



MEMORANDUM OF ASSOCIATION
of

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS'
TRAINING AND RESEARCH
KOLKATA SOCIETY**

**(West Bengal Act XXVI of 1961 & West Bengal
Societies Registration Rules 1963)**

West Bengal Societies Registration Act

**Memorandum of Association
of
NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING
AND RESEARCH
KOLKATA SOCIETY**

MEMORANDUM OF ASSOCIATION

The Technical Teachers' Training Institute, [~~Bhopal / Chandigarh / Chennai /~~ Kolkata] has been renamed as National Institute of Technical Teachers' Training and Research [~~Bhopal / Chandigarh / Chennai /~~ Kolkata] vide Ministry of Human Resource Development, Government of India, Order No. F.7-27/2002-TS.IV dated 20th October, 2003.

1. (a) The name of the Society shall be National Institute of Technical Teachers' Training and Research [~~Bhopal / Chandigarh / Chennai /~~ Kolkata] Society, hereinafter referred to as "the Society".

The name of the Institute shall be National Institute of Technical Teachers' Training and Research [~~Bhopal / Chandigarh / Chennai /~~ Kolkata] hereinafter referred to as "the Institute".

(b) The Registered office of the society shall be situated at:

Block-FC, Sector-III, Salt Lake City, Kolkata – 700 106

2. The objects for which the Society is established are:

(a) To establish and carry on the administration and management of the "National Institute of Technical Teachers' Training and Research [~~Bhopal / Chandigarh / Chennai /~~ Kolkata]", hereinafter referred to as the "the Institute". The functions of the Institute shall be:

i. To act as a centre for offering quality training programmes for teachers as per need of the client system, covering the entire gamut of technical education including polytechnics, engineering colleges, vocational and management education, at regional as also at national levels;

- ii. To arrange for practical training for technical teachers in industries on a cooperative education plan;
- iii. To undertake systemic research to provide research inputs for development of technical education training systems and its management;
- iv. To undertake action research for development of innovative methods, processes and practices for improvement of teaching-learning environment in technical and vocational education institutions;
- v. To design new instructional system and strategies for production of multimedia learning materials;
- vi. To develop and disseminate learning resources like Textbooks, Laboratory Manuals, Video Programmes, Computer Assisted Instructional Multimedia Packages to technical and vocational institutions and other organisations;
- vii. To offer programmes for technical and vocational teachers in distance learning mode using state-of-the-art technologies;
- viii. To offer courses/programmes for technical and vocational teachers to suit overseas demand especially SAARC & ASEAN countries;
- ix. To institute and award fellowships, scholarships, prizes and medals;
- x. To fix, demand and receive fees and other charges;
- xi. To collaborate with Community and Industry in organising Continuing and Non-formal education programmes and providing extension and consultancy services;
- xii. To undertake Consultancy and Extension work for industry, technical institutions/ organizations;
- xiii. To serve the states better, establish Extension Centres of the institute in different States with the approval of Govt. of India;

- xiv. To provide support services to Government of India schemes related to technical and vocational education system and as entrusted by MHRD, Government of India, from time to time;
- xv. To deal including sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute provided that the Institute shall not dispose off in any manner any immovable property without prior approval of Government of India;
- xvi. To borrow and raise moneys with or without security or on the security of a mortgage, charge or hypothecate or pledge of all or any movable or immovable property, belonging to the Society or in any other manner whatsoever, provided that prior approval of Government of India is obtained;
- xvii. To acquire by gifts, purchase, exchange, lease, hire or otherwise any property, movable or immovable, which may be necessary or convenient for the purpose of the Society and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objects of the Society;
- xviii. To cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects;
- xix. To invest and deal with funds and moneys of the Society;
- xx. To draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government Securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or transferable or not, for the purpose of the Society;
- xxi. To prepare and maintain accounts and other relevant records and prepare annual statements of accounts in such forms as may be prescribed by Government of India in consultation with the Audit Office/Accountant General Office;

- xxii. To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.

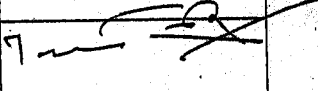
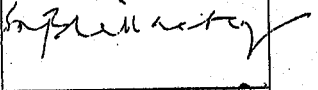
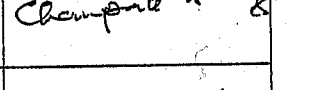
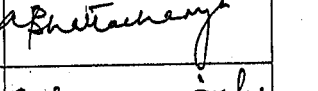
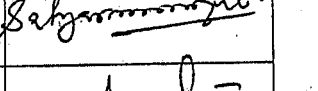
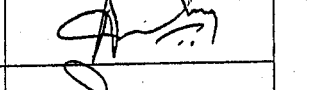
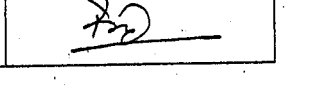
The objects shall always remain restricted within the scope of section 4(2) of the act.

