उत्तर प्रदेश UTTAR PRADESH

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कम्पनी, बोर्डाइटीज तथा चिट्स
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MEMORANDUM OF ASSOCIATION OF THE RAJKIYA ENGINEERING COLLEGE, KANNAUJ (U.P.)

In the matter of the Rajkiya Engineering College, Kannauj (hereinafter referred to as 'Society') under Societies' Registration Act 1860 (Act XXI of 1960)

MEMORANDUM OF ASSOCIATION

Name

1. The name of the Society is Rajkiya Engineering College Society, Kannauj.

Office

2. The registered Office of the Society shall be at Kannauj, U.P.

Objects and Functions

3. The object and functions of the society shall be:

(i) To establish and carry on the administration and management of the Rajkiya Engineering College, Kannauj (hereinafter referred to as the College). **The College will function as an Associated College of U.P. Technical University, Lucknow.**

(ii) To provide for instructions and research in different branches of engineering / technology and such other branches as the College may think fit, and to conduct courses for undergraduate degree and post-graduate degree in engineering / technology and for the advancement of learning and dissemination of knowledge in all such branches.

To hold examinations and make rules and regulations there for, declare results and give awards for courses other than that for university degree and make arrangements for examination conducted by the university in accordance with the statute and regulations of the university, to which the college is affiliated.

(iv) To fulfil the conditions of affiliation as laid down by the affiliating University.

(v) To fix and demand such fees and other charges as may be laid down in the byelaws and/or the rules of the society.

(vi) To establish, maintain and manage halls and hostels for the residence of the students.

(vii) To establish, maintain and manage residential quarters for the staff of the College.

(viii) To supervise and control the halls of residence and hostels, to regulate discipline among the students of the College and

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d) All money received by the society in any other manner or from any other source,

(xx) To deposit all money credited to the fund in such a bank or invest it in such a manner as the society may, with the approval of the State Government, decide.

(xxi) To meet the expenses of the society including expenses incurred in the exercise of its power and discharge of its functions out of the fund.

(xxii) To maintain proper accounts and other relevant records and prepare annual statements of accounts including the balance sheet in such form as may be prescribed by the State Government.

(xxiii) To have accounts of the Society audited in such manner as the State Government may direct and to forward annually to the State Government the accounts duly certified by the auditors together with Audit Report thereon.

(xxiv) 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.

(xxv) To constitute such committee or committees as the Society may deem fit for disposal of or advice on any business of the College.

Delegation of Powers

4. The Society may delegate all or any of its powers to the Board of Governors of the College or to any of the Committee or Committees constituted by it or to any officer or officers of the society.

5. The College shall be open to persons of either sex and of whatever race, creed, caste or class, and no test of condition shall be imposed as to religious belief or profession in admitting students or in appointing members, teachers and workers or in any other connection whatsoever.

Limitations

6. No immovable or movable property of the Society shall be disposed of in any manner whatsoever without the approval of the State Government.

7. The State Government may appoint one or more persons to review the work and progress of the Society or College and to hold enquiries into 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 any of matters dealt with in the report, and the society or College as the case may be, shall be bound to comply with such directions.

8. In case the Society or the College is not functioning properly, the State Government will have the power to take over the assets of the Society, including the administration of the College.

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to make arrangements for promoting their health, general welfare and cultural and corporate life.

(ix) To provide facilities for units of National Cadet Core (NCC), National Service Scheme (NSS) in the College.

(x) To create teaching, research, administrative, technical and ministerial posts and to make appointments thereto in accordance with the approved scheme and the rules and byelaws of the society that may be approved by the Government of Uttar Pradesh (hereinafter referred to as the State Government).

(xi) To co-operate with educational and/or other institutions in any part of the world having objects wholly or partly similar to those of the society by exchange of the teachers and scholars and generally in such manner as may be conducive to their common object.

(xii) To help students and staff of the college in special and higher studies in the Country or abroad.

(xiii) To organize seminars and lectures by eminent engineers, scientists and educationists.

(xiv) To prepare and publish periodicals and papers on the scientific and engineering subjects and to encourage original and applied research work and writings.

(xv) To institute and award fellowships, scholarships, prizes and medals in accordance with the rules and byelaws of the Society.

(xvi) To frame the first rules and byelaws of the College with the approval of the State Government. The society may from time to time make new or additional rules or may amend or repeal the rules with the concurrence of the State Government.

(xvii) To acquire or hold property, subject to prior approval of the State Government in the case of acquisition of immovable property.

(xviii) To manage any property belonging to or vested in the society in such manner as the society may deem fit for advancing the functions of the College.

(xix) To maintain a fund which shall include:

a) All money provided by the State and Central Governments.

b) All fees and other charges received by the society.

c) All money received by the society by way of grants, gifts, donations, benefactions, bequests or transfers, provided that no benefaction shall be accepted by the society which in its opinion involves conditions or obligations opposed to the spirit and objects of the society.

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9. If on the winding up or dissolution of the Society, there shall remain, after the satisfaction of its debts and liabilities, any money or property, the same shall not be paid or delivered to any member of the Society but shall be disposed of in such manner as the State Government may determine in this behalf.

10. a) The Government of Uttar Pradesh may from time to time issue directives to the Society as to the exercise and performance of the functions, the matters involving the security of the State or substantial public interest and such other directives as it may consider necessary in regard to the finances and conduct of business and affairs of the Society and in like manner may vary and annual any such directive(s). The Society shall give immediate effect to the directive(s) so issued.

b) The Government of Uttar Pradesh may call for such returns, accounts and such other information with respect to the properties and activities of the Society as may be required by it from time to time.

