

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung, District- West Kameng
Arunachal Pradesh

Registered under the Societies Registration Act, 1860 (Act XXI of 1860)

MEMORANDUM OF ASSOCIATION & RULES & REGULATIONS



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
NEW DELHI

FORM SR-I

APPLICATION FOR SOCIETY REGISTRATION UNDER SOCIETIES REGISTRATION ACT, 1860{AS MODIFIED BY THE SOCIETIES REGISTRATION (EXTENSION TO ARUNACHAL PRADESH) ACT, 1978}

From

Under Secretary,
Ministry of Culture, Govt. of India,
NAI Annexe Building, Janpath, New Delhi- 110 001.

To,

The Registrar of Societies,
Government of Arunachal Pradesh
Itanagar.

A society by name CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES has been formed on 05TH October, 2010.

2. Office Address of Society : **Central Institute of Himalayan Culture Studies, Dahung, PO:Tenga Market, West Kameng District, Arunachal Pradesh.**

Contact No. : 03782-207030 E-mail ID : principalcihcs@yahoo.com

3. List of the Governing Body members of the said Society:

Sl.No.	Post held	Name & Occupation	Address	Signature
i	President (Ex-officio)	Shri Jawhar Sircar, Secretary, Ministry of Culture, Govt. of India,	Shastri Bhawan, New Delhi- 110 001	As already appended at Page 4 and 27 of the Memorandum of Association
ii	Member	Ms. Dipali Khanna, AS & FA, Ministry of Culture, Govt. of India	Shastri Bhawan, New Delhi- 110 001	
iii	Member	Dr. (Ms) T. Kumar, Joint Secretary, Ministry of Culture, Govt. of India,	Shastri Bhawan, New Delhi- 110 001	
iv	Member	Shri B. B. Samaddar, Director, Ministry of Culture, Govt. of India,	Shastri Bhawan, New Delhi- 110 001	
v	Member	Ms. Rubina Ali, Deputy Secretary, Ministry of Culture, Govt. of India,	Shastri Bhawan, New Delhi- 110 001	
vi	Member	Shri Y. D. Thongchi, Commissioner, (Art & Culture), Govt. of Arunachal Pradesh	Itanagar, Arunachal Pradesh	
vii	Member	Shri Rinchin Tashi, Deputy Commissioner Bomdila, West Kameng Distt., Arunachal Pradesh	Bomdila, West Kameng Distt., Arunachal Pradesh	
viii	Member	Shri T. G. Rinpoche, Chairman, Deptt. of Karmik & Adhyatmik (Chos Rig) Affairs, Govt. of Arunachal Pradesh	Itanagar Arunachal Pradesh	

4. Main purpose of Society : To undertake Under Graduate, Post Graduate and Doctoral Programmes in Buddhist and Himalayan Studies.

5. Documents enclosed herewith are : (a) Minutes of the meeting with list of members & their signature- As per Article 5.2 in Page 4 & 5 of the Memorandum of the Association


(b)Memorandum & Bye-laws of the said society (duly certified to be true copy by President/Chairman,Secretary/G. Secretary & Treasurer) - Enclosed.

6. List of movable/immovable : No property exists as of now.
Property of the Society

I, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I have been duly authorised in this behalf by the Governing body of the Society. Hence, the Society may be registered and the Certificate of Registration issued subject to payment of requisite registration fee under head of Account "0070" (OAS).

Place : Bomdila
Date : 07.10.2010

(Yash Veer Singh)
Under Secretary to the Govt. of India
On behalf of Secretary,
Ministry of Culture, Govt. of India,
(Ex-Officio President, CIHCS)

FORM NO. SR-2	
THE SOCIETIES REGISTRATION ACT, 1860	
(AS MODIFIED BY THE SOCIETIES REGISTRATION	
(EXTENSION TO ARUNACHAL PRADESH) ACT, 1978)	
(See Section 3)	
No. SR/ITA/4650.	Central Institute of
This is to certify that Himalayan Culture Studies... with its Head	
office at Dohlung, West Kameng Dist. Arunachal Pradesh has been	
registered under Section 3 of the Societies Registration Act, 1860 (as modified by the	
Societies Registration (Extension to Arunachal Pradesh) Act, 1978).	
The Society has been established for the promotion of various charitable programmes	
and activities.	
This certificate is valid from 10. Nov. 2010 to 09 Nov. 2013.	
until cancelled	
	
Date: 10.10.2010	(Seal)
A. Pangkrom	
Registrar of Societies	
Arunachal Pradesh	
Itanagar	

Central Institute of Himalayan Culture Studies

Dahung, District- West Kameng

Arunachal Pradesh

MEMORANDUM OF ASSOCIATION

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MEMORANDUM OF ASSOCIATION
of
Central Institute of Himalayan Culture Studies
Government of India
Ministry of Culture

Registered under the Society Registration Act, 1860
(Act XXI of 1860)

