



**MEMORANDUM OF ASSOCIATION**

**&**

**RULES OF MANAGEMENT**

**OF**

**INDIAN INSTITUTE OF FOREIGN TRADE**

**(DEEMED TO BE UNIVERSITY)**

**[Amended as per the Notification of UGC (Institutions Deemed to be Universities) Regulations, 2023]**

# MEMORANDUM OF ASSOCIATION AND RULES OF THE INSTITUTE

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## **1. Name**

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

### **Office**

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

## **2. Name of the Institute, its approved off-campus**

Indian Institute of Foreign Trade (IIFT)

Off Campuses:

(a) IIFT Kolkata Campus

1583 Madurdaha,  
Chowbagha Road,  
Ward No 108, Borough XII, Kolkata 700107.

(b) IIFT Kakinada Campus:

### **(Temporary and Rented Campus)**

IIFT

JNTU Campus

Kakinada

Andhra Pradesh 533003

### **(Planned and Under Construction)**

Plot (A) No.247 Ponnada Village of U Kothapalli Mandal, East Godavari District, Kakinada,  
Andhra Pradesh, 533448

### **3. Approved Off-Campuses with UGC letter / MHRD Notification and dates**

#### **(a) IIFT Kolkata Campus**

1583 Madurdaha,  
Chowbagha Road,  
Ward No 108, Borough XII,  
Kolkata 700107.

**(Letter No. F.6-42/2001 (CPP-I) dated 18.1.2006 of UGC)**

#### **(b) IIFT Kakinada Campus**

#### **(Planned and Under Construction)**

Plot (A) No.247 Ponnada Village of U Kothapalli Mandal, East Godavari District, Kakinada,  
Andhra Pradesh, 533448

### **4. Definitions**

In these Rules unless the context otherwise requires:

- (i) “Academic Council” means the academic council of the Institute;
- (ii) “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- (iii) “Board of Studies” means the Board of Studies of the Institute.
- (iv) “campus” means campus (single or multiple locations within the city) of the Institute wherein its facilities, faculty, staff, students, and Academic Departments are situated;
- (v) “Commission” means the University Grants Commission (UGC) constituted under the Act.
- (vi) “Centre” means a centre of studies of the Institute.
- (vii) “Chancellor” and “Vice-Chancellor”, means the Chancellor, Vice-Chancellor of the Institute, respectively.
- (viii) “Department” means a department of studies of the Institute.
- (ix) *“distinct category” means an existing institution or an institution starting from the beginning with the focus on teaching or research in the unique disciplines or addressing the strategic needs of the country or engaged in the preservation of Indian cultural heritage or preservation of the environment or dedicated to skill development or dedicated to sports or languages or any other discipline, as so determined by the Expert Committee approved by the Chairman of the Commission;*

- (x) "Board of Management" means the Board of Management of the Institute.
- (xi) Expert Committee" means a committee consisting of academics and other experts from other fields and includes representatives of the statutory bodies and approved by the Chairman of the Commission;
- (xii) "Government" means the Central Government i.e. Department of Commerce and/or department in Ministry of Education allocated with business pertaining to higher education.
- (xiii) "the institute" means IIFT which is an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher level;
- (xiv) "the Institute" means an institution of higher education so declared by the Central Government by notification under section3 of the Act, on the advice of the Commission;
- (xv) "main campus" means the campus of the Institute, where its major facilities, faculty, staff, students, academic departments and administration are situated;
- (xvi) "NAAC" means the National Assessment and Accreditation Council;
- (xvii) "NBA" means the National Board of Accreditation;
- (xviii) "necessary infrastructure" means the infrastructure required under the norms of the concerned statutory body or the Commission, as the case maybe;
- (xix) "NEP" means the National Education Policy, 2020;
- (xx) "NIRF" means the National Institutional Ranking Framework;
- (xxi) "notification" means a notification issued by the Central Government in the Official Gazette declaring an institution of higher education, as an institution deemed to be University undersection3 of the Act;
- (xxii) "off-campus" means the premises of the institution deemed to be University, approved by the Government, other than the main campus or the campuses;
- (xxiii) "off-shore campus" means the premises of the Institute, approved by the Government, outside India, other than the main campus in India;
- (xxiv) "sponsoring body" means a body being a charitable or a not-for-profit society or trust or a company under section 8 of the Companies Act, 2013 (18 of 2013), submitting an application for declaring an institution under its administrative, academic and financial control as an institution deemed to be University;
- (xxv) "Standing Committee" means a committee consisting of academics and other experts from other fields and includes representatives of the statutory bodies and approved by the Chairman of the Commission;

- (xxvi) affiliated college means a college recognized by, associated with and admitted to the privileges of a University;
- (xxvii) college means any institution whether affiliated college or constituent college, known as such or by any other name and provides undergraduate or postgraduate or Ph.D programmes or all together, for obtaining any qualification from a University, in accordance with the rules and regulations of such University, which has been recognized as competent by the University Grants Commission to provide such programmes or courses of study;
- (xxviii) constituent college" means a college operating under the administrative, academic, and financial control of the sponsoring body;
- (xxix) Constituent unit" means an academic unit (Schools or centres or departments) of the institution existing on the date of submission of a proposal to declare an institution to be an institution deemed to be University;
- (xxx) MoA/Rules means Memorandum of Association and/or Rules of Indian Institute of Foreign Trade (IIFT)
- (xxxi) processing fee means the fee to be paid by the applicant institution to the Commission along with the application for processing such application;
- (xxxii) Regulation" means the University Grants Commission (Institutions deemed to be Universities) Regulations. 2023
- (xxxiii) "school" or "faculty" means a school or faculty of studies of IIFT.
- (xxxiv) "statutory body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education, including the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India(DCI), the Indian Nursing Council (INC), the National Council for Teacher Education (NCTE) and the National Medical Commission(NMC),or any other statutory body established under an Act of Parliament;
- (xxxv) "teacher" means professors, associate professors, assistant professors and such other academic staff as may be appointed for imparting instructions or conducting research in the institution deemed to be University including the adjunct faculty or professor of practice or visiting faculty; and
- (xxxvi) The words and expressions used in these regulations and not defined, but defined in the Act shall have the same meanings respectively assigned to them.