Constitution of the Governing Body

11. The names, addresses and occupations of the first members of the Governing Body of the Society to which, by rules and byelaws of the Society, the management of its affairs is entrusted are:-

(i)	Minister of Technical Education Government of Uttar Pradesh.	Chairman
(ii)	Principal Secretary/Secretary Technical Education Department, Government of Uttar Pradesh.	Vice-Chairman
(iii)	Special Secretary, Technical Education Department, Government of Uttar Pradesh.	Member
(iv)	Principal Secretary/Secretary, Finance Department, Government of Uttar Pradesh or his nominee, not below the rank of Special Secretary	Member
(v)	Director, Indian Institute of Technology, Kanpur or his nominee not below the rank of Professor.	Member
(vi)	Director, Moti Lal Nehru National Institute of Technology, Allahabad or his nominee not below the rank of Professor.	Member
(vii)	Director of Technical Education, Uttar Pradesh, Kanpur	Member
(viii)	An educationalist to be nominated by All India Council for Technical Education	Member
(ix)	Vice-Chancellor of the University to which the College is affiliated.	Member
(x)	Two Professor of the Institute. To be nominated by the Board for one year by rotation in the order of seniority	Member
(xi)	Two eminent persons in the field of Technical Education, to be nominated by the State Government for two years.	Members
(xii)	One eminent person from industry to be nominated by the State Government for two years.	Member

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(xiii)	One Person from SC Category to be nominated by the Chairman, Governing Body from amongst reputed teachers/educationalists/Industrialists.	Member
(xiv)	One Person from OBC Category to be nominated by the Chairman, Governing Body from amongst reputed teachers/educationalists/Industrialists.	Member
(xv)	Director of the College	Member-Secretary

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SOCIETY RULES OF RAJKIYA ENGINEERING COLLEGE, KANNAUJ (U.P.)

1. a) 'Board' means Board of Governors of the College.
   b) 'Chairman' means the Chairman of the Board.
   c) 'Director' means the Director of the College.
   d) 'Finance Committee' means the Finance Committee of the College.
   e) 'College' means Rajkiya Engineering College, Kannauj
   f) 'Registrar' means the Registrar of the College.
   g) 'Society' means the Rajkiya Engineering College Society, Kannauj
   h) 'State' means the State of Uttar Pradesh.
   i) 'State Government' means the Government of Uttar Pradesh.
   j) 'University' means the University to which the College is affiliated; and
   k) 'Competent Authority' means Director of the College for all employees and Chairman in case of Director/Principal.
2. The registered office of the society shall be at Kannauj (U.P.).
3. The Society shall consist of all the members of the Board of Governors.
4. The Society shall keep a roll of members and every member of the Society shall sign the roll and state there in, his/her occupation and address. No person shall be deemed to be a member unless he/she has signed the roll as aforesaid.
5. If a member of the society shall change his/her address, he/she may notify his/her new address in the roll of members; but if he/she fails to notify his/her new address, the address in the roll of members shall be deemed, to be his correct address.
6. The Board shall be the Governing Body of the Society for the general superintendence, direction and control of the affairs of the Society and its income and property, movable as well as immovable shall be vested in it.
7. The Board shall be composed of:-

(i)	Minister of Technical Education Government of Uttar Pradesh	Chairman
(ii)	Principal Secretary/Secretary Technical Education Department, Government of Uttar Pradesh.	Vice-Chairman
(iii)	Special Secretary, Technical Education Department, Government of Uttar Pradesh.	Member
(iv)	Principal Secretary/Secretary, Finance Department, Government of Uttar Pradesh or his nominee, not below the rank of Special Secretary	Member
(v)	Director, Indian Institute of Technology, Kanpur or his nominee not below the rank of Professor.	Member
(vi)	Director, Moti Lal Nehru National Institute of Technology, Allahabad or his nominee not below the rank of Professor.	Member
(vii)	Director of Technical Education, Uttar Pradesh, Kanpur	Member

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(viii)	An educationalist to be nominated by All India Council for Technical Education	Member
(ix)	Vice-Chancellor of the University to which the College is affiliated.	Member
(x)	Two Professor of the Institute. To be nominated by the Board for one year by rotation in the order of seniority	Member
(xi)	Two eminent persons in the field of Technical Education, to be nominated by the State Government for two years.	Members
(xii)	One eminent person from industry to be nominated by the State Government for two years.	Member
(xiii)	One Person from SC Category to be nominated by the Chairman, Governing Body from amongst reputed teachers/educationalists/Industrialists.	Member
(xiv)	One Person from OBC Category to be nominated by the Chairman, Governing Body from amongst reputed teachers/educationalists/Industrialists.	Member
(xv)	Director of the College	Member-Secretary

8. A member of the Board, other than the ex-officio members, shall cease to be a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the Board or if he (other than the Director) accepts a full-time appointment in the College or if he does not attend three consecutive meetings of the Board without leave permission of the Chairman.

Resignation:

9. A member, other than ex-officio-member 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 vacancy in the Board shall be filled in by appointment or nomination as the case may be, and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is appointed or nominated.

11. No act or proceedings of the Board shall be invalid merely by reason of the existence of any vacancy there in or of any irregularity in appointment or nomination of any of its members.

12. 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 six members.

13. a) The Board shall ordinarily meet once in every four months.

b) The meeting of the Board shall be convened by the Chairman either on his own initiative or at the request of the Director or on a requisition signed by not less

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than four members of the Board.

