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INDIRA GANDHI INSTITUTE OF  
TECHNOLOGY

SARANG – 759 146, ORISSA



BYE-LAWS OF THE SOCIETY

AND

DELEGATION OF POWERS

MEMORANDUM OF ASSOCIATION OF THE INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG(TALCHER) SOCIETY UNDER ACT XXI OF 1960  
REGISTRATION OF LIMITED LIABILITY COMPANY SOCIETY

1. Name of the Society : The name of the Society shall be the "Indira Gandhi Institute of Technology, Sarang(Talcher)Society".
2. Location of the registered Office of the Society : The registered Office of the Society shall be situated at Sarang in the District of Dhenkanal, Orissa.
3. The object for which the Society is established are :
  - (a) To provide for instruction, practice and research in various branches of Engineering and Technology and to serve interalia as an Institute of higher learning, and research for the advancement and dissamination of knowledge in all types of technical education and training in such branches in the State of Orissa.
  - (b) To prescribe rules and regulations for and to hold examinations and declare the results and give awards for courses other than those for Degrees/Diploma and in respect of the latter to make arrangements in accordance with the statutes and regulations of the University/Council to which the institution is affiliated.
  - (c) To institute and award fellowships, scholarship prizes and medals in accordance with the rules and bye-laws.
  - (d) To confer honorary awards or other distinctions.
  - (e) To cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Society by exchange of teachers, scholars and generally in such manner as may be conducive to other common objects.
  - (f) To establish, maintain and manage halls and hostels for the residence of students.

- (g) To create administrative, technical and ministerial and other posts under the Society and to make appointments thereto in accordance with the rules and bye-laws.
- (h) No benefication shall be accepted by the Society which needs opinion, involves condition or obligations opposed to the spirit and object of the Society.
- (i) The State Government may at any time appoint one or more persons to review the work and progress of the Society and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the State Government may stipulate. Upon receipt of any such report, the State Government may take such action and issue such directions as it may consider necessary (in respect of the matters).
- (j) To take up any work which would be in furtherance of or related to the above objectives.

4. The names, addresses and occupation of the first members of the Board of Governors of the Society to which by the Rules and Bye-laws of the Society the management of its affairs is entrusted are :

<u>Name</u>	<u>Address, designation &amp; Occupation.</u>
(1) Shri K.C. Patel Chairman	Minister of State Industries Govt of Orissa, Bhubaneswar.
(2) Shri A.S. Roy Member	Additional Secretary to Govt Finance Department, Bhubaneswar.
(3) Shri S.K. Lal Member	Commissioner-cum-Secretary to Govt of Orissa, Industries Deptt. Bhubaneswar
(4) Shri S.C. Mohanty Member	Deputy Secretary to Govt Industries Deptt., Bhubaneswar
(5) Shri A. Rath Member	Director of Industries, Orissa, Cuttack
(6) Shri R.N. Pujari Member	Director of Technical Education & Training, Orissa, Cuttack
(7) Dr M.P. Mishra Ex-Officio-member Secretary	Principal, Orissa College of Engineering, Sarang (Talcher) Dist. Dhenkanal.

5. We the several persons whose names and address are given below having associated ourselves for the purposes described in this memorandum of Association and set our several and

respective hands heronnto and are desirous of being formed act(Act XXI)of 1960, this 26th Day of September; 1983 and we believe that the facts stated above are true to the best of our knowledge.

<u>Name</u>	<u>Address, designation &amp; occupation</u>	<u>Signature</u>
(1) Shri K.C.Patel Chairman	Minister of State Industries Govt of Orissa, Bhubaneswar	Sd/-
(2) Shri A.S.Roy Member	Additional Secretary to Govt Finance Deptt.; Bhubaneswar	Sd/-
(3) Shri S.K.Lall Member	Commissioner-cum-Secretary to Govt of Orissa, Industries Deptt., Bhubaneswar	Sd/-
(4) Shri S.C.Mohanty Member	Deputy Secretary to Govt Industries Deptt., Bhubaneswar	Sd/-
(5) Shri A.Rath Member	Director of Industries, Orissa, Cuttack	Sd/-
(6) Shri R.N.Pujari Member	Director of Technical Education & Training, Orissa, Cuttack	Sd/-
(7) Dr M.P.Mishra Ex-Officio-member Secretary	Principal, Orissa College of Engg. Sarang(Talcher) Dist.Dhenkanal	Sd/-

Attested the signatures  
from Serial No. 1 to 7.