## **5. Objectives of the Institute:**

The aims and objectives of the Institute shall be:

- i. provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, primarily at undergraduate, post-graduate, and research degree levels, in all areas of international business management, trade and economics, both in India and abroad
- ii. engage in inter-disciplinary or multi-disciplinary or trans-disciplinary teaching and research in addition to domain-specific specialization;
- iii. provide for high-quality teaching and research recognized nationally and globally;
- iv. recognize, identify and foster the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development;
- v. focus on research and innovation by setting up start-up incubation centers; technology development centres; centres in frontier areas of research; greater industry-academic linkages; and inter-disciplinary research including humanities and social sciences research;
- vi. provide flexible and innovative curriculum, which includes credit-based courses and projects in the areas of community engagement and service, environmental education, value-based education, etc.;
- vii. contribute for social transformation through socially responsive teaching, learning, research, and fieldwork;
- viii. adopt the provisions of NEP, 2020;
- ix. provide multi-disciplinary and a holistic education in the faculties of science, engineering, technology, social sciences, arts, humanities, sports and other disciplines;
- x. transform into research and teaching intensive University over a period of time.
- xi. Strengthen the research ecosystem by establishing Research and Development Cell (RDC).
- xii. to undertake, support and promote studies and research in international trade, business

and economics etc;

- xiii. to carry out consultancy assignments in all areas of international trade, business and economics for the government, public & private sector, civil societies, international organizations and any other client both in India and abroad;
- xiv. to design and provide specialized training facilities for Government of India and state government officials, as well as those from other countries;
- xv. to design and provide specialized training facilities for public & private firms both in India and abroad;
- xvi. 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;
- xvii. to print and publish books, reports, occasional papers, journals and newsletters in multimedia, as consistent with the objectives of the Institute;
- xviii. 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;
- xix. 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;
- xx. to set up Centres and Campuses in India and abroad either on its own or in collaboration, to promote the objectives of the Institute;
- xxi. to provide academic support to other educational institutions engaged in international business education as consistent with the objectives of the Institute;
- xxii. to offer short, medium and long term programmes in international business languages and economics etc;
- xxiii. to provide on-line education in all areas of international business management, trade and economics etc;

- xxiv. to undertake extra-mural studies, extension programmes and outreach activities to contribute to the development of the Institute;
- xxv. 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;
- xxvi. to do all such other acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary.

#### **6. Additional Benefits to the Institute:**

The Institute has been ranked “Category I Deemed to be University” as per the provision of UGC [Categorization of Universities (Only) for Grant of Graded Autonomy] Regulations 2018 and the Institute is eligible for all the benefits as mentioned below:

- i. The Institute shall be automatically deemed to be under section 12B of the University Grants Commission Act, 1956 and no inspections by the Commission shall be required for the same.
- ii. The Institute may start a new course/programme/department/school/centre in disciplines apart from its existing academic framework without approval of the UGC, provided no demand for fund is made from the government on account of starting the new course / programme / department /school/centre. Degree programs shall be consistent with the approved nomenclature of the UGC. Diploma and certificate courses approved by its Statutory Authorities or Statutory Regulatory Authorities wherever required, may be started in new and innovative areas that are relevant to local, national or international needs, with information to the UGC.
- iii. The Institute may open constituent units/off-campus centres within its geographical jurisdiction, without the approval of the UGC, provided it is able to arrange both recurring and non-recurring revenue sources and does not need any assistance for the same from the UGC or the Government.
- iv. The Institute may start skill courses, consistent with the National Skills Qualification Framework, without approval of the UGC, provided no demand for fund is made from the government on account of starting the new courses. Degree programmes shall be consistent with the approved nomenclature of UGC. Diploma and certificate courses



approved by its Statutory Authorities or Statutory Regulatory Authorities wherever required may be started in new and innovative areas that are relevant to local, national or international needs, with information to the UGC.

- v. The Institute may open research parks, incubation centres, and Institute society linkage centres, in self-financing mode, either on its own or in partnership with private partners, without approval of Commission. However, in all such arrangements, the ownership of all immovable property and that component of movable property procured through the resources of the Institution shall remain with the Institute.
- vi. The Institute, subject to the Rules, Regulations and Guidelines of Government of India, may hire, without approval of the Commission, foreign faculty having taught at any institution appearing in top five hundred of any of the world renowned ranking frameworks, such as the Times Higher Education World University Rankings or the QS Rankings, up to twenty percent over and above of their total sanctioned faculty strength. Universities will have the freedom to hire foreign faculty on “tenure/contract” basis as per the terms and conditions approved by their Governing Council/Statutory bodies.
- vii. The Institute shall be free to admit foreign students on merit, subject to a maximum of twenty percent, over and above of the strength of their approved domestic students. The Institute would be free to fix and charge fees from foreign students without any restriction.
- viii. The Institute, while following the pay scales as laid down by the Commission, shall build in an incentive structure to attract talented faculty, with the condition that the incentive structure shall have to be paid from their own revenue sources and not from Commission or Government funds. Such incentive structure shall be strictly merit based with clear defined, transparent and objective criteria and shall not be universal. It must necessarily be approved by both the Academic Council and the Finance Committee of the Institution, apart from Statutory Bodies like Senate/Syndicate/Board of Management, as the case may be. The Commission shall be informed of the incentive structure within thirty days of approval by the statutory bodies of the Institution.
- ix. The Institute may engage in academic collaborations with foreign educational institutions, as per the UGC (Promotion and Maintenance of Standards of Academic Collaboration between Indian and Foreign Educational Institutions) Regulations, 2016, without approval of the Commission with foreign institutions in top 500 of Times Higher Education

World University Rankings or QS Rankings or top 200 of discipline specific ranking in Times Higher Education World University Rankings or QS Rankings.