14. For every meeting of the society or the Board, fifteen days notice shall be given, provided that in case of emergency the Chairman may reduce the period of notice to such periods as he deems fit.

15. Five members of the Society or Board, as the case may be, shall constitute quorum for any meeting; provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary for adjourned meeting.

16. The Chairman, if present, shall preside every meeting of the Society or the Board. In the absence of the Chairman, the Vice-Chairman shall preside.

In the absence of both Chairman and Vice-Chairman, the members present shall elect one of them as Chairman for the meeting.

17. Each member of the Society or the Board shall have one vote and all the matters shall be decided by the majority of votes. In case of equality of votes, the Chairman shall have a casting vote.

Resolutions

18. Agenda of the meeting of the Society or Board shall be circulated to the members at least seven days before the meeting; provided that a member of the Society or the Board may move a resolution at a meeting of the Society or the Board after giving notice of one clear week or with the permission of the Chairman or the person presiding over the meeting.

19. Ruling of the Chairman in regard to all questions of procedure shall be final.

20. The minutes of the proceedings of a meeting of the Society or the Board shall be drawn up and circulated amongst the members of the Society or the Board present in India. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the Society or the Board.

After the minutes are confirmed and signed by the Chairman, they shall be recorded in the Minutes Book.

21. All orders and decisions of the Board shall be authenticated by the signature of the Director or any other person authorized by the Board in this behalf.

22. Apart from the matters requiring approval of the State Government under these rules which shall be submitted to them separately giving full exposition thereof, a copy of the Proceedings of each of the meeting of the Society or the Board shall be furnished to the State Government.

23. A member of the Board or the Society and or any Committee appointed by the Society or the Board shall be entitled to such traveling and daily allowances in respect of the journeys undertaken in connection with the business of the Society or the Board as may be fixed by the Board from time to time.

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Provided that employees of the Central or State Government will be governed by the respective Government rules for traveling and daily allowances in respect of journey undertaken to attend the meetings of the Society or the Board or the Committee appointed by the Board in connection with the business of the Society or the Board.

24. **The powers and functions of the Board shall be**

(i) To take decision on the question of policy relating to the administration and working of the College.

(ii) To prepare and execute detailed plans and programmes for the establishment of the Institute/College and carry on its administration, development and management.

(iii) To frame, with the approval of the State Government, byelaws which may provide for all or any of the following matters:

a) The formation of departments of teaching.

b) The fees to be charged for courses of study in the College with the approval of the State Government.

c) The creation of fellowships, scholarships exhibitions, prizes and medals.

d) The holding of seminars and scientific meets:

e) The classification and methods of appointment and the determination of the terms and conditions of teachers and other staff of College as laid down in the service rules.

f) The constitution of provident funds for the benefit of the officers, teachers and other staff of the College.

g) The establishment and maintenance of halls, hostels and residential quarters for teachers and other staff of the College.

h) The conditions of residence of students of the College and the levying of fees for residence in the halls and hostels and of other charges.

(iv) To receive, hold in custody and spend the funds of the Society and manage the properties thereof.

(v) To purchase, take on loan or in exchange hire or otherwise acquire or dispose off any property, whether movable or immovable, or take gift of any property for the purpose of College, provided that the prior approval of the State Government shall be obtained before acquiring or disposing any immovable property, whether movable or immovable

(vi) To create academic as well as other posts in the College with the approval of the State Government and to appoint persons thereon.

(vii) To consider and pass resolutions on annual report, the annual accounts and the budget estimated of the College for the next financial year as it thinks fit and sanction expenditure within the limits of the Budget as approved by the

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state Government.

(viii) To appoint Finance Committee, Academic Committee, Committee on sponsored and industrial Research (whose functions are defined hereinafter) and such other Committees for such purpose and with such powers as the Board may deem fit. The Board may co-opt such persons in such committees as it may deem suitable.

(ix) To delegate by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit, subject to the condition that action taken by any Committee or the Chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Board.

(x) To appoint such of sanctioned staff as may be required for the efficient management of the affairs of the college & regulate their requirements;

Provided that in the exercise of its powers and discharge of its functions, the board shall be guided by such directions on questions of policy as may be given to it by the state Government.

25. Finance Committee

(1) The Finance Committee (herein after in this rule referred to as Committee) shall consist of:

(a)	Principal Secretary/Secretary Technical Education Department, Govt. of Uttar Pradesh	Chairman
(b)	The Director of the College	Member
(c)	Principal Secretary/Secretary, Finance Department, Govt. of Uttar Pradesh or his nominee, not below the rank of Joint Secretary	Member
(d)	Two persons to be nominated by the Chairman Board of Governors	Member
(e)	Finance/Accounts Officer of the College	Member-Secretary

(2) The Committee Shall

(a) Examine and scrutinize the annual budget of the college prepared by the Director and make recommendations to the Board.

(b) 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 question affecting the college.

(3) The Committee shall meet at least once a year and Quorum shall be 50% of the members.

(4) Four members of the committee shall form a quorum for a meeting of the committee

(5) The Chairman, if present, shall preside over the meeting of the committee. In his

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absence, the members present shall elect one from amongst themselves to preside over the meeting.

(6) The Provisions of rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the board shall, as far as may be, followed in the meetings of the committee.

(7) A copy of the minutes of every meeting of the committee shall be sent to the Board.

