Institute shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force.

- 9.** The Board of Management shall be deemed to be the Governing Body of the Society.

RULES OF THE INSTITUTE

1. Short Title

These rules shall be called the Rules of the Indian Institute of Foreign Trade, “deemed to be university”.

2. Address of the Institute

The registered office of the Institute shall be situated at IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110 016.

3. Definitions

In these Rules unless the context otherwise requires:

- (a) “Academic Council” means the Academic Council of the Institute.
- (b) “Act” means the University Grants Commission Act, 1956.
- (c) “Authorities” means the authorities of the Institute.
- (d) “Board of Management” means the Board of Management of the Institute.
- (e) “Bye-laws” means bye-laws of the Institute.
- (f) “Commission” means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.
- (g) “Government/Central Government” means the Department of Commerce, Government of India.
- (h) “Chairman” means the Chairman of the Institute (Equivalent to Chancellor of a University).
- (i) “Director” means Director of the Institute (Equivalent to Vice-Chancellor of a University).
- (j) “Year” means the year ending on the 31st day of March.

4. Board of Management

(A) Composition of the Board of Management

- (i) The Board of Management of the Institute shall consist of:
 - (a) Director of the Institute - Chairperson
 - (b) Two Chairpersons/Heads of Regional Centres (HoRCs) [by rotation based on seniority].
 - (c) Five eminent academicians/professionals as nominated by the Chairman of the Institute, i.e. Commerce Secretary. This may include one nominee of Ministry of External Affairs.

- (d) Two teachers (from Professors, Associate Professors) by rotation based on seniority.
- (e) Two nominees of Department of Commerce, GoI.
- (f) Registrar – Non-Member Secretary

4 (c) and (d) to be amended as per BOM decision dt. 6.7.2011 – After expiry of term of Dr. Atul Sood

- (ii) All the members of the Board of Management other than the ex-officio members shall hold office for a term of three years and shall be eligible for reappointment.
- (iii) Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is less.
- (iv) Any vacancy in the Board of Management shall be filled either by appointment or nomination as the case may be by the authority entitled to make such appointment/nomination. Such a vacancy will be filled for the un-expired portion of the term of the member who has left.
- (v) The Board of Management shall function, notwithstanding any vacancy in its body and notwithstanding any defect in the nomination, of any of its members, and no act or proceedings of the Board of Management shall be invalidated merely by vacancies in the Body or due to any defect in the nomination or appointment of any of the members.

(B) Powers of the Board of Management

The Board of Management shall be the principal organ of Management and principal executive body of the Institute and shall have the following powers, namely:

- (i) To establish, on the advice of the Academic Council, Divisions, Departments and Centres for the academic work and functions of the Institute.
- (ii) To create teaching and other academic posts, to determine number and cadres thereof with emoluments and qualifications at least on par with UGC norms in consultation with the Finance Committee.
- (iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendations of the Selection Committee.
- (iv) To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff maintained by the Institute, in consultation with the Academic Council.
- (v) To provide for appointment of Visiting Professors and Visiting Fellows.
- (vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee.

- (vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Bye-laws such as pension, insurance, provident fund, gratuity and any other fund/scheme as it may deem fit and to aid in the establishment and support of Association, Institutions, Funds, Trusts, and Conveyances calculated to benefit the staff and the students of the Institute.
- (viii) To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action, wherever necessary.
- (ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
- (x) To grant leave of absence to the Director and to make necessary arrangements for carrying on his/her functions during the period of absence.
- (xi) To approve the award of Degrees and Diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- (xii) To fix the emoluments and travelling and other allowances of course writers, course coordinators, counsellors, examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- (xiii) To institute Fellowships, including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws to be framed for the purpose.
- (xiv) To advise the Central Government on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute.
- (xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
- (xvi) To transfer or accept transfers of any movable property on behalf of the Institute.
- (xvii) To execute in consultation with the Central Government conveyance, transfer, Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable belonging to the Institute or to be acquired for the purpose of the Institute.
- (xviii) To issue appeals for funds for carrying out the objectives of the Institute to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.