1. **NAME OF SOCIETY :** The name of Society shall be "Central Institute of Himalayan Culture Studies".
2. **OFFICE :** The Registered Office of the society shall be at Dahung in West Kameng District of Arunachal Pradesh.
3. **AREA OF OPERATION :** The area of operation of the Society shall be all over India.
4. **OBJECTIVES :** The Society shall undertake Under Graduate, Post Graduate and Doctoral Programmes in Buddhist and Himalayan studies and may also establish and maintain feeder schools. The objectives of the Society are :
 - 4.1 To take over and carry on the academic activities, administration and management of the Central Institute of Himalayan Culture Studies, Dahung in West Kameng District of Arunachal Pradesh. The functions of the Society shall be :
 - 4.1.1 To provide for instruction for various courses in Indian Culture and for study and research in different branches of Buddhist Philosophical and Cultural studies for Degrees and Diplomas of the Board or University to which the Institute is affiliated.
 - 4.1.2 To prepare students for higher learning and research in the fields of Buddhist Studies. Bhoti language and literature and Himalayan Studies with methods using knowledge of modern research methodology and advanced up-to-date technology.
 - 4.1.3 To inculcate awareness of the Cultural ethos, ecological balance and preservation of natural resources with special reference to the Himalayan region and North East region of India.
 - 4.1.4 To teach traditional arts and crafts and modern technical skill sets for facilitating economic self-sufficiency and sustainable development and preservation of ethnic identity within the framework of national unity.
 - 4.1.5 To institute and award fellowships, scholarships, prizes and medals in accordance with the Rules and Bye-laws.
 - 4.1.6 To confer honorary awards and others distinctions.

- 4.1.7 To establish, maintain, building complexes and manage halls and hostels for the education, training, residence of the students and staff of the Institute.
- 4.2 To do all such things as may be necessary incidental or conducive to the attainment of all or any of the objects of the Society.
5. **FIRST MEMBERS OF THE SOCIETY :** The names, addresses, occupations and designations of the first members of the Society to whom the Management of the Society is entrusted under Section 2 of the Societies Registration Act, 1860 as applicable to Itanagar are as follows :

Sl. No.	Name	Occupation & Address	Designation
i	Shri Jawhar Sircar	Secretary, Ministry of Culture, Shastri Bhawan, New Delhi-01	President Ex-officio
ii	Ms. Dipali Khanna	AS & FA, Ministry of Culture, Shastri Bhawan, New Delhi-01	Member
iii	Dr.(Ms.) T. Kumar	Joint Secretary, Ministry of culture Shastri Bhawan, New Delhi-01	Member
iv	Shri B. B. Samaddar	Director, Ministry of Culture, Shastri Bhawan, New Delhi-01	Member
v	Ms. Rubina Ali	Deputy Secretary, Ministry of culture Shastri Bhawan, New Delhi-01	Member
vi	Mr. Y. D. Thongchi	Commissioner (Art & Culture), Govt. of Arunachal Pradesh, Itanagar	Member
vii	Mr. Rinchin Tashi	Deputy Commissioner, Bomdila, West Kameng Distt. Arunachal Pradesh	Member
viii	Shri T. G. Rinpoche	Chairman, Deptt. of Karmik & Adhyatmik (Chos-Rig) Affairs, Govt. of Arunachal Pradesh, Itanagar.	Member

- 5.1. A copy of the Rules of the Society certified to be a correct copy by the eight members of the Society is filed with the Registrar of Societies, Itanagar along with its Memorandum of Association.
- 5.2. We, the several persons, whose names and addresses are given below having associated ourselves for the purpose described in this Memorandum of Association, do hereby, subscribe our names to this Memorandum of Association and set out several and respective names here under and form ourselves into a Society under

Act XXI of 1860 this _____ day of _____ at _____

S. No.	Name	Occupation & Address	Signature
i	Shri Jawhar Sircar	Secretary, Ministry of Culture, Shastri Bhawan, New Delhi-01	
ii	Ms. Dipali Khanna	AS & FA, Ministry of Culture, Shastri Bhawan, New Delhi-01	
iii	Dr.(Ms.) T. Kumar	Joint Secretary, Ministry of Culture Shastri Bhawan, New Delhi-01	
iv	Shri B. B. Samaddar	Director, Ministry of Culture, Shastri Bhawan, New Delhi-01	
v	Ms. Rubina Ali	Deputy Secretary, Ministry of Culture Shastri Bhawan, New Delhi-01	
vi	Mr. Y. D. Thongchi	Commissioner (Art & Culture), Govt. of Arunachal Pradesh, Itanagar	
vii	Mr. Rinchin Tashi	Deputy Commissioner, Bomdila, West Kameng Distt. Arunachal Pradesh	
viii	Shri T. G. Rinpoche	Chairman, Deptt. of Karmik & Adhyatmik (Chos-Rig) Affairs, Govt. of Arunachal Pradesh, Itanagar.	

I certify the aforesaid signatures

(Yash Veer Singh)

Under Secretary to Government of India

RULES & REGULATIONS OF CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

1. SHORT TITLE:

These Rules may be called the rules of the Central Institute of Himalayan Culture Studies.

2. DEFINITIONS:

In these Rules and Regulations, unless context otherwise requires.

2.1 “Administrative Officer” shall mean the Administrative Officer of the Institute appointed under these rules.