26. Administrative Committee

Administrative Committee (herein after in this rule referred to as committee) shall consist of

1.	Principal Secretary, Technical Education Department, Govt. of Uttar Pradesh	Chairman
2.	Director of the College	Vice-Chairman
3.	A representative of Finance Department of the State Government not below the rank of Joint Secretary	Member
4.	Director of Technical Education, Uttar Pradesh	Member
5.	One other member of the board to be nominated by the Chairman, Board of Governors	Member
6.	Registrar of the College	Member-Secretary

All administrative matters of the college shall be considered by the Administrative Committee. The decisions taken by the administrative committee on routine matters will be implemented by the Director whereas the policy matter shall be placed before the Board of Governors for their consideration and approval before being implemented. Quorum shall be 50% of the members.

27. Building & Works Committee

(1) The Building & Works Committee (hereinafter in this rules referred to as Committee shall consist of as per following modifications included.

(i)	Director of the College	Chairman
(ii)	Superintending Engineer, PWD of the circle in which the college is located	Member
(iii)	Head of Civil Engineering Deptt. of the College	Member
(iv)	An Electrical Engineer and one Architect to be nominated by Chairman, Board of Governors.	Member
(v)	Registrar of the College	Member
(vi)	Finance & Accounts Officer of the College	Member
(vii)	Assistant Engineer/ Executive Engineer of the College	Member-Secretary

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The Committee will make a comprehensive and exhaustive review of the proposal for building and structures and also make recommendations in its respect to the Board of Governors. Quorum shall be 50% of the members.

28. **Purchase Committee**

A. There shall be a Central Purchase Committee (hereinafter in this rule referred to as Committee) which will consist of the following:-

(a)	The Director	Chairman
(b)	Two senior faculty members to be nominated by the Board of Governors by rotation for one year.	Member
(c)	Head of the indenting Department	Member
(d)	One member to be nominated by the Government	Member
(e)	Accounts Officer	Member
(f)	Registrar	Member-Secretary

B. There shall also be Departmental Purchase Committees consisting of the following:-

(a)	Head of the concerned Department	Chairman
(b)	One senior member of concerned Department to be nominated by the Head.	Member
(c)	One faculty member from other Department to be nominated by the Director.	Member

Purchases up to Rs. 100000.00 (One Lacs) (for single item) pertaining to a particular department would be made on the recommendation of the Departmental Purchase Committees. All purchases above Rs. 100000.00 would be made on the recommendation of Central Purchase Committee. The Government nominee's presence would be essential in the meetings of the Committee finalizing purchases amounting to Rs. 10.00 Lacs and above.

29. **Academic Committee**

(1) The Academic Committee (hereinafter in this rules referred to as Committee) shall consist of:-

(a)	The Directorof the College	-Chairman
(b)	All the Heads of the teaching Departments	-Members
(c)	Dean (Academics) or in his/her absence, the Registrar	Member-Secretary

(2) The Committee shall perform the following function:-

a) Frame and revise curricula and syllabi for the courses of studies for the various departments and send necessary recommendations through the college to the University to which the College is affiliated.

b) Make arrangement for the conduct of all internal examinations and work associated with the same, as well as the work associated with the University examination as and when assigned by the University to the College.

c) Appoint advisory committee or Expert committee or both for the department of the Institute/College to make recommendations on academic matters connected with the working of the department. The Head of the department concerned shall act as the convener of such committee.

d) Appoint Sub-Committees from among the members of the Academic committee, other teachers of the Institute/College and expert from outside on such specific matters as may be referred to such sub-committee by the Academic Committee.

e) Consider the recommendation of the Advisory committee, Expert committee or other sub-committees and take such action as circumstances of each case may require including making of suitable recommendations to the Board.

f) Make periodical review of the activities of the departments and if necessary make suitable recommendations to the Board.

g) Advise on the working of library and the workshop.

h) Promote research within the Institute/College and require reports on such research from the persons engaged thereon.

i) Advise on general policy to be followed in respect of consultation work to be done by academic staff.

j) Provide for the inspection of classes, laboratories, library, and halls of residence in respect of the instructions, discipline therein and submit reports thereon to the Board.

k) Award stipends, scholarships, free ships, medals and prizes etc., according to the conditions attached to the awards.

(3) The committee shall meet as often as necessary as but not less than two times during the calendar year.

(4) Meetings of the committee shall be convened by the Chairman of the committee either on his own initiative or on the advice of the Director or on a requisition signed by not less than five members of the committee.

(5) Half of the total numbers of the members of the committee shall form the quorum for the meeting of the committee.

(6) A written notice of every Meeting together with the agenda shall be circulated by the Registrar to the members of the committee at least one week before the meeting. The Chairman of the committee may permit inclusion of any item on the agenda for which due notice could not be given.

(7) Notwithstanding anything contained in sub rule (6), the Chairman may call an emergent meeting of the committee at worth notice to consider urgent or special issues.

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(8) The ruling of the Chairman of the committee in regard to all questions of procedure shall be final.

(9) The minutes of the proceedings of the committee shall be drawn up by the Dean (Academics) or in his absence the Registrar and circulated amongst all members present in India.
Provided that any such minutes shall not be circulated, if the committee considers such circulation prejudicial to the interest of the Institute/ College.
The minutes along with the amendments, if any, shall be placed for confirmation at the next meeting. If the minutes are confirmed and signed by the chairman of the committee, they shall be recorded in the minutes Books.

30. Powers and Duties of the Chairman

(1) The Chairman shall ordinarily preside at the meeting of the board. It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented.