- (xix) To raise and borrow, in consultation with the Central Government, money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- (xx) To draw and accept and make and endorse, discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.
- (xxi) To maintain a fund to which shall be credited:
 - (a) All moneys provided by the Central or State Government/ UT Government/University Grants Commission.
 - (b) All fees and other charges received by the Institute.
 - (c) All moneys received by the Institute as grants, gifts, donations, benefactions, bequest or transfers; and
 - (d) All moneys received by the Institute in any other manner or from any other source.
- (xxii) To open account or accounts of the Institute with any one or more scheduled banks and to lay down the procedure for operating the same.
- (xxiii) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- (xxiv) To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- (xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-laws.
- (xxvi) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit.
- (xxvii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Institute.
- (xxviii) To establish, maintain and manage residential properties including hostels and guest houses.
- (xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition.
- (xxx) To appoint such committees for such purposes and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.

- (xxxi) To appoint, in order to execute an instrument or transact any business of the Institute, any person as attorney of the Institute with such powers as it may deem fit.
- (xxxii) To appoint Auditors.
- (xxxiii) To select an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
- (xxxiv) To delegate, all or any of its powers to any committee or sub-committee constituted by it or the Director of the Institute or any other person.
- (xxxv) To conduct all administrative affairs of the Institute not otherwise specifically provided for.
- (xxxvi) To take all necessary decisions for the smooth and efficient functioning of the Institute.
- (xxxvii) To prepare proposals on the developmental programmes of the Institute.
- (xxxviii) To frame and amend rules governing payment of fees and other charges and demand and receive such fees and other charges.
- (xxxix) To invest any surplus funds not needed for immediate research work in accordance with the provisions contained in the Sections 11(2), 11(3) and 11(5) of the Income Tax Act, 1961 as amended from time to time.
- (xl) To prepare annual report and annual accounts and budget estimates of the Institute for the ensuing financial year, as it thinks fit.
- (xli) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Memorandum of Association or the Rules.

(C) Meetings of the Board of Management

- (i) The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight members shall make the quorum for a Board of Management meeting.

[5 members including one member from MoC and an external member may form the quorum – **BoM decision dated 30.3.2015**]
- (ii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present from amongst themselves.
- (iii) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business, which may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution has been passed at the meeting of the Board of Management.

- (v) A copy of the proceedings of each meeting shall be furnished to the Chairman of the Institute as soon as possible after the meeting.
- (vi) If within half an hour from the time appointed for holding a meeting of the Board of Management, a quorum is not present, the meeting shall stand adjourned. The meeting shall stand adjourned to such other day and at such other time and place, as may be determined appropriate. If at the adjourned meeting also, a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall be the quorum. (BOM decision dated 6.7.2011)

(D) Termination of Membership

If a member other than the Director, and those representing the teachers, accepts a full time appointment in the Institute or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

5. Constitution of Standing Committee and Ad-Hoc Committee by the Board of Management

- (i) Subject to the provision of the Rules/Bye-laws of the Institute, the Board of Management may by a resolution constitute such Standing Committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the Institute or for inquiring into, reporting and advising upon any matter of the Institute.
- (ii) The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees as it may consider suitable.

6. Delegation of Powers of the Board of Management

The Board of Management may by a resolution, delegate to the Director or any other officer of the Institute or Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit, subject to the condition that the action taken by the Director or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

7. Other Authorities of the Institute

The following shall be the other authorities of the Institute:

- (a) Academic Council
- (b) Planning and Monitoring Board
- (c) Finance Committee
- (d) Board of Studies
- (e) Such other authorities as may be declared by the Rules to be authorities of the Institute.

8. Academic Council

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws of the Institute.

(A) Composition of the Academic Council

- (i) The Academic Council shall consist of the following:
 - (a) Director – Chairman
 - (b) Dean(s)
 - (c) Heads of Regional Centre(s)[HoRCs]/Chairperson(s)
 - (d) Three Professors other than HoRCs & Chairpersons
 - (e) Three Associate Professors by rotation of seniority.
 - (f) Three Assistant Professors by rotation of seniority.
 - (g) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute nominated by Director of the Institute.
 - (h) Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge.
 - (i) Registrar

Note: The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

- (ii) A Faculty Member from among members of the Academic Council shall act as Member Secretary.

(B) Term of Membership

The term of members other than ex-officio members shall be for two years.

(C) Powers and functions of the Academic Council

The Academic Council shall have the following powers and duties, namely:

- (i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon.
- (ii) To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.