4. The names, addresses and descriptions of the members of the Governing Body:

Sl. No.	Names, addresses & occupations of members	Description
1.	Prof. Tathagata Roy P-70, Flat No. 4B, Lake Road Kolkata – 700 029	Chairman
2.	Dr. S. K. Bhattacharya Block-FC, Sector-III, Salt Lake City Kolkata – 700 106	Member Secretary
3.	Shri Champak Kumar Nag Director, Technical Education & Training Govt. of West Bengal Bikash Bhavan, Salt Lake City Kolkata – 91	Member
4.	Shri Alope K. Bhattacharya General Manager, CMC Ltd. 28, Camac Street Kolkata – 16	Member
5.	Prof. Satya Ranjan Deb W 2 C (R), Flat No. 3/5 P-IV B, Golf Green Kolkata – 700 095	Member
6.	Shri A V N S Sastry Desk Officer, Ministry of HRD Govt. of India Shastri Bhawan New Delhi – 110 001	Member
7.	Shri Hulas Singh Director (F), MHRD Govt. of India Shastri Bhawan New Delhi – 110 001	Member

The income generated from the association or properties built out of the association's fund shall not be utilised for consumption of or distribution amongst members of the association and these shall be ploughed back to the activities of association in their entirety for furtherance and fulfilment of objects of the association.

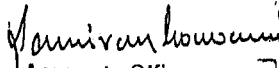
5. We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being formed into an association in pursuance of this memorandum of association.

Sl. No.	Name & Address	Signature
1.	Prof. Tathagata Ray Chairman, Board of Governors P-70, Flat No. 4B, Lake Road, Kolkata - 700 029	
2.	Dr. S. K. Bhattacharya Member Secretary Block-FC, Sector-III, Salt Lake City, Kolkata - 700 106	
3.	Champak & Co Director Tech. Edn. & Trg Bikash Bhawan, Salt Lake, Kolkata-91	
4.	Aloke K Bhattacharya General Manager, CMC Ltd 28, Camac Street, Kolkata-16	
5.	SATYARANJAN DEB (Prod) W 26 R Flat No. 3/5 P-WIB GOLF GREEN KALKATA-700095	
6.	ANUS SIKRAY, Desk Officer Min. of HRD, Shastri Bhawan New Delhi	
7.	HULAS SIKLOTH, Dir (P) MHRD, Shastri Bhawan New Delhi	

Witness to the above signatures,

Signature

Address


Accounts Officer
Technical Teachers' Training Institute
Ministry of HRD, Govt. of India
Block-FC, Sector-III, Salt Lake City
Calcutta-700 091.

Dated the

**RULES AND REGULATIONS OF
NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING
AND RESEARCH [~~Bhopal~~/~~Chandigarh~~/~~Chennai~~/ Kolkata] SOCIETY**

1. The Registered Office of the Society shall be situated at [~~Bhopal~~/~~Chandigarh~~/~~Chennai~~/ Kolkata].
2. The Society shall for the time being consist of the following members:
 - (a) Chairman to be nominated by Government of India
 - (b) Two members representing the Ministry of Human Resource Development, Government of India including one looking after financial matters, to be nominated by Government of India
 - (c) Five Directors of Technical Education (three from regional states and two from outside the region)
 - (d) One representative of the All India Council for Technical Education to be nominated by the AICTE, New Delhi
 - (e) Representative of the University in the jurisdiction whereof the National Institute of Technical Teachers' Training and Research [~~Bhopal~~/~~Chandigarh~~/~~Chennai~~/ Kolkata] is situated
 - (f) Director of the institute (ex-officio Member and Secretary).

The current Principal of Technical Teachers' Training Institutes shall now be redesignated as Director & Member Secretary of NITTTR.

3. Authorities of the Institute

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

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

4. Board of Governors

The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Governing

Body of the Society, which shall be called the Board of Governors, National Institute of Technical Teachers' Training and Research [~~Bhopal~~ / ~~Chandigarh~~ / ~~Chennai~~ / Kolkata] (hereinafter referred to as the "Board").

The Board shall comprise the following members, namely:

- (a) The Chairman: an eminent Technologist / Engineer/ Scientist/ Industrialist (Medium or large scale industry) to be nominated by Government of India
- (b) Two members representing the Ministry of Human Resource Development, Government of India including one looking after financial matters
- (c) Five Directors of Technical Education (three from regional states and two from outside the region)
- (d) Two Industrialists/technical professionals to be nominated by Government of India
- (e) One representative of the University to which the Institute is affiliated, not below the rank of a Professor
- (f) One representative of the AICTE to be nominated by the AICTE, not below the rank of an Adviser
- (g) One member of faculty to be nominated by the Director
- (h) Director of the Institute – ex officio Member Secretary.

5. Term of Office of Members of the Board/Society

- (a) Where an individual becomes a member of the Society or the Board by virtue of the Office he / she holds, his / her membership shall terminate when he / she ceases to hold that office.
- (b) A member of the Society or the Board representing Government of India shall continue to be such member during the pleasure of Government of India.
- (c) A member of the Society or the Board representing a State Government shall continue to be such member during the pleasure of the State Government.

- (d) The faculty representative under the section 4(g) will have one year term.
- (e) * The Chairman of the Society or the Board covered under 4(a) shall cease to be such member on the expiry of five years from the date of his / her appointment or nomination, while every member covered under 4(b) to 4(f) above shall cease to be such member on the expiry of three years from the date of his / her appointment or nomination.
- (f) Should any member of the Society/Board under 4(b), 4(c), and 4(f) becomes unable to attend a meeting of the Society or the Board, then he / she shall be at the liberty to appoint and authorise a representative to take his / her place at that meeting of the Society or the Board respectively and such representative shall have all the rights and privileges of a member of the Society or the Board for the meeting only.