2.2 “Accounts Officer” shall mean the Accounts Officer of the Institute appointed under these rules.

2.3 “Board” shall mean the Board of Management of the Central Institute of Himalayan Culture Studies, Dahung in West Kameng District of Arunachal Pradesh.

2.4 “Chairman” shall mean the Chairman referred to in these rules.

2.5 “Central Government” shall mean the Ministry of Culture, Government of India.

2.6 “Director” shall mean the Director of the Central Institute of Himalayan Culture Studies, Dahung, West Kameng District of Arunachal Pradesh appointed under these rules.

2.7 “Funds” shall mean the funds of the Board of the Central Institute of Himalayan Culture Studies, West Kameng District of Arunachal Pradesh including movable and immovable properties.

2.8 “Institute” shall mean the Central Institute of Himalayan Culture Studies, West Kameng District of Arunachal Pradesh.

2.9 “Member” shall mean the members of the Society/Board of Governors referred to in these rules.

2.10 “Society” shall mean the society of Central Institute of Himalayan Culture Studies, Dahung in West Kameng District of Arunachal Pradesh.

2.11 “Secretary” shall mean the Member Secretary of the Society/Board of Governors referred in these rules.

2.12 “State Government” shall mean the Government of Arunachal Pradesh.

2.13 “Vice-Chairman” shall mean the Vice-Chairman referred to in these rules.

2.14 “Year” shall mean the period of 12 calendar months beginning from the 1st day of April and ending on the 31st day of March of subsequent year.

3. SOCIETY:

3.1 Composition of the Society : The Society shall consist of the following members :

a.	Secretary, Ministry of Culture	President (Ex-officio)
b.	Joint Secretary, Ministry of Culture	Vice-President (Ex-officio)
c.	All members of the Board of Governors of the Society	Members
d.	Secretary or a senior Representative, North Eastern Council, Shillong	Member (Ex-officio)
e.	Director of the Institute	Member Secretary (Ex-officio)

3.1.1 The above constitution of the Society can be modified by a Resolution of the Society passed by 2/3rd majority.

3.2 Annual meeting of the Society:

3.2.1 The Society shall meet at least once every year and whenever necessary in the interest of the Society.

3.2.2 For every meeting of the Society one month's notice shall be given to the members. Five members including the President shall constitute a quorum at any meeting of the Society.

3.2.3 In case of a difference of opinion amongst the members, the opinion of the majority shall prevail.

3.2.4 Each member of the Society, including the President shall have one vote and if there be an equality of votes on any question to be determined by the Society, the Chairman shall in addition have and exercise a casting vote.

3.2.5 Meeting of the Society shall be presided over by the President in his absence, by the Vice-President and in the absence of both, by a member chosen from amongst members present at the meeting.

3.2.6 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 Resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such Resolution had been adopted at a meeting of the Society, provided that in every such case at least five members of the Board shall have recorded their approval of resolution.

4. POWER AND FUNCTIONS OF THE SOCIETY :

4.1 A draft of the Annual Report and the yearly accounts of the Society shall be placed before the Society in its annual general meeting for its consideration and approval.

4.2 Society shall guide, supervise and oversee the overall functioning of the Institute.

5. ADMINISTRATION AND MANAGEMENT:

5.1 The general superintendence, direction and control of the affairs of the Society and its income and property shall be vested in the Governing Body of the Society which shall be called the Board of Governors Central Institute of Himalayan Culture Studies, hereinafter referred as “The Board”.

5.2 The terms of the Board shall be three years and consists of the following members :

i	Joint Secretary, Ministry of Culture Govt. of India, New Delhi	Chairman (Ex-officio)
ii	Director/Deputy Secretary dealing with Administration of CIHCS in Ministry of Culture, Govt. of India, New Delhi	Member (Ex-officio)
iii	Director/Deputy Secretary (IFD), Ministry of Culture, Govt. of India, New Delhi	Member (Ex-officio)
iv	One representative from Ministry of Defence Govt. of India, New Delhi	Member (Ex-officio)
v	One representative from Department of Education Ministry of HRD, Govt. of India, New Delhi	Member (Ex-officio)
vi	One representative of the Education Department, Govt. of Arunachal Pradesh	Member (Ex-officio)
vii	Vice-Chancellor or a senior Representative, Rajiv Gandhi University (A Central University), Itanagar, Arunachal Pradesh	Member (Ex-officio)
viii	One nominee of the Vice-Chancellor of the University to which the Institute is affiliated	Member (Ex-officio)
ix	Deputy Commissioner, Bomdila, West Kameng District of Arunachal Pradesh	Member (Ex-officio)
x	A senior Representative of the Gonpas (Monasteries) to be nominated by the Govt. of Arunachal Pradesh	Member
xi to xiii	Three Buddhist scholars nominated by the Govt of India	Member

xiv	One person from amongst teaching staff of the Institute nominated by the Govt. of India	Member (Ex-officio)
xv	Director of the Institute	Member (Ex-officio)

NOTE : A member of the Board shall be nominated as Vice-Chairman by the Government.