- x. The Institute may offer courses in the Open and Distance Learning mode, without approval of the Commission, provided it satisfies all the conditions laid down under UGC (Open and Distance Learning) Regulations, 2017 and amendments from time to time.
- xi. (a) Universities shall be exempted from annual monitoring of their off-campus centre(s) and / or the study centre(s), as stipulated under Section 3.3 of the UGC (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003 as amended /modified from time to time, except when there is substantive evidence of their not meeting basic minimum criteria or of irregularities or malpractices. (As per 4.11 of UGC Graded Autonomy Regulations, 2018.)  
  
(b) In case there is any external review required by the Commission under any statute or executive order, then it would be sufficient that the institution sends a report to the Commission in a prescribed review format. (As per 4.12 of UGC Graded Autonomy Regulations, 2018.)

## **7. Corpus Fund**

- i. In the case of Institutions not maintained or financed by the Government a Corpus Fund of Rs. 10 Crore for an existing institution and Rs. 25 Crore for a DE-novo institution, shall be created and maintained permanently in the name of the proposed The Institute by way of irrevocable Government Securities or other forms approved by the Commission.
- ii. The interest accrued on the Corpus Fund shall be used only for the purpose of development of the Institute.
- iii. The Institute may invest the corpus fund in any suitable scheme or schemes as per Government of India norms.

## **8. Off Campus Centres and Off Shore-Campuses**

(Off-Campus Centre and Off-Shore Campus centres shall be started by the Institute only in accordance with the UGC Regulations)

**9. New Courses/ Programmes/Departments/ School Centre** shall be started by the Institute only in accordance with the UGC Regulations.

**10. 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.

**11. Monitoring.**—(1) The Commission shall monitor the performance and academic outcomes of the institutions deemed to be Universities having valid accreditation by the NAAC with less than an 'A' grade or ranked more than 100 ranks in the NIRF rankings (Universities category) not later than every five years, on the basis of a report submitted annually by the institutions deemed to be Universities.

(2) The performance and academic outcomes of the institutions deemed to be Universities having valid accreditation by the NAAC with less than an 'A' grade or ranked more than 100 in the NIRF rankings (Universities category) shall be evaluated either physically or virtually by an Expert Committee, as may be decided by the Commission and for the purposes of such evaluation, the Expert Committee may adopt such procedure as it may deem appropriate.

(3) The Expert Committee shall submit a report to the Commission specifying its recommendations on the performance and academic outcomes of the Institute and those institutions deemed to be Universities that are found to be deficient in some aspects, shall be given a period to be specified by the Expert Committee, to rectify the deficiencies, failing which, the Expert Committee shall recommend for withdrawal of permission given under sub-regulation (9) of regulation 8 for starting new courses or programmes by the institution deemed to be University, in any field, in their existing campus and the approved off-campus centres.

(4) In cases where, the Expert Committee has recommended for withdrawal of permission under sub-regulation (3), the Commission shall issue appropriate order informing the Institute and the relevant statutory body concerned and in case, if the Commission finds that the Institute is not adhering to its order, the Commission shall take action as per the provisions of regulation 34.

(5) The Commission shall decide on the physical verification of Institute or constitute teams for such verification on its own or upon receipt of any complaint against the accuracy and veracity

of the information submitted to the Commission and also hosted on the website of the institution.

## **12. Governance Structure**

- i. The proposed or existing institution deemed to be University shall be registered as a not-for-profit society under the Societies Registration Act, 1860 (21 of 1860).

PROVIDED that a sponsoring body exclusively established for running education institutions shall be exempted from registering as a separate not-for-profit society or trust or a company and the sponsoring body shall specifically mention in its registration deed that the sponsoring body is exclusively for running educational activities and no other activities and no other activities are being carried out or shall be carried out in the future under it;

PROVIDED that a sponsoring body exclusively established for running educational institutions shall be exempted from registering as a separate not-for-profit society or trust or a company and the sponsoring body shall specifically mention in its registration deed that the sponsoring body is exclusively for running educational activities and no other activities are being carried out or shall be carried out in the future under it:

PROVIDED further that if the sponsoring body of an existing institution deemed to be University does not have a society or trust or company exclusively for running educational institutions, it shall form a new not-for-profit society or trust or company, for the purposes of institution deemed to be University and in such cases, the sponsoring body shall be exempted from transferring its moveable and immovable assets to the newly created society or trust or company, if such sponsoring body provides a notarised affidavit to the effect that the entire moveable and immovable assets allocated to the institution deemed to be University shall not be leased or otherwise disposed of without the prior permission of the Commission.

*PROVIDED also that the sponsoring body shall make available the necessary infrastructure for operating the institution deemed to be University without any rental or other such charges.*

- ii. The highest governing body of the Institute shall be a Board of Management to be headed by the Vice-Chancellor, and consisting of not less than 10 and not more than 15 members.

- iii. The Board of Management of the Institution shall be independent of the sponsoring body will full autonomy to discharge its academic and administrative responsibilities subject to complying with Government of India instructions.
- iv. All moveable and immovable assets of the institutions shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institute.

### **13. Composition of the Board of Management**

The Board of Management of the Institute shall consist of:

- i. Vice-Chancellor.....Chairperson;
- ii. Two Heads of Divisions/Heads of Regional Centres (HoRCs) [by rotation based on seniority].
- iii. Three eminent academicians, who shall have functioned at the rank of Professor, to be appointed by the Chancellor of the Institute from among persons unconnected with the Institute as well as the Department of Commerce, Govt. of India.
- iv. One representative of the Central Government.
- v. Three teachers of the Institute, to be appointed by the VC, one each from among the cadres of Professors, Associate Professor and Assistant Professors, to be appointed by rotation based on inter-seniority;
- vi. Nominees of the Department of Commerce, Govt. of India, not exceeding four in number.
- vii. The Registrar, who shall be ex-officio Secretary of the Board of Management.