6. Cessation of Membership

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

- (a) resigns his / her membership
- (b) becomes of unsound mind
- (c) becomes insolvent
- (d) is convicted of a criminal offence involving moral turpitude
- (e) is removed by the Central / State Government from the membership of the Society or
- (f) accepts a full time appointment in the Institute, except the post of the Director of the Institute.

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

* *Revised vide Ministry of Human Resource Development, Govt. of India's O.M. NO. F.8-1/2005-TS.IV dated 17.11.2005; resolution under Agenda Item No. 7 of the 3rd Meeting of BOG; Item No. 3 of 2nd Annual General Meeting held on 09.06.2006; and resolution under Agenda Item No. 2 & 3 of 4th Annual General Meeting held on 18.04.2007*

(b) A member of the Society or the Board (other than an ex-officio member, or a member representing Government of India or the State Government) 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.

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

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

10. **Functioning of the Society**

(a) The Annual General Meeting of the Society shall be held as soon as may be, after the expiry of every year ending on the 31st March to consider the Annual Report and audited Accounts of the Society, to appoint auditors for the next year and to consider and approve programme of work generally for the ensuing year.

(b) At every Annual General Meeting of the Society, the Board shall place before the members the Annual Report of the Society and its audited accounts relating to the preceding year for adoption and onward transmission to Government of India with recommendations as it may deem fit and proper.

(c) The Chairman may, whenever he/she thinks it necessary to do so, and shall, upon a written requisition of not less than five members, convene Special Meeting of the Society in addition to the Annual General Meeting.

(d) A written notice shall be sent to every member either personally or through post at his/her address mentioned in the roll of members.

(e) Any notice so sent by post shall be deemed to have been duly served and in proving such service it shall be sufficient to show that the cover containing such notice was properly addressed and put into the post office.

- (f) The accidental omission to give notice to or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings at the meeting.
- (g) Five members, including the Chairman, shall constitute a quorum at any meeting of the Society.
- (h) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- (i) Each member of the Society, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Society, the Chairman shall, in addition, have a casting vote.
- (j) Every meeting of the Society shall be presided over by the Chairman and, in his/her absence at any meeting, by a member chosen from amongst themselves by the members present at the said meeting.

11. Powers of the Board

- (a) The Board of Governors of the Institute shall be responsible for the general superintendence, direction and control of the affairs of the Institute provided for by this MOA, the Rules and the Bye-laws, and shall have the power to review the act of the Academic Council.
- (b) Without prejudice to the provisions of subsection (a), the Board shall:
 - i. Take decisions on questions of policy relating to the administration and working of the Institute;
 - ii. Institute courses of study;
 - iii. Make the Rules with the prior approval of Government of India;
 - iv. Appoint persons to academic as well as other posts of the Institute;
 - v. Consider and modify or cancel Bye-laws with the approval of the Society and subsequently by Government of India;
 - vi. Consider and pass resolutions on the annual report, the annual accounts and the budget;

- vii. Prepare budget estimates and revised budget estimates of the Institute for each financial year as it thinks fit and submit them to Government of India together with a statement of its development plans;
 - viii. Exercise such other powers and perform such other duties as may be conferred or imposed upon it by this MOA or the Rules or may, from time to time, be assigned to it by Government of India.
- (c) The Board shall have the power to appoint such committees as it considers necessary for the exercise of its powers and the performances of its duties as defined under this MOA.

12. Functioning of the Board

- (a) The Board shall ordinarily meet once in every four months provided that the Chairman may, whenever he/she thinks fit, and shall on the written requisition of not less than five members call a special meeting.
- (b) Not less than 10 days' notice shall be given of every meeting of the Board and copy of the proceedings of every meeting shall be forwarded to Government of India as soon as practicable after the meeting.
- (c) The accidental omission to give notice to or the non-receipt of any notice by any member shall not invalidate the proceedings at that meeting.
- (d) Five members of the Board, including the Chairman, shall constitute a quorum for any meeting of the Board.
- (e) In case of difference of opinion amongst the members, the opinion of the majority which shall be at least three-fifths of the members present, shall prevail.
- (f) Each member of the Board, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairman shall, in addition, have a casting vote.

- (g) Every meeting of the Board shall be presided over by the Chairman and, in his/her absence at any meeting, by a member chosen from amongst themselves by the members present at the said meeting.
- (h) Any resolution except such as may be placed before the meetings of the Board, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of three-fifths of the members who have signified their approval of such resolution shall be as valid and effectual as if such resolution had been passed at a meeting of the Board duly convened and held.

13. Academic Council

The Academic Council of the Institute shall comprise the Director of the Institute, who shall be the ex officio Chairman of the Academic Council and all the Professors and HODs of Departments/Centres, 2 Assistant Professors and 2 Lecturers in rotation and 2 eminent persons from the field of Technical Education. Subject to the provisions of this MOA and the Rules and the Regulations, the Academic Council of the Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education, examination and all other academic affairs in the Institute as per norms laid down by the AICTE and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules. The Academic Council shall be the highest policy making body of the Institute with respect to academic affairs. One senior Professor nominated by the Director will be the Secretary of the Academic Council.