6. CHANGE IN ADDRESS:

If a member of the Society changes his address, he may notify to the Secretary his new address, but if he fails to notify such address, his address as recorded on the rolls of the members shall be deemed to be his address.

7. MEMBERSHIP OF SOCIETY/BOARD:

7.1 Where a member of the Society/Board becomes such member by reason of the office he holds, his membership shall be deemed to be terminated when he ceases to hold that office.

7.2 A member of the Society/Board representing the Central or the State Government shall continue to be such member during the pleasure of the concerned Government.

7.3 Every other member of the Society/Board including its Chairman but excluding members of the institute nominated by the Chairman shall cease to be such member on the expiry of three years from the date of his appointment/nomination but shall be eligible for re-appointment or re-nomination, as the case may be.

7.4 If any member representing the Central or the State Government is unable to attend a meeting of the Society or the Board, he may appoint or authorize a representative to take his place at that meeting of the Society or the Board and such representative shall have the rights and privileges of a member of the Society or the Board for that meeting.

7.5 A member of the Society or the Board shall cease to be such a member if he (a) dies or (b) resigns his membership, 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 Central Government from the membership of the Society or (g) if, except in the case of the Heads of the Institute, he accepts a full-time appointment in the Institute or (h) acts or behave in a manner not conducive to the purpose and objective of the Society or (i) if he fails to attend three consecutive meetings of the Society or the Board without the leave of the President/Chairman.

8. RESIGNATION FROM SOCIETY/BOARD :

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

9. VACANCIES:

Any casual vacancy in the Society/Board through death/resignation or otherwise shall be filled 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 such casual vacancy shall hold office for the remainder of the term of any of the member in whose place he has been appointed.

10. VACANCY NOT TO AFFECT PROCEEDINGS:

The Society/Board shall function, notwithstanding any vacancy in the membership therein and notwithstanding any defect in the appointment or nomination or election of any of its member and no act or proceedings of the Board shall be invalid merely by reasons of the existence of and vacancy therein or of any defect in the appointment of nomination or election of any of its members.

11. MEETINGS OF THE BOARD:

11.1 The Board shall ordinarily meet at least once in every six months or more if necessary on a written requisition of not less than five members for a special meeting. Not less than fifteen days notice shall be given for every meeting of the Board and the agenda papers should reach the members at least one week before the meeting and a copy of the proceedings of every meeting shall be furnished to the central Government as soon as practicable after the meeting.

11.2 Five members of the Board including the Chairman shall constitute a quorum for any meeting of the Board.

11.3. In case of a difference of opinion amongst the members, the opinion of the majority shall prevail.

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

11.5 Every meeting of the Board shall be presided over by the Chairman and, in his absence by the Vice-Chairman.

11.6. Any resolution except such as may be placed before the meeting 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 effective and binding as if such resolution had been adopted at a meeting of the Board, provided that in every such case at least five members of the Board shall have recorded their approval of resolution.

12. POWERS AND FUNCTIONS OF THE BOARD :

12.1 The Board shall exercise or perform all duties, powers, functions and rights what so ever necessary or consequential and incidental to give effect to its objectives set forth in clause 4 of the Memorandum of Association provided that the Government of India may from time to time issue directives to the Board on matters of policy which the Board shall carry out.

12.2 The Board of Management shall hold, control and administer the property and funds of the Institute as well as other funds placed at the disposal of the Institute for any specific object.

12.3 The Board of Management may appoint committee such as the Academic Committee, the Finance committee, the Research Committee, the Publication Committee, Search Committee and other Committees which may be deemed necessary to assist the Board in matters of academic interest, finance,

research, publication and others. The Board of Management may recommend to Government of India for appointment of Honorary Advisor or Advisers to advise the Board and Officers of the Institute in academic matters.

12.4 The Board shall in addition to other duties vested in them have the following powers :

- i. To declare branch campus of the Institute and to establish and maintain or support feeder schools or training centers in any part of India for imparting instructions on similar subjects.
- ii. To invite scholars of Buddhist Philosophy and Culture from different parts of India and other countries for lectures, and to hold Seminars, discussions and discourses on Buddhist Philosophy and Culture.
- iii. To confer honorary awards or other distinctions.
- iv. To provide hostels for students, supervise and control their residence regulate discipline and make arrangements for promoting their culture, health and general welfare.
- v. To provide residential accommodations for staff (teaching and other staff) and to promote culture and general welfare.
- vi. To buy, sell, endorse, negotiate or transfer, all or any portion of the property, movable and immovable of the society, Government or other securities, negotiable instruments including hundies and to collect and realise interest, bonuses, dividends and profit on such securities, negotiable instruments etc. for the purposes of the Society.
- vii. To invest funds belonging to the Society or under the control of the Society in such property and/or securities as are authorised by law for the investment of trust funds or such other classes of securities.
- viii. To borrow or raise money for the fulfillment of the objects of the Society with or without security by creating a charge loan, or mortgages on whole or any part of its properties, assets, rights or privileges on such terms and conditions and to such extend as may be determined by the Society from time to time, provided that no such loans with or without security shall be taken by the Society without prior approval of the Government of India. The Government of India shall have right to examine the purpose for which the loan is taken and whether or not the terms and conditions for the grant of loans are reasonable and in the interest of the Institute.