### **14. Tenure of the members of the Board of Management**

- i. All the members of the Board of Management, other than the Vice-Chancellor and ex-officio members shall hold office for a term of three years and in the case of Deans, the term shall be three years or until they hold the office of Dean, whichever is earlier.
- ii. Members of the Board of Management appointed by the Vice-Chancellor from Professor, Associate Professor and Assistant Professor Category shall hold office for a period of one year or till such time they cease to be teachers of the University, whichever is earlier.
- iii. 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.

- iv. 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.

#### **15.Powers and Limitations of the Board of Management**

1. The Board of Management shall have the power of management and administration of the Institute.
2. Subject to the provisions of these regulations and the rules of the Institute, the Board of Management shall, in addition to all other powers vested in it, have the following powers, namely:—
  - (i) To appoint such Professor, Associate Professors, Assistant Professors and other academic staff, including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the said purpose and to fill up temporary vacancies therein;
  - (ii) To establish on the advice of the Academic Council, Divisions/Departments/Centres for the academic work and functions of the Institute.
  - (iii) 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 as per Government of India norms.
  - (iv) to provide for the appointment of Visiting Professors, Emeritus Professors, Professor of Practice, Consultants, Scholars, etc., and determine the terms and conditions of such appointments;
  - (v) 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 as per Government of India norms.
  - (vi) 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 and gratuity and any other fund/scheme as it may deem fit and to aid in the establishment and support of Association, Institution, Funds, Trusts and

conveyances calculated to benefit the staff and the students of the Institute.

- (vii) To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action, wherever necessary.
- (viii) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
- (ix) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence.
- (x) If the institution is controlled or managed or receiving funds more than or equal to fifty percent of their annual receipt from the Central or State Government, the creation of posts shall be done by the Board of Management with prior approval of the respective Government from which grants are being released.
- (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, counselors, 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 building s 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 the money borrowed.
- (xx) To draw and accept and make and endorse, discount and negotiate Government of India's and other promissory notes, bills of exchange, cheque 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 anyone 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, equipments, 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 for the ensuing year.
- (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 Vice-Chancellor 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.

3). The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institute, including in the academic, administrative, personnel, financial, developmental matters.

4). The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory / recommendatory powers, the Board of Management shall obtain advice / recommendations from such authority, before deciding on any matter before it.

## **16. Meetings of the Board of Management**

(i) The Board of Management shall meet at least four times a year, with not less than seven days' prior notice given before every meeting of the Board of Management and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.

(ii) One-third of the total number of members of the Board of Management including atleast one member from the Department of Commerce shall form the quorum for the meeting.

(iii) In the absence of the Vice-Chancellor, a member chosen by the other members of the Board of Management present at the meeting shall preside over the meeting.

(iv) Every member of the Board of Management including the Chairperson shall have one vote and the decisions at the meetings of the Board of Management shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.

(v) 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.

(vi) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institute as soon as possible after the meeting.

(vii) 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.

## **17. Termination of Membership**

If a member other than the Vice-Chancellor and those representing the teachers, accepts a full-time appointment in the institution deemed to be University or any other Institute or fails to attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.

**18. Delegation of powers of Board of Management**—The Board of Management may, by a resolution, delegate to the Vice-Chancellor or any other officer or faculty or to a Committee of officers or faculties of the Institute, such powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer or faculty or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

## **19. Other Authorities of the Institute**

The following shall be the other authorities of the Institute:

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

## **20. 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 conducted by the Institute and shall exercise such 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.

## **21. Composition of the Academic Council**

The composition of the Academic Council shall be as under:

- i. Vice Chancellor ..... Chairperson;
- ii. Dean(s);
- iii. Up to ten Professors, other than the Heads of the Departments, by rotation based on inter-Se seniority.
- iv. Up to five Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-Se seniority;
- v. Up to five Assistant Professors from the Departments by rotation based on inter-Se seniority;
- vi. Six 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 the Vice-Chancellor;
- vii. The Registrar, who shall be ex officio -the Secretary of the Academic Council

**Note:** The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

## **22. Powers and Functions of Academic Council**

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

- i. To exercise general supervision over the academic policies of the Institute and to give directions regarding methods of instruction, co-ordination of teaching among departments or faculties or schools or centers, evaluation of research and improvement of academic

standards;

- ii. to bring about and promote inter-departmental, inter-faculty, inter-school, inter-center co-ordination and to establish or appoint such committees or boards, as maybe deemed necessary for the purpose;
- iii. to consider matters of general academic interest either on its own initiative, or on a reference by a department or faculty or school or centre or the Board of Management , and to take appropriate action thereon;
- iv. to prescribe courses or programmes of study leading to degree and diploma of the institution deemed to be University;
- v. to make arrangements for the conduct of examinations in conformity with the rules and bye-laws of the Institute;
- vi. to maintain proper standards of the examination;
- vii. to recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institute;
- viii. to institute Fellowships, Scholarships, Medals, Prizes, etc.;
- ix. to frame rules covering the academic functioning of the Institute, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.;
- x. to take a periodical review of the activities of the departments or centres and to take appropriate action to maintain and improve the standards of instruction;
- xi. to recommend the institution of teaching posts (Professors, Associate Professors, and Assistant Professors) to the Board of Management ;
- xii. to make recommendations to the Board of Management for the establishment or abolition of departments or centres or schools or faculties, etc.
- xiii. to make recommendations to the Board of Management ;and
- xiv. to exercise such other powers and to perform such other duties, as may be conferred or imposed upon it by the rules of the Institute.

### **23. Meetings of the Academic Council**

- i. The Academic Council shall meet as often as necessary but not less than four times during an academic year with not less than seven days prior notice being given before every meeting of the Academic Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.
- ii. One-third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii. Each member, including its Chairperson, shall have one vote, and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- iv. Any business, which it 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.

### **24. Finance Committee**

The composition of Finance Committee shall be as under:

- i. Vice Chancellor – Chairperson;
- ii. three persons to be nominated by the Board of Management, out of whom at least one shall be a member of the Board of Management;
- iii. one representative of the Central Government not below the rank of Joint Secretary or his representative to the Government of India.
- iv. Three persons to be nominated by the Chancellor;
- v. Registrar
- vi. Finance Officer/DFO- Secretary ex-officio.

