

MEMORANDUM

1. Name of the Society INDIAN INSTITUTE OF TECHNOLOGY
PATNA SOCIETY
2. Address of the Office of this Society Indian Institute of Technology Patna,
Navin Government Polytechnic Campus,
Patliputra Colony, Patna – 800 013
3. Area of operation The whole of India
4. Objects of the Society As per Memorandum of Association (copy
enclosed)
5. Names, Address Occupations and
Designations of the members of the
Governments Body of the Society.

Sl. No	Name	Address and Occupation	Designation
1.	Shri R.P. Agrawal	Secretary, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Chairman
2.	Prof. Gautam Barua	Director, IIT Guwahati	Member
3.	Sh. N.K. Sinha	Joint Secretary, Ministry of HRD, Bureau of Distance Learning	Member
4.	Shri S.K. Ray,	J.S. and Financial Advisor, Ministry of HRD, New Delhi	Member
5.	Mrs. Seema Raj	Director, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member
6.	Shri Shailendra Kumar Sharma,	Director (UNESCO), Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member
7.	Alok Chaturvedi,	Principal Secretary, (Science & Technology Deptt.), Govt. of Bihar, Patna-800015	Member

We, the undersigned wish to get the Society registered under the Societies Registration Act XXI of 1860:-

Sl. No	Name	Signature
1.	Shri R.P. Agrawal	
2.	Prof. Gautam Barua	
3.	Sh. N.K. Sinha	
4.	Shri S.K. Ray	
5.	Mrs. Seema Raj	
6.	Shri Shailendra Kumar Sharma	
7.	Alok Chaturvedi,	

INDIAN INSTITUTE OF TECHNOLOGY PATNA

In the matter of Act XXI of 1860 being an Act for the Registration of literary, scientific and charitable societies, and

In the matter of the Indian Institute Technology Patna Society, hereinafter referred to as the 'Society'.

MEMORANDUM OF ASSOCIATION

1. The name of the Society is the Indian Institute of Technology Patna Society.
2. The registered office of the Society shall be situated at Navin Government Polytechnic Campus, Patliputra Colony, Patna = 800 013
3. The objects for which the Society is established are:
 - (i) to establish and to carry on the administration and management of the Indian Institute of Technology Patna hereinafter called 'Institute' of whose functions shall be :-
 - a) to provide for instruction and research in such branches of engineering and technology, applied sciences and applied arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches;
 - b) to hold examinations and grant academic awards and distinctions or titles to persons;
 - c) to confer honorary awards or other distinctions;
 - d) to fix and demand such fees and other charges as may be laid down in the bye-laws;
 - e) to establish, maintain and manage halls and hostels for the residence of students;
 - f) to supervise and control the residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health; general welfare and cultural and corporate life;

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- g) to provide for the maintenance of units of the national Cadet Corps for the students of the Institute;
 - h) to institute teaching, administrative, technical and ministerial posts and to make Appointments thereto in accordance with rules and bye-laws;
 - i) to co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Society by exchange of teachers, scholars and generally in such manner as may be conducive to their common objects;
 - j) to institute and award fellowships, scholarships, prizes and medals in accordance with the rules and bye-laws :
- (ii) to make subject to the provisions of the Act, rules and bye-laws for the conduct of the affairs of the Society and to add to amend, vary or rescind them from time to time with the approval of the Central Government;
- (iii) to obtain or accept grants, subscriptions, donations, gifts, bequests from Governments, Corporations, Trusts or any persons for the purposes of the Society.
- (iv) to maintain a fund to which shall be credited :-
- (a) all moneys provided by the Central Government;
 - (b) all fees and other charges received by the Society;
 - (c) all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - (d) all moneys received by the Society in any other manner or from from any other sources
- (v) to deposit all moneys credited to the Fund in such Banks or to invest them in such manner as the Society may with the approval of the Central Government, decide;

- (vi) to meet the expenses of the Society including expenses incurred in the exercise of its powers and discharge of its functions, out of the Fund;
- (vii) to prepare and maintain proper accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such form as may be prescribed by the Central Government in consultation with the Comptroller and Auditor-General of India;
- (viii) to forward annually to the Central Government the accounts of the Society 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;
- (ix) to acquire and hold property provided that prior approval of the Central Government is obtained in the case of acquisition of immovable property;
- (x) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects provided that prior approval of the Central Government is obtained for transfer of any immovable property.
- (xi) to constitute such committee or committees as it may deem fit;
- (xii) to delegate all or any of its powers to the Board of Governors of the Institute or to any of the Committee or committees constituted by it,
- (xiii) 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;