- ix. To establish and maintain research and reference rooms and museums.
- x. To maintain a fund to which shall be credited :
 - (a) all money provided by the Central Government.
 - (b) all fees and other charges received by the Society.
 - (c) all money received by the Society by way of grant gifts, donations, benefactions, bequests or transfer, and
 - (d) all money received by the Society in any other manner or from any other source.
- xi. To deposit all money credited to the funds in such manner as may be approved by the Society and provided under bye-laws.
- xii. To meet expenses of the Society including expenses incurred in the exercise of its powers and discharge its functions out of the funds.
- xiii. To issue appeals for funds in furtherance of the object of the Society and to receive gifts and undertake the management of any endowment, Trusts' fund or donation not inconsistent with the objects of the Society.
- xiv. To maintain proper accounts and other relevant records and prepare and annual statement of accounts and progress report in such form as may be prescribed of the Central Government.
- xv. To have accounts of the Institute audited by the C. A. G. of India.
- xvi. To acquire, purchase, take on loan on hire or in exchange or in gift of dispose of any movable or immovable property with the approval of the Central Government and to construct, improve, maintain, alter or demolish any house, building and other properties may be necessary for the Institute.
- xvii. To enter into, carry out, confirm and cancel contracts and agreement on behalf of the Institute.
- xviii. To make accept, endorse and execute promissory notes, bills of exchange, cheques and other negotiable instruments in connection with the affairs of the Institute.

- xix. To consider the annual reports, the annual accounts, audit report and the financial estimates and to lay before the Government of India and /or the Parliament, Annual statements of financial requirements, plans and projects of the Institute, as the case may be.
- xx. To prepare the budget, sanction and incur expenditure for the Institute within the limits of the budget approved by the Central Government.
- xxi. To fix admission, tuition and other fees to be charged from the students reading and/or residing in the Institute.
- xxii. To conduct courses of study and make arrangements for teaching and research.
- xxiii. To institute and award fellowship, scholarships for prizes and medals.
- xxiv. To supervise residence, progress, health and discipline.
- xxv. To create, suspend, alter or abolish such teaching and administrative posts as may be considered necessary for the Institute only with the approval of the Government of India, and thereafter filled by the Board.
- xxvi. To appoint Director and other members of the Teaching and Administrative Staff excluding Class IV employees of the Institute and to lay down conditions of their services provided that the first Director of the Institute shall be appointed with the approval of the Government of India.
- xxvii. To make arrangement for exercise of powers and functions and discharge of duties of Director in casual and temporary vacancies.
- xxviii. To grant of the recommendation of the Director study-leave and leave without pay to the teaching staff of the Institute subject to the Rules and Regulations of the Institute.
- xxix. To open and operate account or accounts in the name of the Institute with such scheduled Bank as it may think fit and to keep the funds of the Institute deposited with such Bank (s).
- xxx. To take such insurance in respect of property or employees of the Institute as it may think fit.

- xxxi. To make Rules/Bye-laws and alter, amend or repeal the same.
- xxxii. To co-operate with any other organisation in the matters of education and training/research.
- xxxiii. To appoint a committee or committees or Search Committee for the disposal of or for advice in any matter pertaining of the Institute.
- xxxiv. To prescribe rules and regulations for the admission of candidates to the various courses of study in conformity with the policy approved in this behalf by the Central Government.
- xxxv. To lay down standard of proficiency to be demonstrated before the award of diplomas, certificates and other distinctions in respect of the courses offered by the Institute.
- xxxvi. To create and to make appointments and prescribe emoluments and terms and conditions of employment to all the posts of the training Institute within the policy prescribed by the Central Government.
- xxxvii. To issue and defend all legal proceedings on behalf of the Institute.
- xxxviii. To delegate to such extent as it may deem necessary and of its powers to any officer or Committee of the Board.
- xxxix. To consider and pass such Resolutions on the Annual Report, the Annual Accounts and the Financial estimates of the Institute as it thinks fit, such Annual Report, Annual Accounts and Financial estimates along with the Resolutions passed thereon by the Board being submitted to the Central Government.
- xl. To make, adopt, amend, vary or rescind, from time to time by-laws (a) for the conduct of the business of the Board and the committees to be appointed by it (b) for delegation of its powers or (c) for fixing the quorum.
- xli. To create patron-ship, affiliation and other classes of professional or honorary or membership as the Society may consider and appointment.

- xlii. To ensure equal opportunity in admission and appointment.
- xliii. The Institute shall be open to persons of either gender, and of whatever race, creed, caste or class and no pretexts or conditions shall be imposed as to religious belief or profession in admitting students or appointing members, teachers and other staff of the Institute.
- xliv. To ensure that Hindi and English languages are made mandatory in the syllabus at different levels.
- xlv. To ensure implementation of the Reservation Policy of the Government of India.
- xlvi. To exercise such other powers and to do such other acts or things as may be necessary or expedient in the proper performance of the duties and for furtherance of the aims of the Board.