## **25. Tenure of 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 from the date of first appointment.

## **26. Powers and Functions of the Finance Committee**

- i. All proposals relating to the creation of posts and those items which have not been included in the budget shall be examined by the Finance Committee before the Board of Management considers them and to decide waiver in fees, the establishment of scholarships, free-ship and any other financial benefits.
- ii. To consider the annual accounts and financial estimates of the Institute and to submit them to the Board of Management for its approval;
- iii. To consider and recommend the annual budget and revised estimates to the Board of Management ;
- iv. To fix limits on the total recurring expenditure and the total non-recurring expenditure of each 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.

## **27. Meetings of the Finance Committee**

The Finance Committee shall meet atleast four times in an academic year to exam in the accounts and scrutinize the proposals for expenditure and one-third of the total number of members of the Finance Committee shall form the quorum for a meeting.

## **28. Board of Studies**

- I. There shall be one Board of Studies for each department and/or campus-wise of the Institute.  
The composition of Board of Studies of each faculty/ Department shall be as under:
  - a. Dean/ Head of the department-Chairperson;
  - b. All Professors of the faculty/ Department;
  - c. Two Associate Professors of the faculty/ Department by rotation based on inter-Se seniority;
  - d. Two Assistant Professors of the faculty/Department by rotation based on inter-Se seniority;
  - e. Two external experts to be co-opted for their specialized knowledge.
2. Subject to the overall control and supervision of the Academic Council, the functions of a

Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in such manner as may be prescribed by the rules of the Institute regarding—

- (a) Courses of studies;
- (b) Appointment of supervisors for research; and
- (c) Measures for the improvement of the standards of teaching and research.

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

## **29. Selection Committee:**

- (i) There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018 as amended from time to time.

## **30. Miscellaneous matters pertaining to different authorities of the Institute**

- (i) If any question arises, as to whether any person, other than Government nominated or appointed, has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the Institute, the matter shall be referred to the Chancellor, whose decision there on shall be final and binding.
- (ii) 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 Chancellor or the Chairperson of the Board of Management, as the case maybe.
- (iii) Sudden vacancies among the members of any authority or any Committee of the Institute shall be filled by the respective authority, as soon as maybe, and within a period of six months.
- (iv) A person shall be disqualified for being chosen as, and for being, a member of any of



the authorities, or being appointed as, and for being, an officer, of the Institute if—

- (a) If he or she is of unsound mind; or
- (b) If he or she is an un-discharged insolvent; or
- (c) If he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
- (d) If he or she has not been appointed as per the provisions of these regulations.

**Note:** If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned above, the question shall be referred to the Chancellor, and his or her decision shall be final and no suit or other proceedings shall lie in any civil court against such decision.

### **31. Officers of the Institute**

The following shall be the officers of the Institute:

- (i) Chancellor of the Institute
- (ii) Vice-Chancellor
- (iii) Dean(s)
- (iv) Heads of Divisions/ Departments/Heads of Regional Centres/ (HoRCs)
- (v) Registrar
- (vi) Finance Officer
- (vii) Controller of Examinations

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

### **32. Chancellor of the Institute**

- i. The Secretary, Department of Commerce, Ministry of Commerce & Industry, Government of India shall be the Chancellor of the Institute, who when present, preside at the Convocations of the Institute, but shall not be the Chief Executive Officer.
- ii. Where power is conferred upon the Chancellor 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.

### **33. Vice-Chancellor**

A. The Vice-Chancellor shall be a whole time salaried officer of The Institute, and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

B. The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018 or as amended from time to time.

C. The procedure for composition of Search-cum-Selection-Committee (SCSC) for the selection of Vice-Chancellor shall be as under—

(a) the Vice-Chancellor in the Institute managed or controlled or receiving funds more than or equal to fifty per cent of their annual receipt from the Central or State Government or its Agencies shall be appointed by Central Government or the State Government, as the case maybe.

(b) in case of other institutions deemed to be Universities, the composition of the Search-cum-Selection Committee shall be asunder—

(i) a nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee;

(ii) a nominee of the Chairman, University Grants Commission; and

(iii) A nominee of Department of Commerce

### **34. Tenure of the Vice-Chancellor**

(i) The Vice-Chancellor shall hold office for a term of five years from the date on which he or she enters upon his or her office or until he or she attains the age of seventy years, whichever is earlier and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Vice-Chancellor:

Provided that notwithstanding the expiry of the said period of five years, he or she shall continue in office until his or her successor is appointed and enters upon his or her office, however, in no case, the Vice-Chancellor shall hold office beyond the age of

seventy years:

In the case of Government controlled, the respective Government may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.

- (ii) Where the office of the Vice-Chancellor falls 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 Vice-Chancellor or until a new Vice Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his or her office, as the case maybe.

### **35. Powers of the Vice-Chancellor**

1. The Vice-Chancellor shall be the Principal Executive Officer and academic officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and give effect to the decision of all authorities of the institution deemed to be University.
2. The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under these Regulations and Rules of the Institute, 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 mentioned in this sub-regulation is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision there on shall be final:

Provided further that any person in the service of the Institute who is aggrieved by the action taken by the Vice-Chancellor under this regulation shall have the right to represent against such action to the Board of Management within ninety days from the date on which decision on such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

3. The Vice-Chancellor, if he or she is of the opinion that any decision of any authority of the institution deemed to be University is beyond the power of the authority conferred by the provisions of these regulations or that any decision taken is not in the interest of the Institute, may ask the authority concerned to review its decision within sixty days of such

decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final.

4. The Vice-Chancellor shall be the ex-officio Chairperson of the Board of Management, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees to the students.
5. The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the Institute, but shall not be entitled to vote unless he or she is a member of such authority or body.
6. It shall be the duty of the Vice-Chancellor to see that these regulations are duly observed and implemented and he or she shall have all the powers necessary to ensure such implementation.
7. The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the Institute, and he or she may delegate any such powers to such person or persons, as he or she may deems fit.
8. Vice Chancellor shall have the power to impose minor penalties on the staff/ faculty members appointed by the Board of Management in order to maintain the discipline in the Institute.
9. The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Board of Management, the Academic Council, the Finance Committee, and other authorities.