- 4.(i) The Institute shall be open to persons of either sex, and of whatever race, creed, caste or class, and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers, workers or in any other connection whatsoever.
- (ii) No benefaction shall be accepted by the Society which, in its opinion, involves conditions or obligations opposed to the spirit and object of this section.
5. All incomes/earnings from movable or immovable assets of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever, to the present or past members of the Society or to any person claiming through any one or more of the present or past members. No member of the Society shall have any personal claim on any movable or immovable assets of the Society or can make any profits whatsoever by virtue of his membership. Notwithstanding anything contained herein above, the Society shall not be debarred from making payment in good faith for remuneration to any member thereof or any other person in return for any service rendered to the Society or for travelling Allowance, halting or other similar charges.
6. The Central Government may at any time appoint one or more persons to review the work and progress of the Society or Institute and to hold enquiries into the affairs thereof and to report thereon, in such manner as the Central Government may stipulate. Upon receipt of any such report, the Central

Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report regarding the Society or Institute, as the case may be and the Society shall be bound to comply with such directions.

7. If, on winding up or dissolution of the Society, there shall remain, after the satisfaction all its debts and liabilities, any assets and property, whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Central Government may determine.
8. The names, addresses and occupations of the first members of the Governing Body of the Society (referred to in the rules and bye-laws as the Board of Governors) to which by the rules and bye-laws of the Society, the management of its affairs is entrusted are:

Sl. No	Name and Address	Description
1.	Shri R.P. Agrawal, Secretary Ministry of Human Resource Development Department of Higher Education Shastri Bhawan, New Delhi	Chairman
2.	Prof. Gautam Barua Director, IIT, Guwahati	Member
3.	Shri N.K. Sinha, Joint Secretary, Ministry of HRD, Bureau of Distance Learning.	Member
4.	Shri S.K. Ray, J.S. and Financial Advisor, Ministry of HRD, New Delhi	Member
5.	Mrs. Seema Raj, Director, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member
6.	Shri Shailendra Kumar Sharma, Director (UNESCO), Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member
7.	Alok Chaturvedi, Principal Secretary (Science & Technology Deptt.), Govt. of Bihar, Patna-800015	Member

A copy of the Rules of the Society certified to be a correct copy by three members of the Governing Body filed with the Registrar of Societies, Patna along with the Memorandum of Association.

....7/-

We, whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names of this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Society Registration Act,

Sl. No	Name and Address	Description	Signature
1.	Shri R.P. Agrawal, Secretary, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Chairman	
2.	Prof. Gautam Barua Director, IIT, Guwahati	Member	
3.	Shri N.K. Sinha, Joint Secretary, Ministry of HRD, Bureau of Distance Learning.	Member	
4.	Shri S.K. Ray, J.S. and Financial Advisor, Ministry of HRD, New Delhi	Member	
5.	Mrs. Seema Raj Director, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member	
6.	Shri Shailendra Kumar Sharma, Director (UNESCO), Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member	
7.	Alok Chaturvedi, Principal Secretary (Science & Technology Deptt.), Govt. of Bihar, Patna-800015	Member	

Witness to the above signatures

Signature:

Name:

Address:

Occupation:

Dated the:

INDIAN INSTITUTE OF TECHNOLOGY PATNA SOCIETY R U L E S

"(1) These Rules and Regulations may be called "Rules of the Indian Institute of Technology Patna Society."

In these Rules

- (a) 'Society' means the Indian Institute of Technology Patna Society.
- (b) 'Institute' means the Indian Institute of Technology Patna.
- (c) 'Chairman' means the Chairman of the Society and the Board of Governors.
- (d) 'Member-Secretary' means the Member-Secretary of the Indian Institute of Technology Patna and its Board of Governors.
- (e) 'Board' means the Board of Governors of Indian Institute of Technology Patna.
- (f) 'Director' means the Director, Indian Institute of Technology Patna.
- (g) 'Registrar' means the Registrar, Indian Institute of Technology Patna.
- (h) 'Finance Committee' means the Finance Committee of the Board.
- (i) 'Committees' means Committees of the Board.
- (j) 'Central Government' means the Government of India.

2.(1) The Society shall for the time being consist of the following members :-

Sl. No	Address and Occupation	Designation
1.	Secretary, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Chairman
2.	Joint Secretary, Ministry of HRD, Bureau of Distance Learning.	Member
3.	J.S. and Financial Advisor, Ministry of HRD, New Delhi	Member
4.	Director(Technical), Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member
5.	Director (UNESCO), Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member
6.	Representative (Principal Secretary/ Secretary) of the State Government where Institute is situated	Member
7.	Director/ Acting Director of the Institute	Member Secretary

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2. The Central Government may at any time appoint any other person or persons to be member or members, of the Society.
3. The Society shall keep a roll of members and members of the Society shall sign the roll and state therein his rank or occupation and address. No person shall be deemed to be a member, or be entitled to exercise the rights and privileges of a member unless he has signed the roll as aforesaid.
4. If a member of the Society shall change his address, he may notify his new address in the roll of members but if he fails to notify his new address, the address in the roll of members shall be deemed to be his address.
5. The general superintendance, direction and control of the affairs of the Society and its income and property shall be vested in the Governing Body of the Society, which shall be called the Board of Governors, Indian Institute of Technology Patna hereinafter called "The Board".