13. POWER OF DELEGATION OF THE BOARD:

Without prejudice to the powers and authority conferred on it under these Rules, the Board may by Resolution, delegation to the Chairman or Vice-Chairman or Secretary or Administrative Officer, such of its powers for the conduct of its business as it may deem fit subject to conditions that the action taken by any of the persons, to whom the powers have been delegated under these Rules, shall be reported to the Board at their next meetings.

14. POWERS OF THE CHAIRMAN:

- 14.1 It shall be the duty of the Chairman to see that the decisions taken by the Board are implemented.
- 14.2. The Chairman shall exercise such other powers as are or may be delegated to him by the Board or under these Rules.

15. POWERS OF THE VICE-CHAIRMAN:

- 15.1. The Vice-Chairman shall, in the absence of the Chairman for whatever reason, exercise all the functions and powers of the Chairman.

15.2. The Vice-Chairman shall also carry out such functions and powers, as may be delegated by the Chairman of the Board from time to time.

16. POWERS OF THE DIRECTOR:

16.1 The Director being the Head of the Institute shall be the Chief Executive and Administrative Officer of the Institute.

16.2 The Director shall be responsible for the organization of teaching and co-curricular activities of the Institute.

16.3 The Director shall advise the Board in regard to its financial policy.

16.4. The Director shall be responsible for maintaining high academic standards, proper administration and maintenance of discipline in the Institute.

16.5. The Director jointly shall be authorized to sign all the contracts on behalf of the Institute.

16.6. The Director shall be the custodian of the funds and securities of the Institute.

16.7. The Director shall subject to the direction and control of the Board, manage the properties and investments of the Institute and shall be responsible for the Presentation of the Annual Estimates and the Annual statement of Accounts.

16.8. The Director shall realise and receive all grants or other money due to the Institute from the Government and designated persons, Bodies and Authorities.

16.9. Subject to the direction and control of the Board, the Director shall have the power to buy, sell, endorse and otherwise negotiate or transfer all Government securities, Stocks, Shares and other Instruments of similar character on behalf of the Institute and realise interests, dividends, bonuses or profits due thereon.

16.10. The Director shall sanction increments to the teaching and administrative staff according to rules except that in case and where the increments are to be stopped or postponed, the same may be done only with prior approval of the Board.

16.11 The Director shall sanction leave of all types within the prescribed Rule to all administrative staff and officiating arrangements whatever necessary, will be made by him in accordance with the rules.

16.12. The Director shall sanction all types of leave expecting study leave and leave without pay and privilege leave to the teaching staff in accordance with the Rules except that in case the grant of leave involves appointment of a substitute, the same shall be done by him with the approval of the Chairman.

16.13 The Director may suspend any administrative employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. shall be taken by him without prior approval of the Board.

16.14. Subject to control by the board, the Director shall in addition to other powers and functions :

- i. Operate the students' funds; and
- ii. Have power to appoint Class IV staff, suspend and dismiss such staff and report the same to the Board of Management.

16.15 The Director shall decide the policies regarding courses, teaching methodologies, examination of the Institute, promotion and admission to the Institute after consultation with the Staff Council and the Board.

16.16. The Director shall sanction the remission of tuition fees within the financial limits laid down under the Rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.

16.17 The Director in order to keep the members of the Board informed of the progress of the expenditure of the Institute shall submit half yearly statement of income and expenditure of the Institute to the Board for information according to the budget heads.

16.18 The Director shall have power to incur expenditure within the limits of the budget approved by the Government of India subject to such conditions and limits as may be prescribed by the Board and the Govt. of India.

16.19 In any emergency in which, in the opinion of the Director immediate action is required, the Director shall take the action subject to these Rules as he thinks necessary and shall report the action taken by him to the Chairman and Vice-Chairman immediately and the Board at its next meeting for approval and confirmation, provided that the Director shall not have the power to incur expenditure which is not approved in the budget.

16.20 The Director shall have such other powers and perform such other duties as may be delegated to him by the Board.

17. POWERS OF THE SECRETARY :

17.1 The Director shall be the Member-Secretary of the Society/Board of Governors.

17.2 The Secretary shall keep a record of the proceedings of the Society/ Board and shall perform the duties herein after directed to be performed by Secretary and not otherwise provided for by these Rules.

17.3 The Secretary shall present progress report to the Board.

17.4 The Secretary shall be the sanctioning and controlling Officer. The cheques and account books will be signed jointly by the Secretary and the Accounts Officer.

18. POWER OF THE MEMBERS OF THE BOARD:

The Members of the Board shall have the right to visit and inspect the Institute from time to time. Reports on such inspection shall be placed before the Board.

19. POWERS OF THE ADMINISTRATIVE OFFICER:

19.1 The Administrative Officer shall be responsible for the administration and discipline of the Office of the Institute and will be accountable to the Director.

19.2 The Administrative Officer shall supervise and control the administrative work of the Office of the Institute and shall be responsible for proper maintenance of records thereto.

19.3 The Administrative Officer shall perform such other duties and exercise such other powers as may be assigned to him by the Board and/or Director.