(2) Notwithstanding anything contained in the bye-laws, the Chairman, with the prior approval of the state Government, shall have power to fix on the recommendations of the selection committee set up by or under the byelaws, the initial pay of an incumbent at a stage higher than the minimum of scale in respect of posts to which appointments are to be made by the board.

(3) The Chairman shall have the power to send members of the staff of the institute/College for training or for a course of instruction outside India subject to such terms and conditions as may be laid down in the study leave rules.

(4) The Chairman shall exercise such powers as may be delegated to him by the Board.

(5) In emergent cases the chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval.

31. Powers and Duties of the Vice-Chairman

The Vice-Chairman shall exercise such powers and perform such duties as may be assigned or delegated to him by the Chairman of the Board.

32. Powers and Duties of the Director

(1) The Director shall be the Principal academic and executive officer of the College and shall be responsible for the proper administration of the College and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the Board.

(2) The Director shall submit annual reports and accounts to the Board.

(3) Subject to the budgetary provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

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(4) The Director shall have the power:

i. To fix, subject to the provisions of sub-rule (ii) of the rule (31), on the recommendations of the selection committee set by or under the byelaws the initial pay of the incumbent at a stage higher than the minimum of the scale. but not involving more than five increments in respect of posts to which appointments can be made by him under the power vested in him by the Board.

ii. The Director shall also have such other powers as may be delegated to him by the Board for affective discharge of his duties.

(5) Without prejudice to anything contained in sub-rule (4), the Director shall exercise all powers similar to those exercised by the Head of a Government Department.

33. Head of the Department

(1) Each teaching department or section of the College shall be placed in the charge of the senior most Faculty member who shall act as Head of the Department without any additional remuneration.
Provided that in the best interest of the College the Board may nominate any person other than the senior most to act as such.
Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the Board from time to time.

(2) The Head of a Department shall be responsible for the entire working of the Department subject to the overall control of the Director.

(3) It shall be the duty of the Head of Department to see that the decisions of the authorities of the College and the Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director/Principal.

34. Registrar

1. The Registrar shall be a full-time officer of the College and be appointed by the Vice-Chairman of the Board of Governors of the college on such terms and conditions as may be laid down in the byelaws.

2. The Registrar shall

a) be the custodian of the records and funds of the College as the Board may assign to him.

b) act as the Secretary of such committees as may be appointed by the Board for which he is required by the Board to act as such.

c) be directly responsible to the Director of the College for the proper discharge of his duties and functions; and

d) Exercise such other powers and perform such other duties as may be assigned to him by the Director/Principal.

e) be ex-officio Secretary of selection committee for appointment of the teachers, of the College and shall be bound to place before the selection committee(s) all such information as may be necessary for transaction of their business. He

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shall also perform such other duties/functions as may be prescribed by the board of Governors, Chairman/Vice-Chairman of Board of Governors and Principal/ Director from time to time.

35. **Funds**

(1) The College shall maintain a fund to which shall be credited:

(a) All money provided by the State and Central Government;
(b) All fees and other charges received by the College.
(c) All money received by the College by way of grants, gifts, donations, benefactions, bequests or transfers;
(d) All money received by the College or society in any other manner or from any other source.

(2) All money credited to the Fund of the College shall be deposited in such banks or invested in such manner as the Board may, with the approval of the state Government, decide

(3) The fund of the College shall be applied towards meeting the expenses of the College including expenses incurred in the exercise of its powers and discharges of its duties.

(4) The College shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the state government in consultation with the Examiner, Local fund Account and the Accountant General, Uttar Pradesh

(5) The accounts shall be audited by the Examiner, Local fund Account, or by any person authorized by him in this behalf and any expenditure incurred in connection with such audit at such rates, as may be determined by the Examiner, Local Fund Account, shall be payable to the Examiner, Local Fund Account, provided that the accounts shall always be opened to audit by comptroller and auditor General of India or his representative on such terms and conditions as the later may authorize.

36. **Common Seal**

The Society shall have a common seal and shall sue and be sued in the name of the Secretary of the Society.

37. **Modification of the Purpose of Society**

Subject to prior approval of the state Government the Society may amend any purpose or purposes for which it in established.

Provided it carries out the procedure prescribed there for by the Societies Registration Act, 1860 (Act No. XXI of 1860).

38. **Modification of the Rules**

These rules may be altered with the prior approval of the State Government at any time by a resolution passed by a majority of two third of the members present at any meeting of the Society duly convened for the purpose.

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39. **All contract for and on behalf of the Society**

(i) Shall be expressed to be made in the name of the Society and shall, except where the contract relates to his own employment, be executed by the Director of the College.

(ii) No contract for the sale, purchase or supply of any goods or material shall be made or financial agreement entered into for and on behalf of the Society with any member of the Society or the Board of Governors or his relative or a firm in which such member his relative is a partner or share-holder or any other partner in company of which the member is a member or Principal.