- (iii) To promote research within the Institute, require reports on such researches from time to time.
- (iv) To prescribe courses of study leading to degrees and diplomas of the Institute.
- (v) To make arrangements for the conduct of examinations in conformity with the Bye-laws.
- (vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (vii) To maintain proper standards of the examinations.
- (viii) To recognize diplomas and degrees of Universities and other institutions and to determine equivalence with the diplomas and degrees of the Institute.
- (ix) To suggest measures for departmental coordination.
- (x) To make recommendations to the Board of Management on :
 - a) Measures for improvement of standards of teaching, training, consultancy and research;
 - b) institution of Fellowships, Visiting Professors, Scholarships, Medals, Prizes, etc;
 - c) recommend to the Board of Management, the establishment or abolition of Divisions/Centres; and
 - d) frame rules covering the academic functioning of the Institute, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.
- (xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management.
- (xii) To consider the recommendations of the sub-committees and to take such action as the circumstances on each case may require.
- (xiii) To take periodic review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving the academic standards.
- (xiv) To recommend institution of Teaching Posts (Professors, Associate Professors, and Assistant Professors) to the Board of Management; and
- (xv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules and Bye-laws.

(D) Meetings of the Academic Council

- (i) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council. .
- (ii) One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

- (iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding even if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the Resolution.

9. Planning & Monitoring Board

- (i) The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.
- (ii) The Director of the Institute shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside experts, including one nominee of the UGC.
- (iii) The constitution, powers and functions of the Planning & Monitoring Board shall be as prescribed by the Rules.
- (iv) The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institute.
- (v) The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.

10. Finance Committee

(A) The Finance Committee shall consist of the following members:

- (i) Director - Chairman
- (ii) A person nominated by the Chairman of the Institute
- (iii) Two nominees of the Board of Management, one of whom shall be a member of the Board
- (iv) One representative of the Department of Commerce, Government of India
- (v) Registrar
- (vi) HoRC(s)/Chairperson(s)
- (vii) Sr. Finance Officer/Finance Officer – Secretary

(B) *Terms of Office of the Members of the Finance Committee*

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

(C) Powers and Functions of the Finance Committee

- (i) To consider the annual accounts and financial estimates of the Institute and submit them to the Board of the Management for approval;
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institute.

Note: No expenditure other than that provided in the Budget shall be incurred by the Institute without the approval of the Finance Committee.

(D) Meetings of the Finance Committee

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

11. Board of Studies

There shall be a Board of Studies of the Institute consisting of:

- (i) Director - Chairman
- (ii) All Chairpersons/Heads of Regional Centres, Deans
- (iii) All Professors/Centre Heads
- (iv) Two Associate Professors by rotation according to seniority
- (v) Two Assistant Professors by rotation of seniority
- (vi) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

The powers and functions of the Board of Studies shall be prescribed under the Bye-laws of the Institute.

12. Selection Committee

- (i) There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the posts of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed by the Rules of the Institute.
- (ii) Every Selection Committee shall be constituted in accordance with the Rules framed by the Board of Management.

Constitution of Selection Committee (BoM Meeting of 6.7.2011)

- (i) Director of the Institute – Chairman
- (ii) Dean(s) to be nominated by the Director

- (iii) A person nominated by the Chairman
- (iv) A person nominated by the Department of Commerce
- (v) Three outside experts for selecting Professor/Associate Professor and two experts for selecting Assistant Professor.

Efforts will be made to associate a person belonging to SC/ST/OBC/Minority/Women/Differently-abled categories.

Meeting of the Selection Committee

- (i) The meetings of the Selection Committee shall be convened by the Chairman of the Selection Committee as and when necessary.
- (ii) Four members of the Selection Committee shall, consisting of at least two outsiders, form the quorum.
- (iii) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

13. Officers of the Institute

The following shall be the officers of the Institute:

Chairman

Director

Deans

Chairpersons/Heads of Regional Centres (HoRCs)

Registrar

Deputy Registrar

Senior Finance Officer/Finance Officer

Controller of Examinations

Such other officers as may be prescribed for in the Bye-laws.

(A) *Chairman*

The Institute shall have a Chairman who shall, when present, preside over the Convocations of the Institute, but shall not be the Chief Executive Officer. The Secretary, Department of Commerce, Ministry of Commerce & Industry, Government of India shall be the Chairman of the Institute.

Where power is conferred upon the Chairman to nominate persons to authorities, he/she shall to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institute.