### **36. Removal of Vice-Chancellor**

- (i) Where the there are reasons to believe that the Vice-Chancellor of an Institute does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as amended from time to time or is not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, theChancellorshall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.

- (ii) On the directions from the Commission, the Chancellor shall place the Vice-Chancellor under suspension, pending an enquiry.
- (iii) The enquiry committee shall give an opportunity of hearing to the Vice-Chancellor before submitting its report to the Commission and where the report of the enquiry committee confirms the ineligibility or procedural violations or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice-Chancellor by following due procedure:

Provided that, in respect of the Vice-Chancellor of the Institute managed or controlled or receiving funds more than or equal to fifty per cent of their annual receipt from the Central Government or State Government, the concerned Government shall constitute an enquiry committee which shall provide an opportunity of hearing to the Vice-Chancellor before submitting its report to the Government and in the interregnum period, the Government shall place the Vice-Chancellor under suspension, pending enquiry and the Vice-Chancellor shall be removed only by the concerned Government.

**(2)** Notwithstanding anything contained in these regulations, the Chancellor may, at any time after the Vice-Chancellor has entered upon his or her office, by order in writing, remove the Vice-Chancellor from office on the grounds of incapacity, misconduct or violation of these regulations:

Provided that the Chancellor shall make no such order unless the Vice-Chancellor has been given a reasonable opportunity of showing cause against the action proposed to be taken against him:

Provided further that the Chancellor may, at any time before making such order, place the Vice-Chancellor under suspension, pending an inquiry.

### **37. Registrar**

- 1. (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) Vice-Chancellor - Chairperson;

- b) one nominee of the Chancellor;
- c) two members of the Board of Management nominated by it; including one member from Department of Commerce and
- d) one expert not in the service of the Institute to be nominated by the Board of Management.

(ii) The meeting of the selection committee shall be fixed after prior consultation with, and subject to the convenience of the Chancellor's nominee and the experts nominated by the Board of Management and the proceedings of the selection committee shall not be valid unless at least three of the Chancellor's nominees or persons nominated by the Board of Management attended the meeting.

2. The Registrar shall hold office for a term of five years from the date of assuming office and shall be eligible for re-appointment for a second term by following the procedure prescribed for Registrar:

Provided that, the Registrar shall retire on attaining the age of sixty-two years and the emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the rules of the Institute.

3. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

4. The Registrar shall be ex-officio Secretary of the Board of Management and the Academic Council, but shall not be deemed to be a member of any of these authorities.

5. The Registrar shall be directly responsible to the Vice-Chancellor and work under his or her direction.

6. The Registrar shall have the power to take disciplinary action against employees, excluding teachers and other academic staff, as may be specified in the order of the Board of Management and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him or her.

7. An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-regulation (6).

8. In the case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his or her recommendations:

Provided that an appeal shall lie to the Board of Management against an order of the Vice-Chancellor imposing any penalty.

9. It shall be the duty of the Registrar—

- (a) to be the custodian of the records, the common seal, and such other property of the Institute as the Board of Management shall commit to his or her charge;
- (b) to issue all notices convening meetings of the Board of Management, the Academic Council, and any Committees appointed by those authorities;
- (c) to keep the minutes of all the meetings of the Board of Management, the Academic Council, and any Committees appointed by those authorities;
- (d) to conduct the official correspondence between the Board of Management and the Academic Council;
- (e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the Institute as soon as they are issued and the minutes of such meetings;
- (f) to represent the Institute in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his or her representative for the purpose;
- (g) to perform such other duties as may be specified in the rules of the Institute or as may be required from time to time by the Board of Management or the Vice-Chancellor, as the case may be;
- (h) to enter into an agreement, sign documents, and authenticate records on behalf of the Institute;
- (i) to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute; and

- (j) to conduct the official correspondence on behalf of the authorities of the Institute.

### **38. Finance Officer**

1. The Finance Officer shall be appointed by the Board of Management on the recommendations of a selection committee as under:
  - (a) Vice Chancellor – Chairperson;
  - (b) One nominee of the Chancellor;
  - (c) two members of the Board of Management nominated by it; including one member from Department of Commerce and,
  - (d) One expert not in the service of the University to be nominated by the Board of Management.

2. The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of the Finance Officer:

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

3. The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Board of Management from time to time.
4. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
5. The Finance Officer shall be ex-officio Secretary of the Finance Committee but shall not be deemed to be a member of such Committee.
6. The Finance Officer shall—
  - (a) exercise general supervision over the funds of the Institute and shall advise it as regards its financial policy; and
  - (b) perform such other financial functions as may be assigned to him by the Board of Management or as maybe prescribed by the rules of the Institute.
7. Subject to the control of the Board of Management, the Finance Officer shall—



- (a) Ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted;
- (b) be responsible for the preparation of annual accounts and the budget of the Institute and for their presentation to the Board of Management;
- (c) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (d) Watch the progress of the collection of revenue and advice on the methods of collection employed.
- (e) ensure that the registers of buildings, land, furniture, and equipment are maintained and up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, departments, schools, faculties, centres and specialized laboratories;
- (f) bring to the notice of the Vice-Chancellor un-authorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault;
- (g) call for from any office, department, school, faculty, centre, laboratory, etc. maintained by the Institute any information or returns that he or she may consider necessary for the performance of his or her duties; and
- (h) to perform such other duties as may be specified in the rules of the Institute or as may be required from time to time by the Board of Management or the Vice-Chancellor, as the case may be; and shall be responsible to the BoM through the Vice Chancellor

### **39. Controller of Examination**

- (a) The Controller of Examinations shall be appointed by the Board of Management on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of the institution deemed to be University.
- (b) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of Controller of Examination:

Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.