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Bye-Laws
For
Rajkiya Engineering Colleges, Kannauj
(Run by Registered Societies Fully Financed by the Government of Uttar Pradesh)

1. **Definitions:**
   a) "Authorities ", "Professors" and "Officers" respectively mean the Authorities professors and officers of the College/ Institute;
   b) "Board" means the Board of Governors of the College;
   c) "Byelaws" means the Byelaws of the Engineering College;
   d) " Chairman" means the chairman of the Board
   e) "Director" means the Director of the College;
   f) "College" means the concerned College;
   g) "Registrar" means the Registrar of the College;
   h) "Rules" means the Rules of the concerned College;
   i) "Society" means the concerned Engineering College Society;
   j) " State Government " means the Government of Uttar Pradesh
   k) "Warden" means the Warden of a Hall of Residence of the College;
   l) "University" means the University to which the College is affiliated;

2. **Classification of Member of the staff of the College**
   Except in case of employees paid from contingencies the member of the staff of the College shall be classified as follows:-

(a) *Academic and Administrative*
Director

(b) *Academic*
   (i) Professor including Professor, Training & Placement
   (ii) Associate Professor
   (iii) Assistant Professor
   (iv) Workshop Superintendent
   (v) Asstt. Workshop Superintendent
   (vi) Physical Training Instructor, if any
   (vii) Teaching/Research Assistant
   (viii) Such other academic staff as may be decided by the Board

(c) *Teaching Supporting*
   (i) Computer System Manager
   (ii) Computer Programmer
   (iii) Technical Assistant
   (iv) Workshop Instructors/Instructors

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(v) Computer Operator

(d) *Technical*

(i) Foreman

(ii) Supervisor (Workshop)

(iii) Mechanic

(iv) Draftsman, and

(v) Such other technical staff as may be decided by the Board

(e) *Administrative (Non-Teaching)*

(i) Registrar

(ii) Deputy Registrar/Administrative Officer

(iii) Assistant Registrar

(iv) Accounts Officer

(v) Audit Officer, if any

(vi) Stores or Purchase officer

(vii) Estate officer, if any

(viii) Medical Officer, if any

(ix) Engineer (Executive/Assistant)

(x) Librarian

(xi) Deputy Librarian, if any

(xii) Assistant Librarian, if any

(xiii) Such other administrative staff as may be decided by the Board

3. **Appointments:**

(1) All appointments shall be made by selection to posts under the College

(a) By the Director, on the recommendation of selection committee, If the scale does not exceed Rs.5200-20200 (Revised, 6th Pay Commission)

(b) By the Vice Chairman of the Board of governors, on the recommendation of selection committee, If the scale exceed Rs.5200-20200 (Revised, 6th Pay Commission), either teaching or non-teaching staff.

(c) By the Chairman of the Board of governors, on the recommendation of selection committee, If the scale Rs.37400-67000; AGP Rs.10000 (Revised, 6th Pay Commission) i.e. director and Professor

Provided that:

i. At least 50% of the vacancies other than those of teachers and 25% of the vacancies in the administrative posts of the College, excluding the post of Principal/ Director, Registrar and single post not falling under the line of promotion of any category shall be filled by promotion in order of seniority cum merit provided the employees of the College fully possess the requisite qualifications and experience a prescribed for individual posts, without exception.

ii. The first vacancy shall be filled by direct recruitment and the second vacancy will be filled up by promotion and so on.

iii. While making appointments to the non academic posts the appointing authority shall take into consideration the claims of the members of the scheduled castes and scheduled

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tribes as per orders of the Government of Uttar Pradesh as amended from time to time.

4. **Selection Committee:**

(a) **For Director** – The Director of the college shall be appointed by the board with the approval of the State Government by way of deputation.

Provided that the first Director shall be appointed by State Government.

Selection committee for filling the post of Director shall be constituted in the manner laid down below namely:-

i.	Chairman, Board of Governors of the College	Chairman
ii.	Two members of governing body of the college to be nominated by the Chairman of whom one shall be an administrative and another an educationist	Member
iii.	One nominee of the Vice Chancellor who shall be technical education expert.	Member
iv.	Three experts consisting of the Director of the college (to be nominated by the governing body of the college) out of panel of six experts approved by the State Government.	Member
v.	An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories. If any of candidates representing these categories is the applicant to be nominated by the State Government, if any of the above members of the selection committee does not belong to that category.	Member
vi.	Two members nominated by the State Government who shall be technical education expert.	Member

(b) **For Professor/Associate Professor, Assistant Professor** - Selection committee for the post of Professor/Associate Professor, Assistant Professor shall be constituted in the manner laid down below namely.

(i)	An eminent academician appointed by the State Government.	Chairman
(ii)	One experts of the subject nominated by the State Government.	Member
(iii)	Two experts of the subject nominated by Board of Governors for a period of three years.	Member
(iv)	A person to be nominated by the Chairman of All India Council for Technical Education (AICTE) for a period of three years..	Member
(v)	Two representatives one each of Scheduled Caste/Scheduled Tribes and other Backward Classes to be nominated by the Chairman/Vice-Chairman of the Bord out of Professors/Class-I Officers	
(vi)	Director of the College	Member-Secretary

NOTE:-

(i) The selection committee shall not consider any person for appointment as Associate Professor and/or Assistant Professor unless he had applied for the post.

(ii) In the case of appointment of a Professor. No Selection for the post of Professor would be held unless the Chairman is present at the time of Selection.

(iii) The presence of the Government nominee shall be essential for all selections.

(d) **For Registrar:-** Selection committee for the post of Registrar shall be constituted in the manner laid down below namely.