Sd/- V.N. Mohapatra

Witness:

1. Sd/- H. Acharya
2. Sd/- R.K. Roy

RULES AND REGULATIONS OF THE INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG(TALCHER) SOCIETY

1. DEFINITION:

In these rules unless the context otherwise requires

- (a) "Institution" shall mean the Indira Gandhi Institute of Technology, Sarang(Talcher) .
- (b) "Society" shall mean the Indira Gandhi Institute of Technology, Sarang(Talcher) Society.
- (c) "State Government" shall mean the Government of Orissa.
- (d) "Board" shall mean the Board of Governors of the Society.
- (e) "Finance Committee" mean a Committee appointed by the Board of Governors in consultation with the State Government to scrutinise the financial aspect of proposals and exercise control over expenditure and also to appoint such other Committee or Committees as the Board of Governors with the approval of the State Government deem fit.

2. The registered office of the Society shall be situated at Sarang(Talcher) P.O. Sarang, P.S. Parjang, Sub-Divn. Kamakhyanagar in the District of Dhenkanal.

3. The Society shall consist of the following members:

- (1) ✓ The Minister of Industries or Secretary, Industries of the State Govt of Orissa as will be decided by the Govt of Orissa shall be the Chairman of the Society.
- (2,3,4,5,6) Five nominees of the State Government.
- (7&8) Two nominees of the Central Govt/All India Council of Technical Education & Eastern Regional Committee .
- (9) The General Manager, South Eastern Coal Fields Ltd. Talcher.
- (10) The Vice-Chancellor, Utkal University or a Professor of the Utkal University to be nominated by the Vice-Chancellor.
- (11 & 12) Two members from the Industries situated in the State of Orissa to be nominated by the State Govt.
- (13) The Dean, College of Engineering & Technology, OIAT Bhubaneswar

(14 & 15) One Professor of Indira Gandhi Institute of Technology, Sarang(Talcher) and one teacher from amongst the Lecturers and Asst. Professors of Indira Gandhi Institute of Technology, Sarang (Talcher) to be nominated by the Teachers' Council of Indira Gandhi Institute of Technology, Sarang (Talcher) in the manner prescribed by the Board for a period of two years commencing from 1st April.

(16) Principal of the Indira Gandhi Institute of Technology, Sarang(Talcher) as member and Ex-Officio, Secretary.

4. If a member of the Society shall change his address, he may notify to the Secretary his new address. But if he fails to notify such new address, his address as recorded in the role of the members shall be deemed to be his address.

5. 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 herein after referred to as "THE BOARD".

6. The Board shall consist of the following members:

(1) The Minister of Industries or Secretary, Industries of the State Govt of Orissa as will be decided by the Govt of Orissa shall be the Chairman of the Society.

(2,3,4,5,6) Five nominees of the State Government.

(7 & 8) Two nominees of the Central Govt/All India Council of Technical Education & Eastern Regional Committee.

(9) The General Manager, South Eastern Coal Field Ltd. Talcher.

(10) The Vice-Chancellor, Utkal University or a Professor of the Utkal University to be nominated by the Vice-Chancellor.

(11 & 12) Two members from the Industries situated in the State of Orissa to be nominated by the State Govt.

(13) The Dean, College of Engineering & Technology, OUMT, Bhubaneswar.

(14 & 15) One Professor of Indira Gandhi Institute of Technology Sarang(Talcher) and one teacher from amongst the Lecturers and Asst. Professors of Indira Gandhi Institute of Technology, Sarang(Talcher) to be nominated by the Teachers' Council of the Indira Gandhi Institute of Technology, Sarang(Talcher) in the manner prescribed by the Board for a period of two years commencing from 1st April.

✓ (16) Principal, Indira Gandhi Institute of Technology,  
Sarang(Talcher), Member and Ex-Officio, Secretary.

7. (i) Where a member of the Society or the Board becomes such member, by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
- (ii) A member of the Society or the Board representing the Central Government shall continue to be such member during the pleasure of the Central Government.
- (iii) A member of the Society or the Board representing Department of the State Government shall continue to be such member during the pleasure of the State Govt.
- (iv) Every other member of the Society or the Board including the Chairman, shall cease to be such member on the expiry of five years from the date of his appointment or nomination unless discentimed earlier but shall be eligible for reappointment or renomination as the case may be.
- (v) Should any member, representing either the Central Govt or the State Govt be unable to attend a meeting of the Society or the Board, he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the Society or the Board, and such a representative shall have all rights and privileges of a member of Society or the Board at that meeting.