...3/-

6. The Board shall be composed of :-

- (a) the Chairman, to be nominated by the Visitor;
- (b) the Director, ex-officio;
- (c) one person to be nominated by the Government of each of the States comprising the Zone in which the Institute is situated, from among persons who, in the opinion of that Government, are technologists or industrialists of repute;
- (d) four persons having special knowledge or practical experience in respect of education, engineering or science, to be nominated by the Council; and
- (e) two professors of the Institute, to be nominated by the Senate.

Explanation: In this section, the expression 'zone' means a zone as for the time being demarcated by the All India Council for Technical Education for the purposes of this Act.

7. Should any member of the Society (other than the Chairman) be prevented from attending meetings of the Society or the Board, he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the society or the Board and such representative shall have all the rights and privileges of a member of the Society or of the Board for that meeting only.

8. (1) Where a member of the Society becomes a member by reasons of the office he holds, his membership shall terminate when he ceases to hold that office.
 - (2) A member of the Society representing a Ministry shall continue to be a member during the pleasure of Central Government.
 - (3) Every other member (including the Chairman) not covered by sub-rules. (1) and (2) shall cease to be a member on the expiry of five years from the date of his appointment or nomination but shall be eligible for reappointment or renomination, as the case may be.
9. A member of the Society shall cease to be a member of the Society, if he shall die, resign, become of unsound mind, become insolvent or be convicted for a criminal offence involving moral turpitude or if he is removed by the Central Government from the membership of the Society or if he (other than the Director) accepts a full-time appointment in the Institute, or if he shall not attend three consecutive meetings of the Society without leave of the Chairman.

Resignations.

- 10.(1) The Chairman may resign his office by a letter addressed to the Central Government and his resignation shall take effect from the date it is accepted by the Central Government in the Ministry of Human Resource Development (Department of Higher Education).
 - (2) A member (other than ex-officio member, or a member representing a Ministry) 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.
11. Any vacancy in the Society shall be filled by either appointment or nomination by the respective authority entitled to make such appointment or nomination 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 has been appointed or nominated.

12. The Society or the Board shall function, notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members; and no act or proceedings of the Society or the Board shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.
13.
 - (i) The Society shall meet whenever the Chairman thinks fit, provided that the Chairman shall call a meeting of the society upon a written requisition of not less than, four members.
 - (ii) For every meeting of the Society fifteen days notice shall be given.
 - (iii) The Chairman shall have the power to call meeting(s) on short notice to deal with urgent and emergent business of the Society.
 - (iv) Four members of the Society shall constitute a quorum at any meeting,
 - (v) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
 - (vi) 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 and exercise, a casting vote.
 - (vii) Every meeting of the Society shall be presided over by the Chairman and; in his absence, by a member chosen by the members present to preside on the occasion.

- (viii) Any business which may be necessary for the Society to perform, except such as may be placed before meetings, may be carried out by circulation, among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Society; provided that at least four members of the Society have recorded their views on the resolution.

POWERS OF THE BOARD

- 14(i) The Board shall frame with the approval of the Central Government, bye - laws which may provide for all or any of the following matters, viz. :-

- (a) the formation of Departments of teaching;
- (b) the fees to be charged for courses of study in the Institute and for admission to the examinations for conferments of the Institute;
- (c) the institution of fellowships, scholarships, exhibitions, prizes and medals;
- (d) the creation and classification of posts, the method of appointment thereto and the determination of the terms and conditions of service of, teachers and other staff of the Institute provided that proposals relating to emoluments structure, i.e., adoption of pay scales and allowances and revision thereof and creation of posts carrying a scale of pay with a maximum exceeding Rs.15,200/- p.m. would need the prior approval of-the Govt. of India.

Provided further that the power to create posts is further subject to the observance of the ban orders issued by the (Govt. of India from time to time.

Provided, however, a reference to the Govt. would not be necessary in regard to adoption of the scales of pay and allowances identical to those adopted *for corresponding* posts as orders of the Central Government issued from time to time.

