

## **Manual-VIII: Constitution of Governing Bodies & Information to Public**

A statement of the Boards, Councils, committees and other bodies constituting of the two or more persons constituted as its part of for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public. Employees

The constitution of the governing bodies- Society are as given in Memorandum of Association. This is summarized as below.

### **1. Authorities of the Institute**

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

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

### **2. Board of Governors**

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

The Board shall comprise the following members, namely:

- Chairmanto be nominated by Government of India.
- Two members representing the Ministry of Human Resource Development, Government of India including one looking after financial matters to be nominated by the Govt. of India.
- Five Directors of Technical Education (three from regional states and two from outside the region).
- One representative of the AICTE to be nominated by the AICTE, New Delhi
- One representative of the University in the jurisdiction where NITTTR, Chennai is situated
- One member of faculty to be nominated by the Director.

- Director of the Institute – ex officio Member Secretary.

### 3. Term of Office of Members of the Board/Society.

- Where an individual becomes a member of the Society or the Board by virtue of the Office he/she holds, his/her membership shall terminate when he/she ceases to hold that office.
- A member of the Society or the Board representing Government of India shall continue to be such member during the pleasure of Government of India.
- A member of the Society or the Board representing State Government shall continue to be such member during the pleasure of the State Government.
- The faculty representative under the section 2(g) will have one-year term.
- The Chairman and every member covered under 2 (a) to 2(f) above shall cease to be such member on the expiry of three years from the date of his/her appointment or nomination.
- Should any member of the Society/Board under 2(b), 2(c), and 2(f) becomes unable to attend a meeting of the Society or the Board, then he/she shall be at the liberty to appoint and authorise a representative to take his/her place at that meeting of the Society or the Board respectively and such representative shall have all the rights and privileges of a member of the Society or the Board for the meeting only.

### 4. Cessation of Membership

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

- Resigns his/her membership
- Becomes of unsound mind
- Becomes insolvent
- Is convicted of a criminal offence involving moral turpitude
- Is removed by the Central/State Government from the membership of the Society or
- Accepts a full time appointment in the Institute, except the post of the Director of the Institute.

5. (a) The Chairman of the Society or the Board may resign his/her office by a letter addressed to Government of India and his/her resignation shall take effect from the date it is accepted by Government of India.

(b) A member of the Society or the Board may be filled up by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or re-nomination.

6. Any casual vacancy in the Society or the Board may be filled up by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination.

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

## 8. Functioning of the Society

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

- j. Every meeting of the Society shall be presided over by the Chairman and, in his/her absence at any meeting, by a member chosen from amongst themselves by the members present at the said meeting.

## 9. Powers of the Board

- a. The Board of Governors of the institute shall be responsible for the general superintendence, direction and control of the affairs of the Institute provided for by this MoA, the Rules and the Bye-laws, and shall have the power to review the act of the Academic Council.
- b. Without prejudice to the provisions of subsection 11(a), the Board shall:
- c. Take decisions on questions of policy relating to the administration and working of the Institute;
- d. Institute courses of study;
- e. Make the Rules with the prior approval of Government of India;
- f. Appoint persons to academic as well as other posts of the Institute;
- g. Consider and modify or cancel Bye-laws with the approval of the Society and subsequently by Government of India;
- h. Consider and pass resolutions on the annual report, the annual accounts and the budget;
- i. Prepare budget estimates and revised budget estimates of the Institute for each financial year as it thinks fit and submit them to Government of India together with a statement of its development plans;
- j. Exercise such other powers and perform such other duties as may be conferred or imposed upon it by this MoA or the Rules or may, from time to time, be assigned to it by Government of India.
- k. The Board shall have the power to appoint such committees, as it considers necessary for the exercise of its powers and the performance of its duties as defined under this MoA.

## 10. Functioning of the Board

- (a) The Board shall ordinarily meet once in every four months provided that the Chairman may, whenever he/she thinks fit, and shall on the written requisition of not less than five members call a special meeting.

(b) Not less than 10 days' notice shall be given of every meeting of the Board and copy of the proceedings of every meeting shall be forwarded to Government of India as soon as practicable after the meeting.

(c) The accidental omission to give notice to or the non-receipt of any notice by any member shall not invalidate the proceedings at that meeting.

(d) Five members of the Board, including the Chairman, shall constitute a quorum for any meeting of the Board.

(e) In case of difference of opinion amongst the members, the opinion of the majority, which shall be at least three fifths of the members present, shall prevail.

(f) Each member of the Board, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairman shall in addition, have a casting vote.

(g) Every meeting of the Board shall be presided over by the Chairman and in his/her absence at any meeting, by a member chosen from amongst themselves by the members present at the said meeting.

(h) Any resolution except such as may be placed before the meetings of the Board, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of three fifths of the members who have signified their approval of such resolution shall be as valid and effectual as if such resolution had been passed at a meeting of the Board duly convened and held.

## 11. Academic Council

The Academic Council of the Institute shall comprise the Director of the Institute, who shall be the ex officio Chairman of the Academic Council and all the Professors and HODs of Departments/centres, 2 Assistant Professors and 2 Lecturers in rotation and 2 eminent persons from the field of Technical Education. Subject to the provisions of this MoA and the Rules and

the Regulations, the Academic Council of the Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education, examination and all other academic affairs in the Institute as per norms laid down by the AICTE and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules. The Academic Council shall be the highest policy making body of the Institute with respect to academic affairs. One senior Professor nominated by the Director will be the Secretary of the Academic Council.

## 12. Chairman of the Board

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

## 13. Director

- I. The Director of the Institute shall be appointed with prior approval of Government of India for a term of five years or up to the date of his superannuation whichever is earlier. Extension of term of the Director may be granted by Government of India.
- II. The Director shall be the Principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of discipline therein.
- III. The Director shall submit annual reports and accounts to the Board.
- IV. The Director shall exercise such other powers and perform such other duties as may be assigned to him by this MoA of the Rules or the Regulations.
- V. The Director shall have such other powers and perform such other duties as may be delegated or assigned to him/her by the Board.
- VI. The Director may delegate any of his/her powers to any officer or officers in the service of the Society with the approval of the Board.
- VII. The Director shall act as the Secretary of the Society, the Board and such other Committees as the Society or the Board may decide.
- VIII. In the event of the post of the Director remaining vacant or the Director being absent or unable to perform his duties for any reason, it shall be open for the Board, with the prior approval of Government of India to direct any officer or officers in the service of the Society to exercise temporarily such powers and perform such functions and duties of the Director as the Board may deem fit.

#### 14. Settlement of Disputes

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

#### 15. Finance Committee

The Finance Committee shall consist of the following persons namely:

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

The Committee shall perform the following functions:

- Examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board.
- Give its views and make its recommendations to the Board either on the initiative of the Board or of the Director, or on its own initiative on any financial matter affecting the institute.
- The Committee shall meet normally thrice a year.
- Three members of the Committee including the Chairman shall form a quorum for a meeting of the Committee.
- The Chairman, if present, shall preside over the meeting of the Committee. In his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- The provisions in these rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of minutes applicable to the meeting of the Board shall so far as possible, be followed in connection with the meeting of the Committee.

A copy of the minutes of every meeting of the Committee shall be sent to the Board for its approval.

The meetings of boards, councils, committees and other bodies are not open to the public or the minutes of such meetings are not accessible for public.