8. A member of the Society or the Board shall cease to be such member if (a) dies or (b) resigns his memberships or (c) becomes of unsound mind or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude, or (f) if he is removed by the State Government from the membership of the Society or (g) if, except in the case of the Principal of the Institution and the two other teachers, he accepts a full time appointment in the Society or (h) if he fails to attend three consecutive meetings of the Society or the Board without the leave of the Chairman.

9. (i) The Chairman of the Society or the Board may resign his office by a letter addressed to the State Govt and his resignation shall take effect from the date it is accepted by the State Government.

(ii) A member of the Society or the Board (other than an ex-officio member or a member representing the Central Govt or a member representing Department of the State Govt) may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.

10: Any casual vacancy in the Society or the Board shall be filled up by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill up such casual vacancy shall hold office for the remainder of the term, if any of the member in whose place he has been appointed or nominated.

11: The Society or the Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or co-option 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 member.

12. (i) The Society shall meet whenever the Chairman thinks fit. Provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than 4(four) members.
- (ii) For every meeting of the Society fifteen days notice shall be given to the members.
- (iii) Four members including the Chairman shall constitute quorum at any meeting of the Society.
- (iv) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- (v) Each member of the Society, including 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 exercise a casting vote.
- (vi) Every meeting of the Society shall be presided over by the Chairman, and in his absence by a member chosen from amongst themselves by the members present at the meeting.
- (vii) Any resolution except such as may be placed before the meeting of the Society may be adopted by circulation among all its members and any resolutions so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effectual and binding as if such resolution had been adopted at a meeting of the Society provided that in every such case at least four members of the Society shall have recorded their approval of the resolution.



- (viii) The Society shall establish and carry on the administration and management of the Institution and such other institutions as may be decided by the Board from time to time.
- (ix) The Society will have the power to make rules and bye-laws for the conduct of the affairs of the Society and to add to amend, to vary or to rescind them from time to time ; which the approval of the State Government:

13, POWERS AND FUNCTIONS OF THE BOARD :

Subject to the provisions of the Memorandum, the Board shall have the power:

- (i) To prepare and execute detailed plans and programmes for the establishment of the Institution and such other institutions as decided by the Board from time to time and to carry on their administration and management after such establishment.
- (ii) To receive grants and contributions and to have custody of the funds of the Institutions mentioned above and to manage the properties of the Institutions.
- (iii) To prepare the budget estimate of the Society for each year and to sanction expenditure within the limits of the budget as approved by the State Government.
- (iv) To prescribe and conduct courses of study, training and research in different branches of engineering and technology for the advancement of learning and dissemination of knowledge in such branches.
- (v) To prescribe rules and regulations for the admission of students to the various courses of study in conformity with the policy approved in this behalf by the State Government.
- (vi) To prescribe rules and regulations for and to hold examination and declare results and give awards for courses other than those for University Degrees in respect of the latter to make all such arrangements as it may be required to do by the statutes, ordinances and regulations of the University to which the courses are affiliated.

- (vii) To hold examinations for Diploma courses in various branches of engineering as prescribed by the Orissa State Council of Technical Education and Training to which the Diploma courses are affiliated.
- (viii) To institute and award fellowships, scholarships, prizes and medals.
- (ix) To provide for and supervise the residence, health disciplinary and well being of the students and staff of the Institution.
- (x) ✓ To create teaching, administrative, technical, ministerial and other posts in the institution and to make appointments there to for the efficient management of the affairs of the institution and to regulate their recruitment and conditions of service.
- (xi) To co-operate with any other organisation in the matter of education and training in engineering and technology.
- (xii) To enter into agreements for and on behalf of the Society.
- (xiii) To intimate and defend all legal proceedings on behalf of the Society.
- (xiv) To appoint Committees for the disposal of any business of the institution or for rendering advice in any matter pertaining to the institution.
- (xv) To delegate to such extent as it may deem necessary any of its power to any officer or committees of the Board.
- (xvi) To consider and pass such resolutions on the annual report, the annual accounts and the Financial estimates of the Society as it thinks fit and such annual report  
annual accounts and financial estimates alongwith the resolutions passed thereon by the Board shall, be submitted to the State Government.
- (xvii) To make, adopt, ammend, vary or rescind from time to time with the prior approval of the State Govt rules and the regulation of and for any purpose connect@d with the management and administration of the affairs of the Institution and for the furtherence of its objects.