(B) *Director*

- (i) The Director of the Institute shall be the whole time salaried officer of the Institute and shall be appointed by the Chairman from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the Search-cum-Selection Committee shall be:
 - (a) A nominee of the Chairman of the Institute
 - (b) A nominee of the Department of Commerce, Govt. of India
 - (c) A nominee of the Chairman, UGC

- (ii) The upper age limit for holding the post of Director is 70 years. However, the incumbent shall have only a single tenure of five years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

- (iii) In case of the office of the Director becomes vacant due to death, resignation or otherwise and in his/her absence due to illness or any other cause, the senior-most Professor shall perform the duties of Director until a new Director is appointed or the existing Director resumes duties, as the case may be.

Powers of the Director

- (i) The Director shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- (ii) The Director shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committee.
- (iii) The Director shall have the power to convene or cause to be convened meeting of the various authorities of the Institute.
- (iv) The Director may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the Institute under its regulations and rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chairman whose decision thereon shall be final.

Provided further that if any person in the service of the Institute is aggrieved by such action taken by the Director under the said clause, he/ she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/ her and thereupon the Board of Management may confirm, modify or reverse the action taken by the Director.

- (v) It shall be the duty of the Director to ensure that the Regulations and Rules of the Institute are duly observed and implemented and he/she shall have all the necessary powers in this regard.
- (vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.
- (vii) The Director shall have the power to re-delegate some of his/ her powers to any of his/ her subordinate officers with the concurrence and approval of the Board of Management.
- (viii) The Director shall exercise all other powers as may be delegated to him/her by the Board of Management.

- (ix) The Director shall exercise such other powers and perform such other functions as may be prescribed by the regulation, rules and bye-laws.

(C) Deans

- (i) The Institute may have Dean(s).
- (ii) The Dean(s) shall be appointed by the Director from amongst HoRC(s)/Chairperson(s)/ Professors of the Institute giving due cognisance to seniority.
- (iii) The term of the Dean(s) shall normally be for a period of five years or the date of retirement as a Professor, whichever is earlier.
- (iv) The powers and functions of the Dean(s) shall be as follows:
 - (a) To coordinate education, training, research and consultancy activities, and to promote inter-institutional collaboration in teaching, research and extension programmes of the Institute, both in India and abroad.
 - (b) To carry out such other duties as may be assigned to him/her by the Director.
 - (c) To exercise such other powers and perform such other functions as may be prescribed by the Rules, Bye-laws and Regulations.

(D) Chairperson(s)/HoRCs

- (i) There shall be Chairperson(s) for each Department and core designated academic activity(ies) in the Institute who shall be appointed by the Director from amongst the Professors of the Institute by rotation giving due cognisance to seniority. There shall be a Head of each Regional Centre who shall be appointed by the Director from amongst the Professors having suitable administrative skills and proven academic record.
- (ii) The term of appointment of Chairpersons shall normally be for 3 years and he/they shall be eligible for reappointment(s). The term of appointment of HoRC(s) shall normally be 5 years.
- (iii) The powers and functions of the Chairpersons/HoRCs shall be prescribed by the Bye-laws of the Institute.

(C) Registrar

- (i) The Registrar shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:
 - (a) Director - Chairman
 - (b) One nominee of the Chairman of the Institute
 - (c) One nominee of the Board of Management from the Members
 - (d) One expert appointed by the Board of Management who is not an employee of the Institute.
- (ii) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.

- (iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Director may appoint for the purpose.
- (iv) The Registrar shall be the ex-officio Secretary of the Board of Management, and Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Director of the Institute and work under his/her direction.
- (vi) The following shall be the duties of the Registrar:
 - (a) To be custodian of the records of the Institute and such other property of the Institute as the Board of Management may commit to his charge.
 - (b) To conduct the official correspondence on behalf of the authorities of the Institute.
 - (c) To issue notices convening meetings of the authorities of the Institute and all Committees and Sub-Committees appointed by any of these authorities.
 - (d) To maintain the minutes of the meetings of all the authorities of the Institute and of all the Committees and Sub-Committees appointed by any of these authorities.
 - (e) To make arrangements for and supervise the examinations conducted by the Institute.
 - (f) To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.
 - (g) To enter into agreements, sign documents and authenticate records on behalf of the Institute.
 - (h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, librarians, reading rooms, equipment and other properties of the Institute.
 - (i) To perform such other duties as may be specified in the Rules and Bye-laws or as may be assigned by the Board of Management or the Director from time to time.