20. POWERS OF THE ACCOUNTS OFFICER:

20.1 The Accounts Officer shall help the Director in maintenance of accounts and in day to day financial and others affairs of the Institute.

20.2 The Accounts Officer shall be the Drawing and Disbursing Officer. The cheques and the account books will be signed jointly by the Secretary and Accounts Officer.

20.3 The Accounts Officer shall prepare budget estimates, maintain Cash book, ledger, voucher files, etc.

21. TEACHING & NON TEACHING STAFF:

The appointment of teaching and non teaching staff, their confirmation, extension of service, termination of service, grant of increments, scales of pay, leaves, conditions of service and any dispute arising there from, will be governed by the provisions laid down in the Bye Laws of the Institute and directions from the Government of India.

22. STAFF COUNCIL:

The Institute may have Staff Council subject to the general supervision of the Board in accordance with the provisions of the Rules of the Institute framed for this purpose.

23. FUNDS, ACCOUNTS AND AUDIT:

(a)Funds : The funds of the Society shall consists of the following:

- i. all money provided by the Central Government.
- ii. all fees and other charges received by the Institute.
- iii. all moneys received by the Board by way of grants, gifts, donations benefactions, bequests or transfers and

- iv. all money received by the Board in any other manner or from any other source.

(b)Accounts :

- i. An account or accounts in the name of the Institute shall be opened with a scheduled bank or banks as the Board may think fit and the funds of the bank(s).
- ii. The fund of the Society shall be utilised solely for the purpose of the Society.
- iii. The accounts of the Institute shall be maintained in the name of the Institute. The accounts of the Institute shall be kept in such forms as may be laid down by the Board and shall conform to the rules prescribed by the Government of India.
- iv. All funds belonging to the Institute or under the control of the Board shall be shown separately in the account of the Institute.
- v. All expenditure will be incurred in accordance with the Rules to be framed for the purpose. There shall be suitable imprest cash for the Director to meet the day to day contingent expenses.

(C) **Audit:** In accordance with General Financial Rule 211 of the Government of India, the Accounts of the Institute shall be audited by Comptroller and Auditor General of India.

24. ANNUAL REPORT & ACCOUNTS:

The Board within six months after the close of financial year shall submit a Report in English and Hindi both on the working of the Society annually to the Government of India. A draft of the Annual Report and the yearly accounts of the Society shall be placed before the Society at its annual general meeting for its consideration and approval. Such report shall contain particulars regarding the work of the Society during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Society during the said year. Copies of the Annual Report and Yearly Accounts as finally approved by the Society shall be submitted to

Ministry of Culture, Govt. of India, for the purpose of being laid down on the Table of each House of Parliament within nine months of closure of the accounting year.

25. THE INVESTMENT OF FUNDS:

The investment of funds belonging to the Institute shall be made property and securities authorised by law for the investment of the trust funds or such other classes of security as may, from time to time, be approved by the Government.

26. PROVIDENT FUND, PENSION:

26.1 The Board shall establish and maintain a Provident Fund for the benefit of the staff of the Institute in accordance with the Rules of Government of India.

26.2 The Board may introduce a Pension Scheme for the benefit of the staff of the Institute in accordance with the New Pension Scheme of Ministry of Finance, Government of India.

27. LEGAL OPTION:

The person in whose name the Society may sue or be sued shall be the Secretary of the Board in all legal proceedings.

28. COMMON SEAL:

The Society shall have a common seal of such make and design as the Board may determine.

29. CONTRACTS:

Subject as herein before, provided all contracts for and on behalf of the Society shall be name in the name of the Society and shall be signed by the Chairman and the Director.

30. ALTERATION OF THE MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS:

30.1 In case it is deemed expedient to alter, extend or abridge the purpose for which the Society is established or to amalgamate wholly or partly with any other Society or change any other clause of the Memorandum, the same shall be done in accordance with the procedure laid down in the Societies Registration Act XXI, 1860 and with prior approval of the Government of India.

30.2 The Board of Management at any time may amend the Rules of the Society but no such amendment shall be made which is not in conformity with the directions of the Government of India.

31. BYE-LAWS:

The Board may frame bye-laws from time to time not inconsistent with these Rules and Regulations of the Society for all or any of the following matters, namely :

- i. The Authorities and Bodies of the Institute.
- ii. The Officers of the Institute.
- iii. The constitution, powers and functions of the authorities and other bodies of the Institute, as may be constituted from time to time.
- iv. The election and continuance in office of the members of the said authorities and bodies, the filling up of vacancies of members and all other matters relating to those authorities and other bodies for which it may be necessary or desirable to provide.
- v. The manner of appointment of the officers of the Institute, terms and conditions of service, their powers and duties.
- vi. The conditions of service of employees including provision for pension, insurance and provident fund, the manner of termination of service and disciplinary action.
- vii. The principles governing the seniority of service of the employees of the Institute.