14. Chairman of the Board

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

15. Director

- (a)[†] The Director of the Institute shall be appointed with prior approval of Government of India for a term of five years or upto the date of his superannuation whichever is earlier. Extension of term to the Director may be granted by Government of India.

The Recruitment Rules of the Director, NITTTR, Kolkata as amended by Ministry of Human Resource Development, Government of India vide its letter F.No.10-1/2006 TS.IV dated 07-03-2007, along with notification & schedule was adopted by the Board of Governors, NITTTR, Kolkata at its 5th Meeting held on 18-04-2007 and resolution under Agenda Item No. 3 of 11th Meeting of AGM dated 11-06-2012.

- (b) The Director shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of discipline therein.
- (c) The Director shall submit annual reports and accounts to the Board.
- (d) The Director shall exercise such other powers and perform such other duties as may be assigned to him by this MOA or the Rules or the Regulations.
- (e) The Director shall have such other powers and perform such other duties as may be delegated or assigned to him / her by the Board.
- (f) The Director may delegate any of his / her powers to any officer or officers in the service of the Society with the approval of the Board.
- (g) The Director shall act as the Secretary of the Society, the Board and such other Committees as the Society or the Board may decide.
- (h) In the event of the post of the Director remaining vacant or the Director being absent or unable to perform his duties for any reason, it shall be open for the Board, with the prior approval of Government of India to direct any officer or officers in the service

[†] Revised vide MHRD, GoI's letter F. No.:10-1/2006 TS.IV dated 07.03.2007; resolution under Agenda Item No. 13 of the 5th Meeting of BOG dated 18-04-2007; Item No. 5 of the 4th Meeting of AGM dated 18-04-2007; and the resolution under Item 2(13) a, b, c of the 6th Meeting of BOG dated 19-11-2007, and resolution under Agenda Item No. 3 of 11th Meeting of AGM dated 11-06-2012.

of the Society to exercise temporarily such powers and perform such functions and duties of the Director as the Board may deem fit.

16. Settlement of disputes

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

17. Finance Committee

- (a) The Finance Committee shall consist of the following persons namely:
 - i. The Chairman ex-officio, who shall be the Chairman of the Committee
 - ii. Two representatives of the Ministry of HRD on the Board
 - iii. A member of the BOG nominated by the Board
 - iv. The Director of the Institute (Ex-Officio Member and Secretary)
- (b) The Committee shall perform the following functions:
 - i. Examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board
 - ii. Give its views and make its recommendations to the Board either on the initiative of the Board or of the Director, or on its own initiative on any financial matter affecting the Institute.
- (c) The Committee shall meet at least once a year.
- (d) Three members of the Committee including the Chairman shall form a quorum for a meeting of the Committee.
- (e) The Chairman, if present, shall preside over the meeting of the Committee. In his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- (f) The provisions in these rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of minutes

applicable to the meeting of the Board shall, so far as possible, be followed in connection with the meeting of the Committee.

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

18. Funds of the Institute

- (a) The Institute shall maintain a Fund to which shall be credited:
 - i. all moneys provided by the Central and State Governments
 - ii. all fees and other charges received by the Institute
 - iii. all moneys received by the Institute by way of grants, gifts, donations, benefactions, bequests or transfers, and
 - iv. all moneys received by the Institute in any other manner or from any other source.
- (b) All moneys credited to the fund of the Institute shall be deposited in such Banks or invested in such manner as the Institute may, with the approval of Government of India, decide.
- (c) The fund of the Institute shall be applied towards meeting the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its duties under this MOA.

19. Accounts and Audit

- (a) The Institute 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 Government of India in consultation with the Comptroller and Auditor-General of India.
- (b) The accounts of the Institute shall be audited by the Comptroller and Auditor-General of India and any expenditure incurred in connection with such audit shall be payable by the Institute to the Comptroller and Auditor-General of India.
- (c) The Comptroller and Auditor-General of India and any person appointed by him in connection with the audit of accounts of the Institute shall have the same rights, privileges and authority in

connection with such audit as the Comptroller and Auditor-General of India has in connection with the audit of the Government accounts, and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of the Institute.

- (d) The accounts of the Institute as certified by the Comptroller and Auditor-General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to Government of India and that the Government shall cause the same to be laid before each House of Parliament as per procedure laid down by Government of India.

20. Appointments

All appointments of the staff of the Institute, except that of the Director, shall be made in accordance with the procedure laid down in the Rules by:

- (a) The Board, for the post of Lecturer and above for the academic staff or for those posts in the non-academic staff that have the maximum of the scale of the pay equal to or more than that of the maximum of pay scale of the Lecturer cadre.
- (b) The Director, in other cases.

The essential qualification and experiences for recruitment to faculty positions will be governed by the AICTE norms as may be in vogue from time to time. In case of other employees, the existing Institute Rules will be followed. However, for any amendments permission of Government of India will be required.