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i)	Vice-Chairman Board of Governors	Chairman
ii)	The Director of the College	Member
iii)	A person to be nominated by the Principal Secretary/Secretary, Appointment/Personnel Department not below the rank of Special Secretary.	Member
iv)	A person to be nominated by the Chairman, Board of Governors	Member
v)	Two representatives one each of Scheduled Cast/Scheduled Tribes and other Backward Classes to be nominated by the Vice-Chairman Board of Governors	Member

(e) **For Medical Officer, Workshop Superintendent, Librarian, Deputy Librarian, Assistant Workshop Superintendent:-** Selection committee for the post of Medical Officer, Workshop Superintendent, Librarian, Deputy Librarian, Assistant Workshop Superintendent shall be constituted in the manner laid down below namely.

i)	An eminent academician appointed by the Government	Chairman
ii)	The Director of the College	Member
iii)	A person to be nominated by the Chairman, Board of Governors	Member
vi)	Two representatives one each of Scheduled Cast/Scheduled Tribes and other Backward Classes to be nominated by the Chairman/Vice-Chairman of the Board.	Member
v)	Registrar of the College	Member-Secretary

NOTE:-

The selection committee shall not consider any person for appointment unless he has applied for it.

(f) Selection Committee for non-teaching posts in the Grade of Rs.5200-20200 and above but below the rank of Director.

(i)	The Director of the College	Chairman
(ii)	One member nominated by the State Government.	Member
(iii)	One member of the Board of Governors nominated by the Board.	Member
(iv)	Two representatives one each of Scheduled Cast/Scheduled Tribes and other Backward Classes to be nominated by the Vice-Chairman.	Member
(v)	Registrar of the College.	Member-Secretary

(g) In the case of all other posts, the Director shall, at his discretion, constitute such selection committee as shall be considered appropriate by him.

5. (a) Screening committee consisting of the following shall examine the credentials of all persons who have applied for a particular post(s) in the light of the requirements for the post(s) as given in the relevant advertisements and shall forward names of qualified candidates for interview. The following will be the membership of the screening committee.

1.	Director of the College	Chairman

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2. One Expert nominated by the Principal Director — Member
3. Head of the Department — Member

(b) A panel of experts in each field of specialization shall be approved by the Board from which the experts will be invited for the selection committee.

(i) The selection committee shall interview all the candidates called for interview on recommendation of the screening committee.

(ii) The selection committee shall interlia consider the Bio-data of any person suggested by any member of the selection committee or brought otherwise to its notice for the post of Professor only.

(iii) The selection committee shall then recommend suitable candidates (not more than three) for each post and shall arrange their names in order of preference.

6. Subject to the provision to clause (a) sub-bye law (4) of this byelaw, on act or proceedings of the selection committee shall be called in question, on the ground merely of the absence of any member or members of the selection committee provided that at least half the number of members of the selection committee are present at the time of selection of candidates.

7. (a) Qualifications required for the various academic and administrative posts shall be such as may, from time to time be laid down by the All India Council for Technical Education or the University to which the College is affiliated.

(b) The scales of pay and allowances for every post will be determined by the Board with the approval of the State Government.

8. **Seniority of Staff:**

(i) Seniority of staff in the College service will be determined by the date of joining to the post in the particular grade.

(ii) Provided that the relative seniority given to candidates by a selection committee and approved by the board of governors will remain undisturbed.

(iii) If two or more persons have equal length of service in a particular grade, the relative seniority among such persons shall be determined by age, if both are new entrants, otherwise by seniority in the previous appointment in the College.

(iv) Seniority as determined above will be applicable only for the period a person holds an appointment in a particular grade and will start a fresh in case or reappointment after a break.

9. **Terms And Conditions of Services of Permanent Employee**

Permanent employees of the College shall be governed by the following terms and conditions:-

(1) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for service by medical authority nominated by the Board.

Provided that the Board may, sufficient reasons to be recorded, relax the medical

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requirements in any particular case or cases or dispense with such medical examination in any case or class of cases, subject to such conditions, if any, as may be laid down by the Board. Provided further that once a person is asked to produce a medical certificate of fitness for entry into the service of the College, and has actually been examined and declared unfit, it is not open to the appointing authority to use its discretion to ignore the certificate that has been produced.

(2) Subject to the provisions of the rules and the byelaws, all appointments to posts under the College shall ordinarily be made on probation for a period of one year in case of the Director and the Professors and two years in case of all other teaching, non-teaching and administrative staff after which period the appointee if confirmed, shall continue to hold his office subject to the provisions of the rules and byelaws, till he attains the age of superannuation.

(3) The employees of the College shall be entitled to the benefit of Provident fund, Pension and other benefit's maintained for persons in the service of the College in accordance with the provisions of these Byelaws and the rules framed by the Board for the purpose from time to time.

(4) The employees of the College shall be required to subscribe to the Provident Fund of the Society as per provisions made in the Rules of the College.

(5) The appointing authority shall have the power to extend the period of probation of any employee of the College for such period not exceeding a period of two years as may be found necessary. If after the period of probation, the appointee is not confirmed and his be deemed to have continued on a temporary basis and his services may then be terminable on a month's notice.

(6) An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his duties, but the prohibition here in contained shall not apply to academic work and consultative practice undertaken with specific prior permission of the Director which may be given subject to such condition regarding acceptance of remuneration, etc, as may be laid down by the Board.

(7) The employees of the College shall be governed by the College Employees conduct Rules. Until the employees conduct rules are not formulated Uttar Pradesh Government Servant (discipline and appeal) rules, 1956 will be applicable.

(8) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation or the extended period of probation, as the case may be.

(9) The appointing authority shall have the power to terminate the service of a member of staff by giving him three month notice or pay in lieu thereof in case he is found by the Board, to be physically or mentally unfit for service in the College.

(10) The Board shall have the power to terminate the services of any permanent member of the staff on ground of retrenchment or economy by giving to the person concerned six months notice or pay in lieu thereof.