- viii. The procedure in cases of dispute between employees or students and the Institute.
- ix. The manner of appointment of teachers, academic staff and other employees of the Institute.
- x. Code of conduct for teaching and non teaching staff.
- xi. The admission of students to the University and their enrollment as such.
- xii. The courses of study to be laid down for all degrees, diplomas and certificates of the Institute.
- xiii. The award of degrees, diplomas, certificates and other academic distinctions, the qualification of the same and the means to be taken relating to the granting and obtaining of the same.
- xiv. The fees to be charged for courses of study in the Institute and for admission to the examination, degrees and diplomas of the Institute.
- xv. The conditions for award of fellowships, scholarships, studentships, medals and prizes.
- xvi. The conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators.
- xvii. The conditions of residence of the students of the Institute.
- xviii. The special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing of special courses of studies for them.
- xix. The manner of co-operation and collaboration with other Institutes, Universities in India or abroad and authorities including learned bodies or associations.

xx. The creation, composition and functions any other body which is considered necessary for improving the academic life of the University.

xxi. The supervision and management of feeder schools admitted to the privileges of the Institute.

xxii. The setting up of machinery for redressal of grievances of employees.

xxiii. All other matters which by the Rules may be provided for by the Bye-laws.

32. REVIEW OF THE FUNCTIONING OF THE SOCIETY:

32.1 The Central Government may at any time appoint one or more persons to review the work and progress of the Society or the Institute and to hold any inquiry into the affairs thereof and to report thereon in such manner as the Central Government may stipulate, upon receipt of any such report, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt within the report regarding the Society of the Institute as the case may be and the Society shall be bound to comply with such directions.

32.2 In case, the Central Government is satisfied that the Society or the Institute is not functioning in accordance with its approved mandate, the Central Government shall have the power to take over the administration and the assets of the Institute.

33. REMUNERATION TO MEMBERS:

The Members of the Society/Board or/of any Committee appointed by the Society or the Board shall not be entitled to any remuneration from the Society or the Board but non-official members of the Society/Board/Committee (if any) shall be paid by the Society such traveling and daily allowance as may provided for in the bye-laws to be made in this behalf in respect of any journey undertaken by them for attending the meetings of the Society, the Board or the Committee or in connection with any other business of the Society, the Board or the Committee as the case may be.

34. SPECIAL INVITEES FOR BOARD MEETINGS:

The Society/Board will have the power to invite any person or persons not being Members of the Board to attend the meeting of the Board, but such Invitees shall not be entitled to vote at the meeting.

35. PROPERTIES AND FUNDS VESTED IN THE SOCIETY:

The properties and funds of the Society shall vest in the Society and shall consist of:

- i. Grants made by the Government of India through the Ministry of Culture.
- ii. Any other grants made by the Government of India/State Government.
- iii. Grant-in-aid from Multi Global/Bilateral International agencies subject to Government rules and regulations.
- iv. All buildings, lands, machinery, plant, equipment and instruments (whether laboratory workshop, prototype shop or otherwise) books and journals, furniture, furnishings and fixtures belonging to the Society.
- v. Gifts and donations of cash and securities and of any properties, either movable or immovable and
- vi. Remuneration received through consultancy, training, fee, contracts, etc.

36. DISSOLUTION OF THE SOCIETY:

36.1 The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (Act No. XXI of 1860) after obtaining the previous consent of the Central Government on that behalf.

36.2 If, upon the dissolution of the Society, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Society, but it shall be lawful for the Members to determine by the majority of the votes of the Members present personally at the time of dissolution of the Society that

such property shall be given to the Central Government to be utilised for any of the purposes referred to in Section 1 of the Societies Registration Act (Act XXI of 1860).

37. **ROLE OF THE CENTRAL GOVERNMENT:**

37.1 The Institute shall, in discharge of its functions, be bound by such directions on questions of policy as the Central Government may give in writing to it from time to time.

37.2 The decision of the Central Government as to whether a question is one of Policy or not shall be final.

CERTIFICATE

CERTIFIED that this is a true and correct copy of the Rules and Regulations of the Society :

Sl. No.	Name	Occupation & Address	Signature
i	Shri Jawhar Sircar	Secretary, Ministry of Culture, Shastri Bhawan, New Delhi-01	
ii	Ms. Dipali Khanna	AS & FA, Ministry of Culture, Shastri Bhawan, New Delhi-01	
iii	Dr.(Ms.) T. Kumar	Joint Secretary, Ministry of Culture Shastri Bhawan, New Delhi-01	
iv	Shri B. B. Samaddar	Director, Ministry of Culture, Shastri Bhawan, New Delhi-01	
v	Ms. Rubina Ali	Deputy Secretary, Ministry of culture Shastri Bhawan, New Delhi-01	
vi	Mr. Y. D. Thongchi	Commissioner (Art & Culture), Govt. of Arunachal Pradesh, Itanagar	
vii	Mr. Rinchin Tashi	Deputy Commissioner, Bomdila, West Kameng Distt. Arunachal Pradesh	
viii	Shri T. G. Rinpoche	Chairman, Deptt. of Karmik & Adhyatmik (Chos-Rig) Affairs, Govt. of Arunachal Pradesh, Itanagar.	

Attested and signed before me.

(Yash Veer Singh)

Date :

Under Secretary to Government of India