- (c) The emoluments and other terms and conditions of service of the Controller of Examination shall be such as maybe prescribed by the Board of Management from time to time.
- (d) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (e) The Controller of Examination shall arrange for and superintend the examinations of the Institute in the manner as maybe prescribed by the rules of the Institute.
- (f) The Controller of Examinations shall be a permanent invitee to the Academic Council.
- (g) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

#### **40. Dean(s)**

- i. The Institute may have Dean(s).
- ii. The Dean(s) shall be appointed by the Vice-Chancellor from amongst HoRC(s)/Heads of Divisions/Professors of the Institute giving due cognizance 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 Vice-Chancellor.
  - (c) To exercise such other powers and perform such other functions as may be prescribed by the Rules, Bye-laws and Regulations.

#### **41. HoRCs/ Heads of Divisions/Departments**

- A. There shall be HoRCs/ Heads of Divisions/ Departments for each of the department or centre in the Institute, who shall be appointed by the Vice-Chancellor from amongst the Professors of the department or centre:

Provided that if there is no Professor in the department or centre or there is only one Professor in the department or centre, whose term as Head of the department or chairperson of the centre is ending, the Vice- Chancellor may appoint an Associate Professor as Head of the Department.

- B. The term of the Head of the department or chairperson of the centre shall normally be three years and he or she shall be eligible for re-appointment for one more term by following the procedure prescribed for appointment of the Head of the department. The term of appointment of HoRC(s) shall normally be 5 years.
- C. The powers and functions of the Head of the department or chairperson of the centre shall be prescribed by the rules of the Institute.

#### **42. Admission and Fee Structure**

**A. Admission.**—Admission of students to the Institute, public or self-financing, shall be strictly based on merit in the entrance exam conducted by a Government Testing Agency or the Institute and as prescribed by the appropriate statutory authority, wherever applicable and in case of no entrance examination, the admission of students to the Institute may be made in the manner specified in the prospectus.

##### **B. Fee structure:**

- (i) The Institute shall ensure that for admission in respect of any course or programme of study conducted in the Institute, will not accept payment towards admission fee and other fees and charges:-
- (a) which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly.
- (b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution
- (c) Without a proper receipt in writing issued for such payment to the student admitted in the Institute.

- (ii) The fee shall be fixed transparently, keeping in view non-profiteering or non-commercial aspects.
- (iii) Institute shall not charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.
- (iv) The fee shall be collected as declared in the prospectus of the Institute and with a proper receipt for such payment and the prospectus shall also state that donation or capitation fee in whatever nomenclature or form, either directly or indirectly, shall not be collected from the student or parent and in case of any grievance, the student or parent may submit their complaint to the Institute.
- (v) The Institute may provide fee concession or scholarships or may allocate some seats to meritorious students belonging to socially and economically deprived groups of the society.
- (vi) The Institute shall abide by all the University Grant Commission notifications, guidelines regarding the refund of fees and return of original certificates, as maybe issued from time to time.
- (vii) Every time the Institute shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.
- (viii) The Institute shall make available the prospectus on its website at least sixty days before the commencement of admissions, including fee structure, refund policy, number of seats in a programme, eligibility qualifications, admission process, etc.
- (ix) The Institute shall not retain any original certificates of the students, faculty members, and staff.

#### **43. Institute Open to All**

1. The Institute shall be open to the persons of all genders and of whatever caste, creed, race or class, and it shall not be lawful for the institution deemed to be University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him or her to be appointed as a faculty member of the Institute or to hold any other office therein or to be admitted as a student in the Institute or to graduate there at or to enjoy or

exercise any privilege thereof:

Provided that nothing in this section shall be deemed to prevent the Institute from making special provision for the employment or admission of women, persons with disabilities, or of persons belonging to the weaker section of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens.

2. All policies and procedures, in matters of admission, fee, and employment as applicable to the university level public funded and self-financing institutions, respectively, shall apply.

#### **44. Institute to be Unitary**

The Institute shall be unitary in nature and shall not affiliate any other institution.

#### **45. Reservation Policy**

The Institute shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website as per Government of India Instructions.

#### **46. Online Or Distance Education**

The Institute may offer courses online or distance courses or degrees in accordance with the regulations notified by the Commission from time to time.

#### **47. Power to Conduct Enquiry and Consequences of Violation of Regulations**

- (1) Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an institution deemed to be University has violated any of the provisions of these regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institute.
- (2) The Commission may also cause an inspection, to be made by experts in matters of academics, administration, and finance regarding academic outcomes or any matter connected with the administration or finances of the Institute for the purpose of the enquiry.
- (3) Based on the enquiry or through procedures mentioned in these regulations, if the Government or the Commission, as the case may be, is satisfied that the regulations have been violated, the Institute shall be subjected to such action as provided in UGC (deemed to

be University) Regulations, 2023.

#### **48. Funds, Accounts, Audits and Annual Report**

- i. The books of accounts of the Institute shall be maintained, managed and operated in the name of the Institute and not in the name of the sponsoring body or any other and shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed by the Commission.
- ii. Funds shall not be diverted at any time from the accounts of the Institute to any other accounts, including to the accounts of the Sponsoring body or to any other body.
- iii. The Institute shall get its books of accounts audited annually, separately published and uploaded on the website of the institution; and if such institution is funded by Central or State Government or through its Agencies fully or partially, then the accounts of such the Institute shall be open for examination by the Comptroller and Auditor General of India and the accounts of the Institute shall also, where required, be open for inspection by the Commission.
- iv. The annual financial statements and accounts shall be audited by a qualified professional, being a Member of Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institute:

Provided that, the Commission may, on receipt of information regarding financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institute; or of fees being collected against the provisions of these regulations, issue a notice directing the institution deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission or may direct a forensic audit; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be deem fit, under these regulations including the recommendation for withdrawal of institution deemed to be University status, to the Government.

- v. Annual Reports, Annual Financial Statements, and Audit Reports shall be uploaded on the institution deemed to be University website and also on the Commission's portal, after due approval by the Board of Management and the institution deemed to be Universities

managed or controlled or funded by the Central or State Government shall submit a copy of the annual report, Annual Financial Statements and annual audit report to the respective Government.