21. Rules

- (a) The powers and functions of authorities and officers other than those mentioned in the MOA shall be determined by the Rules.
- (b) All teaching/ training at the Institute shall be conducted by or in the name of the Institute in accordance with the Rules and Regulations made in this behalf.
- (c) Subject to the provisions of this MOA the Rules may provide for all or any of the following matters, namely:
- i. The formation of departments or centres;
 - ii. The fees to be charged for courses of study in the Institute;

- iii. The institution of fellowship, scholarship, exhibitions, medals and prizes;
 - iv. The terms of office and the method of appointment of officers of the Institute;
 - v. The qualification of teachers of the Institute in accordance with the requirements prescribed by Government of India as per AICTE norms;
 - vi. The classification, the method of appointment and determination of the terms and conditions of service of teachers and other staff of the Institute;
 - vii. The constitution of in-service and the retirement benefits of the teachers, officers and staff;
 - viii. The constitution, powers and duties of the authority of the Institute;
 - ix. The establishment and maintenance of halls, guest house, hostels and Institute's staff quarters;
 - x. The conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges;
 - xi. The allowances in the form of sitting fees to be paid to the Chairman and members of the Board and various Committees;
 - xii. The authentication of the orders and decisions of the Board;
 - xiii. The meeting of the Board, the Academic Council, or any Committee, the quorum as such meeting and the procedure to be followed in the conduct of their business;
 - xiv. Any other matter which by this MOA is to be or may be prescribed by the Rules.
- (d) The first Rules of the Institute shall be framed by the Society with the prior approval of Government of India.
- (e) The Board may, from time to time, make new or additional Rules or amend or repeal any of the Rules provided that every new Rule or addition to the Rules or any amendment or repeal of a Rule shall require the prior approval of Government of India. Government of

India may give its assent or withhold assent or remit it to the Board for consideration.

- (f) New Rules or a Rule amending or repealing an existing Rule shall have no validity unless it has been approved by the Society and subsequently assented to by Government of India.

22. Regulations

- (a) Subject to the provisions of this MOA and the Rules, the Regulations of the Institute may provide for all or any of the following matters, namely;
- i. The admission of the students/ trainees to the Institute
 - ii. The courses of study to be laid down for certification of all the programmes of the Institute;
 - iii. The conditions under which students shall be admitted to the all the programmes and courses and to the examinations of the Institute, and shall be eligible for certification;
 - iv. The conditions of award of the fellowships, scholarships, exhibitions, medal and prizes;
 - v. The conditions and mode of appointment and duties of examining bodies, examiners and moderators;
 - vi. The conduct of examinations;
 - vii. The maintenance of discipline among the academic and non-academic staff and the students of the Institute, and
 - viii. Any other matter which by this MOA or the Rules is to be or may be provided for the Regulations.
- (b) All Regulations shall be framed by the Board of Governors and shall have effect with concurrence from the appropriate authority and from such date as it may direct.
- (c) No Regulation shall be made affecting the condition of residence, health or discipline of students, admission or enrolment of students, conditions, mode to appointment or duties of examiners or the conduct or standard of examinations or any other course of study without consulting the Academic Council.

23. Council of National Institutes of Technical Teachers' Training and Research

There may be a Council of the National Institutes of Technical Teachers' Training and Research (~~Bhopal/Chandigarh/Chennai/Kolkata~~).

The functions of the Council will be:

- i) To advise Government of India on policy issues;
- ii) To guide the Institutes on matters relating to their effective functioning.

24. Miscellaneous

- (a) No act of the Council, or any Institute or Board or Academic Council or any other body set up under this MOA or the Rules, shall be invalid merely by reason of:
 - i. any vacancy in, or defect in the constitution thereof, or
 - ii. any defect in the election, nomination or appointment of a person acting as a member thereof, or
 - iii. any irregularity in its procedure not affecting the merits of the case.
- (c) The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives as set forth in this Memorandum of Association.
- (d) No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of profit, to the persons, who at any time, or have been members of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling, halting and other similar charges.
- (e) If any difficulty arises in giving effect to the provisions of this MOA, Government of India may make such provisions or give such direction not inconsistent with the purposes of this MOA, as appears to it to be necessary or expedient for removing the difficulty.

- (f) Any other matter not covered under the provisions of this MOA will be governed by the existing Rules and Procedures of Government of India.

25. Transitory Provisions

Notwithstanding anything contained in this MOA,

- (a) The Board of Governors of the Institute functioning as such immediately before the commencement of this MOA shall continue to so function until a new Board is constituted for the Institute under this MOA, but on the constitution of a new Board under this MOA, the members of the Board holding office before such constitution shall cease to hold office unless a member is reappointed / nominated under the provision of the MOA.
- (b) The regular Principal of the Institute functioning as such immediately before the commencement of this MOA shall be re-designated as Director of the Institute.
- (c) Until the first Rules and the Bye-laws are made under this MOA, the Rules and Bye-laws of the Technical Teachers' Training Institute [~~Bhopal / Chandigarh / Chennai /~~ Kolkata] as in force immediately before the commencement of this MOA shall continue to apply to the Institute, insofar as they are not inconsistent with the provisions of this MOA.

26. For the purpose of the West Bengal Societies Registration Act, 1961, (West Bengal Act XXVI of 1961 & West Bengal Societies Registration Rules 1963) the Director of the Institute shall be considered the Principal Secretary of the Society and the Society may sue or be sued in his/her name.