(D) Deputy Registrar

- (i) The Institute may have a Deputy Registrar.
- (ii) The emoluments and other terms and conditions of service of the Deputy Registrar shall be as may be prescribed by the Bye-laws.
- (iii) Deputy Registrar will assist Registrar in all the functions of the Institute.

(E) *Senior Finance Officer/Finance Officer*

- (a) The Senior Finance Officer/Finance Officer shall be the whole-time salaried officers of the Institute and shall be appointed by the Board of Management.
- (b) The emoluments and other terms and conditions of service of the Senior Finance Officer/Finance Officer shall be as may be prescribed by the Bye-laws.
- (c) The Senior Finance Officer/Finance Officer shall be responsible for the preparation of annual budgets, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (d) The Senior Finance Officer/Finance Officer shall be responsible for the management of funds and investments of the Institute, subject to the control of Board of Management.

(F) *Controller of Examination*

- (i) The Controller of Examination shall be appointed by the Director.
- (ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by the Rules of the Institute.
- (iii) The Controller of Examination shall ensure that all the specific directions of the Board of Management, Academic Council and Director in respect of examination and evaluation are complied with.
- (iv) The Controller of Examination shall be a permanent invitee to the Academic Council.

14. Delegation of Powers

Subject to the provisions of these Rules and Bye-laws any officer or Authority of the Institute may delegate his or its powers to any other officer or Authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such powers.

15. Seniority List

- (a) Whenever in accordance with these Rules, any person is to hold an office or to be a member of an Authority of the Institute by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the Institute in accordance with such other principles as the Board of Management may from time to time may prescribe.
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

- (c) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board of Management whose decision shall be final and binding.

16. Dispute as to Membership

If any question arises, whether any person has been duly nominated or appointed as or is entitled to be a member of any Authority or any Committee to the Institute, the matter shall be referred to the Chairman of the Institute, whose decision thereon shall be final and binding.

17. Grievance Redressal Mechanism

For individual grievance and complaint, the Institute shall have a Grievance Redressal Mechanism as may be prescribed in the Bye-laws.

18. Resignation

Any member other than an ex-officio member of any Authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chairman of the Institute or the Chairman of the Board of Management, as the case may be.

19. Acting Chairman of the Meetings

Where no provision is made for a Chairman to preside over a meeting of an Authority of the Institute or any Committee of such Authority, or if the Chairman so provided is absent, the members shall select one from amongst themselves to preside at such meeting.

20. Validation of Certain Actions, Decisions

No action or proceedings of any Authority or any Body or any Committee of the Institute shall be invalid merely by reason of vacancy.

21. Disqualification

- (a) A person shall be disqualified for having chosen as and for being a member of any of the authorities of the Institute
 - (i) If he/she is of unsound mind.
 - (ii) If he/she is an undischarged insolvent.
 - (iii) If he/she has been convicted by a court of law of an offence involving moral turpitude.
- (b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chairman of the Institute and his/her decision shall be final.

22. Filling of Casual Vacancies

Casual vacancies among the members (other than ex-officio members) of any Authority or any Committee of the Institute shall be filled as soon as it may be convenient by the person or the Authority who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be a member of such Authority or Committee for the residual term for which the person whose place he/she fills would have been a member.

23. Review of the Academic Activities of the Institute

The functioning of the Institute may be reviewed after a period of every 5 years or earlier, if necessary, by a Committee appointed by the Commission.

24. Inspection of the Institute by the Commission

- (a) The Commission may cause an inspection to be made by such person or persons as it may direct, of the Institute, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Institute.
- (b) The Commission shall, in every case, give notice to the Institute of its intention to cause an inspection or inquiry to be made and on receipt of such a notice the Institute shall have the right to make such representations to the Commission as it may consider necessary.
- (c) Where an inspection or inquiry has been caused to be made by the Commission the Institute shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- (d) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institute, to the Director of the Institute who shall communicate the same to the Board of Management.
- (e) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institute and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
- (f) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

25. Income and property of the Institute to be utilized for its objectives only

The income and property of the Institute, shall be utilized solely for promoting the objectives of the Institute.

26. Ban on payment or transferring the income and property of the Institute by way of profit

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, are or have been members of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling, halting and other similar charges.