- (xviii) To make, adopt, amend, vary or rescind from time to time Bye-laws (a) for the conduct of the business of the Board and the Committees to be appointed by it (b) for delegation of powers (c) for fixing the quorum or (d) for the co-option of members to the Board.
- (xix) To perform such additional functions as to carry out such duties as may from time to time be assigned to it by the State Govt.
- (xx) To fix and demand such fees and other charges as may be laid down in the rules.
- (xxi) To establish, maintain and manage halls and hostels ~~for~~ <sup>the</sup> residence of students.
- (xxii) To provide for the maintenance of units of the National Cadet Corps for the students.
- (xxiii) To co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Society by exchange of teachers scholars and generally in such manner as may be conducive to other common objects.
- (xxiv) To make rules and bye-laws for the conduct of the affairs of the Society and to adopt, amend, vary or rescind them from time to time with the approval of the State Government.
- (xxv) To acquire and hold property provided that prior approval of the State Government of Orissa is obtained for the acquisition of immovable property.
- (xxvi) To deal with property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects provided that prior approval of the State Government is obtained for the transfer of any immovable property.
- (xxvii) To maintain funds to which shall be credited:
  - (a) All moneys provided by the Central and State Govt.
  - (b) All fees and other charges received by the Society
  - (c) All moneys received by the Society by way of grant-in-aid, donations, beneficence, bequests or transfers and
  - (d) All moneys received by the Society in any other manner or from any other sources.

- (xxviii) To deposit all monies credited to the fund in such banks or to invest them in such manner as the Society may decide with the approval of the State Govt.
- (xxix) To meet the expenses of the Society including expenses incurred in the exercise of its powers, and discharge of its functions out of the funds.
- (xxx) To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such and manner as may be prescribed by the State Govt in consultation with the Accountant General of the State.
- (xxxi) To forward annually to the State Government the accounts of the Society as certified by an auditor appointed by the Board of Governors. ✓
- (xxxii) To do all such things as may be necessary and conducive to the attainment of all or any of the objects of the Society.

- 14.(1) (a) The Board shall ordinarily meet once in every three months.
- (b) There may be a special meeting whenever the Chairman thinks fit or there is a written requisition for such a meeting by not less than 4(four) members.
- (c) An emergency meeting may be called by the Chairman in case of emergency. For ordinary or special meetings a notice of not less than 15 days shall be given and for emergency meeting the period of 15 days notice may be reduced by the Chairman as he deems fit.
- A copy of the proceedings of every meeting shall be furnished to the State Government and the Central Govt after they are confirmed by the Board but actions on decisions wherever necessary shall be taken after the minutes are approved by the Chairman. ✓

- (ii) Four members including the Chairman shall constitute quorum at any meeting of the Board.
- (iii) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- (iv) Each member of the Board including the Chairman shall have one vote and if there shall be an equality of vote on any question to be determined by the Board, the Chairman shall in addition have and exercise a casting vote.

- (v) Every meeting of the Board shall be presided over by the Chairman and in his absence by a member chosen from amongst themselves by the members present at the meeting.
- (vi) 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 the members who have signified their approval or disapproval of such resolution shall be as effectual and binding as if such resolution had been passed at a meeting of the Board provided that in every such case at least four members of the Board shall have recorded their approval of the resolution.
- (vii) Whenever the Board is unable to conduct its business for want of quorum, the meeting shall stand adjourned to a date, 15 days from the date of adjournment and in case, the day falls on Sunday or a holiday, it will meet on the following day. For the adjourned meeting, a notice of not less than 7 days shall be given. For the adjourned meeting the members present shall form the quorum and in the adjourned meeting no business shall be transacted other than the business fixed for the meeting from which adjournment took place.

15. CHAIRMAN

- (1) It shall be the duty of the Chairman to see that the decisions taken by the Board are implemented.
- (11) The Chairman shall exercise such other powers as may be delegated to him by the Board.

16. SECRETARY

- (1) The Secretary shall issue notice for the meeting of the Society or Board as per the decisions of the Chairman.
- (11) The Secretary shall prepare the agenda and proceeding thereon of all meetings and circulate among the members.
- (111) The Secretary shall exercise such other powers as may be delegated to him by the Society or Board.