#### **49. Miscellaneous**

1. The Institute shall, as soon as may be, after the completion of the academic programme, and in no case later than one hundred and eighty days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.
2. The institutions deemed to be Universities shall compulsorily create Academic Bank of Credits (ABC), identities of their students and upload their credit scores in digital lockers and ensure that the credit scores are reflected in ABC portal and adopt Samarth e-Gov.
3. No the Institute shall at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining, or operating the off-campus or off-shore campus or constituent units or course or programme of study or department or school or faculty of the Institute except in the following cases, namely:—
  - (a) the Institute, which is eligible under sub-regulations (1) and (2) of regulation may enter into an agreement or arrangement, if—
    - (i) the establishment, maintenance, or operation of such institution is permitted under any Act of Parliament or the rules or regulations made there under; and
    - (ii) it has made an application under sub-regulation(3) of regulations, after following the procedure specified in these regulations
  - (b) the campus to be established under such agreement or arrangement shall be—
    - (i) treated as an off-campus centre of the Institute as long as such agreement or arrangement remains valid under such law; and
    - (ii) subject to similar standards of audit and disclosure as a not-for-profit entity as that of the Institute;
  - (c) The Institute may enter into an agreement or arrangement for practical training of students of skill-oriented vocational courses, if such course is approved by the University Grants Commission or any other body established under any Act of

Parliament.

- (d) twinning Programmes, Joint Degree Programmes, and Dual Degree Programmes shall be offered in accordance with the provisions stipulated in the University Grants Commission (Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree, and Dual Degree Programmes) Regulations, 2022.
- (e) the income and property of the Institute shall be utilized solely for promoting the objectives of the Institute.
- (f) the Commission shall have the power to issue directions to the Institute for implementation of any public policy of the Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by the Institute.
- (g) no portion of the income and property of the Institute shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise how so ever by way of profit to the persons who were at any time or are members of the institution deemed to be University or to any of them or any persons claiming through them:

Provided that nothing here in contained shall prevent the payment in good faith of remuneration to any member thereof or another person as consideration for any service rendered to the Institute or for traveling or other allowances and such other charges.

4.

- (a) in consultation with the Commission, the Government shall have the power to impose such other conditions, not inconsistent with these regulations, in the notification, and the same shall be binding on the Institute.
- (b) Where an Institute wishes to surrender its status of “institution deemed to be University”, it may do so with the prior permission of the Government; and similarly, withdrawal of any constituent units or off-campus or off-shore campus of the institution deemed to be University from the purview of an institution deemed to be University, shall require the sponsoring body to take the prior permission of the Government:



Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Institute or its constituent units, as the case maybe, have been accorded the opportunity to qualify for the completion of the programme of study and award of degree

- (c) the Institute shall furnish to the Central Government or the Commission such returns or other information with respect to its property or activities as the Central Government or the Commission may, from time to time, require, within such period as may be specified by the Central Government or Commission.
- (d) convocations of the Institute for conferring the degrees or for other purposes shall be held in such manner as may be prescribed by the rules of the Institute.
- (e) the Board of Management may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree of academic distinction conferred on, or any certificate or diploma granted to, any person by the Institute for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him or her to show cause within such time as may be specified in the notice as to why such a resolution shall not be passed and until his or her objections, if any, and any evidence he or she may produce in support of them, have been considered by the Board of Management.

- (f) with regard to institutions deemed to be Universities, the provisions contained in these regulations shall prevail in case of any inconsistency or conflicting provisions in any other regulations issued by the Commission under the provisions of the Act.

## **50. Legal Proceedings**

1. The Registrar may sue or be sued for the purpose of any legal proceedings against Institute, who shall have the power to enter into agreements; sign documents and authenticate records on behalf of the Institute, and have the powers to exercise such powers and perform such duties under the provisions of these regulations.
2. No suit or legal proceedings shall lie against the Government or the Commission in respect of anything done or purported or intended to be done in pursuance of any of these regulations.

**51. Consequences of the violations of regulations—** Where an Institute is found to have violated the provisions of these regulations or any other applicable regulations of the Commission, it may be subjected to one or more of the following actions, namely:—

- (a) for violation of these regulations established by the enquiry committee set up by the Commission or Government, the Institute shall be warned in writing with public notice or barred from any expansion in terms of diversification to new courses or programmes of study or departments and establishment of off-campus or off-shore campuses, for a period of three years or as recommended by the enquiry committee, whichever is higher;
- (b) continuous violation of regulations established by the enquiry committee set up by the Commission or the Government may result in closure of the courses or programmes of study or Departments and off-campus or constituent institutions or off-shore campuses or may result in withdrawal of the status of institution deemed to be University;
- (c) in order to protect the interests of students in case of surrender or withdrawal of the status, as the case may be, shall take effect only after the last batch of students on the rolls of the institution deemed to be University or its constituent units, has been accorded opportunity to qualify for the completion of the programme of study and award of degree.

**52. Maintenance of Standards**

- (i) Institute shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/regulatory body concerned, such as All India Council of Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. and shall obtain their approval for running various programmes of the study, wherever applicable. This shall be periodically monitored by the duly constituted Committee(s) of the Commission.
- (ii) The Institute shall provide to the Government or to the agencies designated by it, all required details regarding the Institution for the All India Survey or Higher Education or for posting of specified details on the Know Your College Portal of the Government or for any other study approved by the Government.

- (iii) The Institution shall participate in the National Institutional Ranking Framework every year and publish the same on its website prominently.

### **53. 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. In case, desired by BoM, it can be referred to the DoC/ Commission whose decision shall be final.

### **54. Removal of Difficulty :-**

UGC reserves the right to remove difficulty(ies) in the course of implementation of this MoA in consultation with the Government of India, Ministry of Education.

### **55. Adjustment of Income and Property on 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.

### **56. Alteration Amendments and Additions to 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.*

**57.**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.

**58.**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.