(11) The appointing authority shall have the power to terminate the service of any permanent member of the staff by giving him three months notice or three months pay in lieu there off, if his services are found to be no longer required by the College.

(12) Same as otherwise provided in agreement bonds executed between the employee and the

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College, a member of staff may terminate his engagement by giving to the appointing authority three months notice in writing. The appointing authority may, for sufficient reasons to be recorded, reduce this period.

(13) (a) The appointing authority may place any member of the staff appointed at the College, under suspension.

(i) Where a disciplinary proceeding against him is contemplated or is pending or.

(ii) Where a case against him in respect of any criminal offence is under investigation or trial.

(b) A member of the staff under suspension is entitled to subsistence grant of such amount not less than one fourth of his pay and not more than one half of his pay as the suspending authority may direct, provided that in no case shall the amount of the subsistence grant exceed the maximum limits of leave salary or half average pay or half average substantive pay.

(14) The following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on any member of the staff.

(i) Censure.

(ii) Recovery of the whole or part of the pecuniary loss caused to the College by negligence; or reach or orders.

(iii) Withholding of increments or promotions.

(iv) Reduction to a lower service, grade or post or to a lower time scale or to a lower state in a time.

(v) Compulsory retirement.

(vi) Removal from service which shall not be disqualification for future employment under the College.

(vii) Dismissal from service which shall be disqualification for the future employment under the College provided that no order imposing on any member of the staff of the penalties specified at (i), (ii), and (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make representation of the appointing authority.

Provided further that no order imposing on any member of the staff, penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

(15) Notwithstanding the provisions made herein before it shall not be necessary to follow the procedure mentioned above in the following cases.

a) Where an employee is dismissed or removed or reduce in rank on the ground of conduct which has led to his conviction on a criminal charge.

b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing it is not reasonably practicable to give to that person an opportunity of showing cause.

Note:-

If any question arises whether it is reasonably practicable to give to any person

opportunity of showing cause under this clause, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as may be shall be final.

(c) Where the Chairman is satisfied that in the interest of the security of the state, it is not expedient to give to the person such an opportunity.

(16) A member of the staff aggrieved by any order imposing penalty passed by the Director against him, shall be entitled to prefer an appeal to the Chairman, Board of Governors, against the order, within Three months, and decision of the Chairman, shall be final.

(17) (i) When an employee of the College, who has been dismissed, removed or suspended, is reinstated, the authority competent to order the reinstatement shall consider and make a specific order:

a) Regarding the pay and allowance to be paid to the employee for the period of absence from duty, and

b) Whether or not the said period shall be treated as period spent on duty.

(ii) Where the authority mentioned in clause (i) is of the opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay and allowances to which he would have been entitled has he not been dismissed, removed or suspended as the case may be.

(iii) In other cases, the employee shall be given such proportion of such pay and allowance as such competent authority may prescribe.

Provided that the payment of allowances under clause (ii) and (iii) above shall be subject to all other conditions under which such allowances are admissible.

(iv) In a case falling under clause (ii) the period of absence from duty shall be treated as a period spent on duty for all purposes.

(v) In a case falling under clause (iii) the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.

(18) Leave: The employees of the College shall be entitled to leave in accordance with provisions laid down by the Board in the leave regulations.

(19) It shall be for the Board to decide as to which class of employees of the College shall be entitled to vacation.

(20) The employees of the College will receive such medical facilities for themselves and their families as provided by the Medical Rules.

10. Tribunal of Arbitration:

Any dispute arising out of a contract between the College and its officers or teachers, shall, on the request of the officers or teachers concerned, be referred to a tribunal of arbitration consisting of one member nominated by the Board of Governors, one member nominated by the officer or the teacher concerned and an umpire appointed by the Chairman. The decision of the Tribunal thereon shall be final and no suit shall lie in any court in respect of the matter decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration within the meaning of the arbitration Act. 1940, and all the provisions of the Act shall apply accordingly.

11. Appointment on Contract:

Subject to the provisions contained in the Memorandum of Association, the Board may, in special circumstances, appoint an eminent person on the teaching staff on contract for a period not exceeding three years, with a provision of renewal for further period,

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provided that every such appointment and the terms thereof shall be subject to the prior approval of the State Government.

12. **Temporary Employees:**

The service of a member of staff appointed temporarily can be terminated by the appointing authority by giving one calendar months notice or by paying a sum equivalent to one month salary in lieu of notice without assigning any reason.

A member of staff can also terminate his engagement by giving to the appointing authority one month's notice in writing or by paying to College/Appointing Authority, may for sufficient reasons to be recorded, reduce this period.

13. **General Provident Fund & Pension:**

All the benefits of General Provident Fund & Pension shall be provided to the employees of the College as approved by Board of Governors is accordance with government rules applicable from time to time.

14. **Traveling Allowance:**

The College will observe the same rules in regard to traveling and daily allowances as are enforced by the State Government from time to time.

15. **Residential Accommodation for Staff**

An employee of the College may be provided with unfurnished house as licensed, if available situated within the campus of the College in which he shall be required to reside, subject to the conditions laid in regulation regarding allotment of residential accommodation to employees of College.

16. **Appointment on Deputation:**

A member of the staff of the Institute/College can be sent on deputation as per the norms of Government of Uttar Pradesh.

17. **General:**

Any matter not covered by the above rules and Byelaws will be governed by the relevant rules applicable to the employees of the State Government for time being in force till the Board frames its rules and Bye-laws.

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