27. All contracts, deeds and other instruments for and on behalf of the Society, the members of the Board or the Institute shall be executed by the Chairman, the Director of the Institute or one other member of the Board to be nominated by the Chairman.

MEMBERSHIP

1. Admission:

- a) The signatories to the Memorandum of Associations & the office bearers of the Governing Body of the society shall be first members of the Society.
- b) The Governing Body may admit to appropriate membership of the Society within the framework of the MoA of the Institute any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society subject to the approval of the MHRD, Govt. of India.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body as may be conferred by the MHRD, Govt. of India and the Governing Body may refuse to admit any person as a member without assigning any reason therefor.

2. Types of Members:

- 1) Honorary members: Any person, whose connection with the society is deemed to be useful, the Society may, with the consent of such person, elect as Honorary member of the society within the provision of the MoA of the Institute. Such members shall not, however, be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.
- 2) Ordinary member: Any person, qualified to be a member and paying prescribed ordinary membership fee may be admitted by the Society as ordinary members of the Society.

3. Cessation of Membership:

Any member shall cease to be a member (a) on the acceptance of his resignation from membership, (b) on his becoming insane or insolvent, (c) on his conviction of any offence in connection with the formation promotion, management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.

4. *Register of Members:*

The society shall maintain a Register of members containing the names, address and their occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5. *Rights and Obligations of Members:*

Any ordinary member of the society has the right (a) to elect and to be elected in any election of the society; (b) to submit suggestion for discussion to the Governing Body and sub-committee on any matter relating to society; (c) to inspect the accounts and the proceedings of the meetings of the society on appointment with the secretary; (d) to pay his subscription within the prescribed time. Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote each.

6. *Expulsion & Removal:*

Frequent actions of any member, if found by the Governing Body is detrimental to the interest and is in violation of the rules and regulations of the Society, he may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him' to defend his case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-parte decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

GOVERNING BODY

1. *Composition, election / appointment, resignation /removal, terms of office:*

There shall be a Governing Body consisting of not less than 7 members. The Office bearers of G.B. shall comprise of Chairman, Secretary, Asstt. Secretary, Treasurer and other Committee members. The Office bearers & other Committee members shall be elected at the A.G.M.

The resignation and removal of the G.B. members shall be dealt with as has been prescribed as in the case of other members noted hereinbefore.

The term of office of the G .B. shall ordinarily be _____ years, unless it is dissolved/ terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

2. *Meeting*

A meeting of Governing Body shall be held atleast once in three months at such place, date and time, as the Chairman or the Secretary may determine. Any four members of the Governing Body may requisition the meeting and the Secretary shall summon the same within seven days and failing which the Chairman on the requisitionists may, do so provided no business other than specified in the notice shall be transacted at such meeting.

3. *Notice and quorum*

7 days' notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice. 1/3 rd members personally present shall constitute a quorum for the meeting and if a quorum is not present within 30 minutes of the time, members present shall adjourn the meeting.

4. *Procedure of the meeting*

The Chairman or in his absence the members present shall elect a Chairman of the meeting. All questions before the meeting will be

decided by a majority of votes, each member having one vote. The Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.

5. *Power and Duties of the Governing Body*

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties: (i) To appoint sub-committee with such power and duties as may be considered necessary or expedient. (ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society. (iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society, (iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks. (v) To co-opt not more than two members to the Governing Body. (vi) To appoint a person or persons on payment to assist the Secy / Treasurer in the maintenance of account, etc. (vii) To conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object.

SAFE CUSTODY OF PROPERTIES

1. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the society.
2. The funds of the society shall be kept in banks/post office/Mutual Funds and be invested in any securities specified under Sec. 20 of the Indian Trust Act, 1882.

BOOKS OF ACCOUNT & INSPECTION

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

ACCOUNTING YEAR

The accounting year of the society shall be from 1st day of April of each year to 31st day of March of following year.

GENERAL MEETINGS

Annual General Meeting:

Notice: The Secretary shall annually call the Annual General Meeting as per provisions of W. B. Society Registration Act 1961 giving at least 14 day's notice to all members. The notice shall contain the place date, day and time of the meeting.

Agenda: The business to be transacted at the A.G.M. shall be: (a) to confirm the minutes of the last A.G.M. and of special general meeting if any, (b) to adopt with or without modification the report of the working of the Society for the previous year; (c) to pass audited accounts of the Society for the previous year ended; (d) to appoint qualified Auditor or Auditors; (e) to transact such business as may be fixed by the Governing Body; (f) to transact such other business as may be brought forward by giving 14 days previous notice from any member; (g) to conduct general election.

Quorum of the meeting: 1/3 rd members personally present at the commencement of the meeting shall constitute the quorum.

Manner and Method of Voting: The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

Special General meeting:

A Special General Meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for special general meeting.

Members may request the Governing Body for special General meeting by placing a requisition signed by 2/3 rd of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

Extra-ordinary general meeting:

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration or amendment of the memorandum/regulations of the Society. 7 days notice along with the proposed

draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations be carried out if accepted by the three fourths of the members present at the meeting.