27. Funds, Accounts, Audits and Annual Report

- (i) The accounts of the Institute shall be maintained in the name of the Institute and not in the name of the sponsoring Society or Trust. The accounts of the Institute shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. The accounts of the Institute shall be open for examination by the Comptroller and Auditor General of India. The accounts shall also be open for inspection by the Commission.
- (ii) The annual financial statements and accounts shall be audited by the Chartered Accountant of the Institute.
- (iii) Annual Reports and the Audit Reports shall be submitted by the Institute to the Commission within nine months of the closure of the accounting year.

28. Rules of the Institute

Subject to the provisions of the Memorandum of Association, the Rules and Bye-laws, and Regulations and the Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of the Institute that may provide for all or any of the following matters:

- (i) establishment of Centres/Regional Centres and Departments of teaching;
- (ii) courses of study to be laid down for all degrees, diplomas and certificates of the Institute;
- (iii) grant of academic awards (such as degrees and diplomas) and distinctions;
- (iv) admission of students to the Institute and their enrolment as such;
- (v) the fees to be charged for courses of study in the Institute and for admission to the examination, degrees, diplomas and certificates of the Institute;
- (vi) conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (vii) institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (viii) maintenance of discipline among the students;
- (ix) maintenance of discipline among the employees of the Institute;

- (x) establishment of halls of residence and conditions of residence and health of the students;
- (xi) classification, emoluments, method of appointment, and determination of the terms and conditions of service of the staff of the Institute;
- (xii) such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (xiii) constitution, powers and functions of the Planning & Monitoring Board;
- (xiv) powers and functions of the Board of Studies;
- (xv) composition, powers and functions of the Grievance Redressal Mechanism;
- (xvi) prescribing persons as such other officers of the Institute;
- (xvii) such other powers and functions of the Director as are not specified elsewhere;
- (xviii) emoluments, terms and conditions of service of the Registrar;
- (xix) emoluments, terms and conditions of service of the Senior Finance Officer/Finance Officer;
- (xx) constitution of pension, provident fund, insurance, etc. for the benefit of the officers, teachers, and the other staff of the Institute;
- (xxi) Establishment of special centres;
- (xxii) creation, composition and functions of any Committee or Body, which is considered necessary for the work of the Institute;
- (xxiii) procedure for preparation and submission of budget estimates;
- (xxiv) procedure for convening of meeting of any Authority or Committee;
- (xxv) laying down of procedures to be observed at any meeting of any Authority or any Committee;
- (xxvi) constitution of any other Body as an Authority of the Institute;
- (xxvii) delegation of powers to any Authority or officer;
- (xxviii) all other matters by this Memorandum or the Rules may be provided but no rule shall be made affecting the condition of residence, health or disciplines of student, admission or enrolment of students, conditions, mode of appointment, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

29. Interpretation Clause

In the event of conflict of opinion with regard to interpretation of Memorandum of Association or the Rules and Bye-laws, the opinion of the Board of Management shall be final.

30. Adjustment of Income and Property on the Dissolution of the Institute

If on the winding up or dissolution of the Institute there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute or any of them, but shall be transferred to the Department of Commerce, Government of India or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

31. Legal Proceedings

- (a) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institute may sue or be sued shall be the Registrar.
- (b) No suit or legal proceedings shall lie against the Central Government or the Commission or the Institute or an Officer of the Institute or a member of the Authority of the Institute in respect of anything done or purported or intended to be done in pursuance of any article of Memorandum of Association or the Rules or Bye-laws made thereunder.

32. Alterations, Amendments, and Additions in the Rules Governing the Functioning of the Institute

The Rules and Bye-laws governing the functioning of the Institute may be altered, amended and added to by the Board of Management in accordance with the provisions of the Societies Registration Act 1860, as in force for the time being provided any such alterations, amendments and additions in the Rules of the Institute shall become effective only after the receipt of concurrence of the Department of Commerce.

33. Consequent upon the conferment of deemed university status to the IIFT and the requirement of the Commission to vest the powers of decision and management and control only in the Board of Management, the existing Permanent Members who enjoy voting rights, Associate Members (Life) and Associate Members (Life-Individual) none of whom have voting rights shall be forthwith become members of the Society without any voting rights.

34. The incumbents of the Board of Management shall during their tenure on the Board be and shall be deemed to be members of the Society with voting rights.