17. PRINCIPAL

- (i) The Principal should be appointed by the Board with the approval of the State Government.
- (ii) The Principal shall be the Chief academic and Executive Officer of the Institution and shall be responsible for the proper administration of the institution and for the imparting of instructions and maintenance of discipline thereon. All other staff of the institution shall be subordinate to the Principal. He shall be the custodian of the records, the funds of the Institution as the Board may commit to his charge.
- (iii) The Principal shall have such other powers and perform such other duties as may be delegated or assigned to him by the Board.
- (iv) The Principal may delegate any of his power to any of his subordinate with the approval of the Board.
- (v) The Principal shall act as the Secretary of the Society, the Board and such other committees as the Society or the Board may decide.
- (vi) In the event of the post of the Principal remaining vacant, it shall be open for the Board to direct any officer or officers in the Service of the Society to exercise such powers and perform such functions and duties of the Principal in an officiating capacity as the Board may deem fit until the vacancy is filled up. In case the Principal is absent or unable to perform his duties for any reason exceeding 10 days but less than 3 months, it shall be open to the Chairman to direct the Senior most Professor or Professors available on duty in the service of the Society to exercise such power and perform such functions and duties of the Principal as he may decide for the period of absence or the period during which the Principal is unable to perform his duties for any reason. During short period of absence of Principal not exceeding 10 days the Principal shall be competent to place the senior most staff amongst the Professors available on duty to attend to the current duties of the Principal. In case of unforeseen difficulties if the

Principal would be absent for a period of exceeding 10 days, the Professor officiating as Principal shall continue to attend to the duties of the Principal under intimation to the Chairman.

18. REGISTRAR

- (i) The Registrar shall be a whole time officer of the Society and shall be appointed by the Board on such terms and conditions as may be laid down in the Bye-laws.
- (ii) The Registrar shall be directly responsible to the Principal of Indira Gandhi Institute of Technology, Sarang (Falcher) for the proper discharge of his duties and functions as laid down in the bye-laws.
- (iii) The Registrar shall exercise such powers and perform such duties as may be delegated or assigned to him by the Board or the Secretary of the Society.

19. The members of the Society, the Board or any Committee appointed by the Society or the Board shall not be entitled to any remuneration from Society or the Board. However, non-official members of the Society, the Board or any Committee appointed by either of them shall be paid by the Society such travelling and daily allowances as may be provided for in the Bye-laws to be made in this behalf in respect of any journeys under taken by them for attending the meeting of the Society, the Board or the Committee or in connection with any other business of the Committee, as the case may be. Travelling and daily allowance in respect of the official members for journey undertaken by them for attending the meetings of the Society, the Board or any Committee or in connection with any other business of the Society, the Board or the Committee shall be borne by the respective Government or their respective employer provided that such travelling and daily allowance shall be paid by the Society if necessary request is received in this regard from the respective Government employers.

- 20. (i) Within six months after the close of every financial year, the Society shall submit to the State Government and Central Government a report on the working of the institution together with an audited statement of accounts showing the income & expenditure for the previous year.

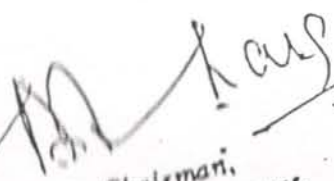
- (ii) The Society shall submit to the State Government and the Central Government the budget estimates for every financial year by such date before the end of the previous year as the State Govt may fix in this behalf.
21. For the purpose of section 6 of the registration of Societies Act, the person in whose name the Society may sue or be sued shall be the Secretary of the Society.
22. All contracts for and on behalf of the Society shall be expressed to be made in the name of the Society and shall be executed by the Chairman and or the Principal of the Institution in accordance with the Bye-laws to be framed in this behalf.
23. (i) Subject to the prior approval of the State Government the Society may alter, extend or abridge any purpose or purpose for which it is established, provided that the procedure prescribed in that behalf by Act of 1860 has been followed.
- (ii) These rules may be altered by the Society with the consent of the State Government at any time by a resolution passed by a majority or two thirds of the total members of the Society at a meeting which shall be convened for the purpose after giving 15 days notice of such resolution to the members of the Society.
24. (i) The Institution shall be open to person of either sex, and whatever race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting students or appointing members, teachers and other staff.
- (ii) No benefaction shall be accepted by the Society which in its opinion, involves condition or obligations opposed to the spirit and object of this Society.
25. The accounts of the Society shall be audited by Govt Auditor or a qualified auditor annually.
26. The State Government may at any time appoint one or more persons to review the work and progress of the Society or Institution and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the State Government may take stipulate. Upon receipt of any such report the State Govt may take such action and issue such directions as it may consider necessary in respect of any of the matter dealt with in report regarding.

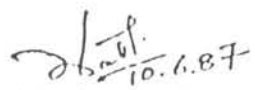


27. In case the State Government is satisfied that the Society or the institution is not functioning properly or is functioning in excess of its powers is committing default in performing its duties, the State Govt shall have the power to take over the administration and assets of the Society/ Institution.

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

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Chairman,  
Board of Governors,  
O. C. E. Sarang (Talcher)

  
Principal,  
Orissa College of Engineering  
Saranga ( Talcher )