DUTIES OF THE OFFICE BEARERS

Chairman: He shall (a) preside over all meetings of the Society; (b) take all disciplinary actions such as removals, dismissal etc., in consultation with the Governing Body; (c) advise the Secretary in any matter requiring urgent attention; (d) call emergent meeting.

Secretary: He shall (a) convene all meetings of the Society; (b) maintain minute books of all meetings; (c) issue general circular and notices; (d) receive all applications for membership which shall be placed before the Governing Body; (e) sign on behalf of the Society all receipts for all sums received as subscription etc.; (f) sign and give pay order on all bills for payments; (g) get the accounts of the Society audited by a Chartered Accountant; (h) ensure compliance with statutory requirements; (i) transact all other business subject to the direction of the Governing Body.

Asstt. Secretary: In the absence of the secretary. The Asstt. Secretary shall perform all the duties of the secretary.

Treasurer: He shall (a) collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as are necessary; (c) operate bank account jointly either with the Secretary or the Chairman; (d) prepare the budget in consultation with the Secretary for consideration of the Governing Body.

MAINTENANCE AND AUDIT OF ACCOUNTS

The Society shall maintain books of accounts as required under Sec. 15(1)(a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Sec. 15(2) of the Act.

SUIT & LEGAL PROCEEDINGS

All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Committee.

ALTERATION OF MEMORANDUM & REGULATIONS


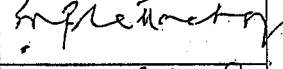
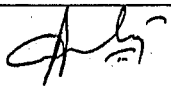
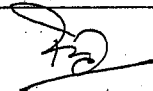
The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in a general meeting called for the purpose. The Governing Body shall have powers to make, alter modify or rescind such Bye-laws as may be considered necessary in the interest of smooth functioning of the society.

DISSOLUTION OF SOCIETY

Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any Statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th members of the society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association, if any after dissolution.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Regulations of Society.

Signature of three members of the Governing Body:

Sl. No.	Name & Address	Signature
1.	Prof. Tathagata Ray	
2.	Dr. S. K. Bhattacharya	
3.	Champak Kr. Nag	Champak Kr. Nag
4.	Alok K Bhattacharya	A Bhattacharya
5.	SATYA RANJAN DEB	Satyaranjan Deb
6.	AVNS SASTRY	
7.	HULAS SINGH	

Dated

day of

2003

Annexure – I

No. F.8.1/2005.TS.IV
Government of India
Ministry of Human Resource Development
(Department of Secondary & Higher Education)

Shastri Bhavan, New Delhi
Dated 17th November, 2005

The Director(s)
National Institute of Technical Teachers'
Training and Research (NITTTR)
Bhopal.

**Subject: Increase in the tenure of the Chairman, BOG, Bhopal –
Regarding**

Sir,

I am directed to refer to Chairman, BOG, National Institute of Technical Teachers' Training & Research, Bhopal's letter number CO/55 dated 13th Oct., 2005 addressed to Hon'ble HRM requesting for enhancement of tenure of the Chairman, BOG from 3 to 5 years.

2. The matter has been considered and it has been decided by the Competent Authority to enhance the tenure of the Chairman, BOG, NITTTRs from 3 to 5 years in order to ensure stability in these institutions.

3. In view of above, it is therefore requested that appropriate amendment(s) may be made in the MOA and Rules & Regulations of NITTTR Society by registering under the Societies Registration Act, (XXI of 1860).

4. The decision conveyed in the matter vide this Department's letter of even number dated 7th September, 2005 stand withdrawn.

5. Action Taken along with amended copy of MOA, Rules & Regulations of NITTTR Society may be sent to this Ministry for information, record and further action.

Yours faithfully,

Sd/-
(Vijay Bharat)
Director (T)
Tele/Fax: 2338 4721

Copy to:

Director (s), NITTTRs Chandigarh, Chennai and Kolkata for similar action

Sd/-
(Vijay Bharat)
Director (T)
Tele/Fax: 2338 4721

Annexure - II

**F.No. 10-1/2006 TS.IV
Government of India
Ministry of Human Resource Development
(Department of Higher Education)**

Shastri Bhavan, New Delhi
the 7th March, 2007

To

The Director,
National Institute of Technical Teachers' Training & Research
Bhopal, Chandigarh, Chennai & Kolkata

Subject:- Amendment of Recruitment Rules / MOAs of NITTTRs –
regarding

Sir,

The Recruitment Rules of the Directors of NITTTRs, prepared as per provisions of DOPT and duly approved by the Hon'ble HRM are enclosed herewith.

2. Necessary action may please be initiated for placing the said rules before the BOG, NITTTR Society. Therefore, these rules may be incorporated in Memorandum of Association and notified in the name of the Institute.

Yours faithfully,

Sd/-
(KALPANA SINGH)
DEPUTY SECRETARY

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
National Institute of Technical Teachers' Training and Research
(NITTTR) Kolkata

New Delhi, the 2007

NOTIFICATION

In exercise of the powers conferred by clause 2(d) of the Memorandum of Association (MOA) and clause 15(a) of the Rules and Regulations of the National Institute of Technical Teachers' Training and Research (NITTTR) Kolkata, the Central Government hereby makes the following rules, namely:-

1. Short title and commencement: (1) These rules may be called the National Institute of Technical Teachers' Training and Research (NITTTR) Kolkata, (Director) Recruitment Rules, 2006.

(2) These shall come into force from the date of their notification.
2. Definitions:- In these rules, unless the context otherwise requires;
 - (a) "Memorandum of Association and Rules" means Memorandum of Association and Rules of the National Institute of Technical Teachers' Training and Research (NITTTR) Kolkata
 - (b) Service Rules means Service Rules of the National Institute of Technical Teachers' Training and Research (NITTTR) Kolkata
 - (c) "Director" means the Director of the the National Institute of Technical Teachers' Training and Research (NITTTR) Kolkata
3. Method of recruitment and other matters:- The method of recruitment and other matters relating to the post of Director shall be specified in the columns 3 to 14 of the Schedule annexed to these rules:-
4. Disqualification – No person;

- (i) who had entered into or contracted a marriage with a person having a spouse living; or
- (ii) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post;

Provided that the Central government may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category or persons.

6. **Saving-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules, shall also not affect any existing recruitment already made or for which recruitment process has already commenced.

7. **Other conditions of service** -The other conditions of service of the Director for which no specific provisions have been provided in these rules, shall be regulated in accordance with such rules as are, from time to time, applicable to officers of the Central Government Group -A drawing the pay and allowances in corresponding scale of pay.

(DIRECTOR)

SCHEDULE

Recruitment Rules (RRs) for the post of Director, NITTTR, Kolkata

1. Name of Post : Director
NITTTR, Kolkata
2. Number of Post : 01 (One)
3. Classification : Group 'A'
4. *Scale of Pay : Rs. 18400-500-22400/-
(minimum to be fixed at
Rs. 19400/-)
5. Whether Selection Post or
non-selection post : Not Applicable
6. Age Limit for Director Recruit : Not Applicable
7. Educational & Other Qualifications:
required for Director recruits : Not Applicable
8. Whether Age & Educational : Not Applicable
Qualifications prescribed for
Director recruits will also apply in
case of promotees
9. Period of Probation, if any. : Not Applicable

* This has since been revised to Rs. 75,000/- plus Special Allowance for Rs. 5,000/- per month vide resolution under Agenda Item No. 2(4)(v) of 11th Meeting of Board of Governors dated 20.11.2009 as per MHRD Letter F.No.23-1/2008/TS.II dated 18.08.2009.

10. Method of Recruitment:
a) whether by Direct recruitment or : On contact basis for tenure of 5 (five) years
b) by promotion by deputation/absorption and percentage of vacancies to be filled by various methods
11. In case of Recruitment by promotion! deputation/absorption, grades on which promotion/deputation/absorption to be made applicable : Not Applicable
12. Minimum Qualification & Experience : A regular Professor in Engineering & Technology or Applied Science with a total experience of 15 years in the ~ of Teaching /Industry/ Research

Desirable

- i. Administrative experience in a responsible position
- ii. Published Research Work of high standard; and
- iii. Membership of Professional Bodies.

13. Tenure of Appointment -The Director shall be appointed by the Central Government who would hold office for tenure of five years from the date of joining which shall not ordinarily extend beyond the age of normal superannuation as applicable to a faculty of a Central University. The tenure of 5 years which is within the normal age of superannuation can be extended in public interest for a maximum period of six months only. A person who has held the post of Director for two terms would not be eligible for further re-appointment as Director.

Note 1 - Applications for consideration for appointment to the post of Director shall be invited through open advertisement as well as through nomination by heads of University level Academic institutions.

Note 2 -The post of Director shall not carry any pension. However, a person who held a - pensionable post on substantive basis before his appointment as Director shall be eligible to count his service rendered as Director for the purpose of qualifying service for grant of retirement and pensionary benefit upto the completion of his term or up to the age of normal superannuation whichever is earlier. If the person concerned Selected/Director was not eligible for pension, then he would subscribe to the CPF scheme of the Institute. If the tenure is extended beyond the normal date of superannuation such extended period shall not be treated for qualifying service and the service would be regulated in the same manner as applicable to re-employed pensioners.

Note 3 - For the period of appointment on contract as Director, the person concerned shall be treated as on Foreign Service and he shall be eligible for leave salary & pension contribution. He would be also entitled to joining time & joining time pay along with transfer grant for self & family.

Note 4 - Selection of the Candidate shall be made by a Search-cum-Selection Committee constituted for this purpose by the Department of Secondary & Higher Education. The Search-cum-Selection Committee shall consist of the following members, namely:-

1. A person to be appointed as Chairman - Chairman with the approval of the Minister of HRD
2. Two outside eminent technical experts - Members not below the rank of Additional Secretary to be nominated by Minister of Human Resource Development.
3. Joint Secretary (Technical Education),- Convenor
Department of Secondary & Higher Education,
Ministry of HRD.

The name/Panel suggested by the Search-cum-Selection Committee shall be valid for one year. If no selection is made from the panel within a period of one year, then a fresh Search-cum-Selection Committee shall be constituted to prepare a fresh panel. Such Search-cum-Selection Committee shall also consider the names of persons recommended in the first panel.

14. If a Departmental promotion Committee exits, what is its composition Not Applicable
15. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. Not Applicable.

(DIRECTOR)