- (e) the establishment and maintenance of halls and hostels;

- (f) 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;
 - (ii) The Board may, by resolution, appoint such committees for such purposes and with such powers as the Board may think fit. The Board may co-opt such persons to these committees as it considers suitable.
 - (iii) Subject to the provisions of these rules and bye-Laws, the Board shall have the powers to create teaching, administrative, technical, Ministerial and other posts under the Institute other than the post of Director and to make appointment thereto. The appointment to the post of Director shall be made by the Board according to such procedures and on such terms and conditions as may be decided by the Central Government.
 - (iv) The Board may, by resolution, delegate 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 the action taken by any committee or the Chairman under the powers delegated to them by this rule shall be reported for confirmation at the next meeting of the Board.
 - (v) The Board may pass such resolution or resolutions as it may deem fit on the annual report, the annual accounts and the financial estimates.
- 15.(i) Ordinarily, the Board shall meet once in every three months and fifteen days' notice shall be given of each such meeting and a copy of the proceedings of the each meeting shall be furnished to the Central Government in the Ministry of Human Resource Development (Deptt. Of Higher Education), as soon as possible after the meeting; provided that the Chairman may, whenever he thinks

fit, and Shall, on the written requisition of not less than two members, call a special meeting.

- (ii) Four members of the Board, present in person, shall constitute a quorum at any meeting of the Board.
- (iii) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- (iv) Each member of the Board, including the Chairman, shall have one vote and, if there shall be an equality of votes on any question to be determined by the Board, the Chairman shall in addition have and exercise a casting vote,
- (v) Every meeting of the Board shall be presided over by the Chairman and, in his absence by a member chosen by the members present to preside on the occasion.
- (vi) Any business which it may be necessary for the Board to perform, except such as may be placed before its meetings, may be carried out by circulation among all its members and any resolution so circulated and approved by a Majority of the Members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Board: PROVIDED that at least four members of the Board have recorded their views on the resolution.

16. CHAIRMAN

- (1) It shall be the duty of the Chairman to see that the decisions taken by the Board are implemented.

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

17. DIRECTOR

- (1) The Board shall, with the prior approval of the Central Government, appoint the Director of the Institute; provided that the first Director shall be appointed by the Central Government.
- (2) The Director shall be the principal academic and executive office of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline therein. All other staff of the Institute shall be subordinate to the Director.
- (3) The Director shall have such other powers and shall perform such other duties as may be delegated to him by the Board.
- (4) The Director shall have the power to redelegate some of his powers to any of his subordinates with the approval of the Board.

18 FINANCE COMMITTEE

- (1) The Board shall have a Finance Committee consisting of the following persons, namely:-
 - a) The Chairman, ex-officio, who shall be the Chairman of the Committees,
 - b) Two persons nominated by the Central Government one of whom will be the Financial Advisor, Deptt. of Higher Education representing the Ministry of Finance.

- c) Two persons nominated by the Board; and
 - d) "Director (to be represented by the Director of Mentoring IIT till such time the Director is named and formally accepts the assignment) to act as Member—Secretary".
- (2) The Committee shall perform the following functions :—
- a. To examine and scrutinise the annual budget of the Institute prepared by the Director and make recommendations to the Board.
 - b. To examine all matters having financial implications and make recommendations to the Board.
 - c. To examine all cases involving deviation from normal financial or service rules and make recommendations to the Board.
- (3) The Committee shall meet at least once a year.
- (4) Three members of the Committee shall constitute a quorum for a meeting of the Committee.
- (5) 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.
- (6) In the event of a disagreement between the representative of the Ministry of Finance and Chairman of the Finance Committee on financial matters beyond the delegated powers of the Ministry the matter shall be referred to the Minister of the administrative Ministry and the Finance Minister for a decision.

19. REGISTRAR

- (1) The Registrar shall be a whole—time officer of the Institute and shall be appointed by the Board on such terms and conditions as may be laid down in the bye—laws. He shall be the custodian of records, the funds of the Institute and such other property of the Institute as the Board may commit to his charge.
- (2) The Registrar shall act as Secretary of the various Committees of the Society or the Board. However, till such time a Registrar is appointed and assumes office, the Director (or in his place the Director of the Mentoring IIT) shall act as the Secretary of the above bodies".

- (3) The Registrar shall be directly responsible to the Director of the Institute for the proper discharge of his duties and functions.
 - (4) The Registrar shall perform such other duties and exercise such other powers as may be assigned to him by the Board or Director.
20. The members of the Society or the Board and of any Committee appointed by the Society or the Board shall not be entitled to any remuneration from the Society or the Board; but non-official member of the Society or the Board or of any committee appointed by either of them will be reimbursed by the Society their travelling allowance and daily allowance in respect of the journeys undertaken to attend the meetings of the Society or of the Board or of the Committees or in connection with the business of the Society or the Board, as may be provided in the bye-laws to be made in this behalf by the Society or the Board, as the case may be.
21. (i) The Society shall submit annually, within six months the closing of the previous financial year, to the Central Government in the Ministry of Human Resource Development (Department of Higher Education), a report on the working of the Institute in the previous year together with an audited statement of accounts showing the income and expenditure for the previous year and the budget estimates for the ensuing year.

- ii) The annual accounts of the Society shall be audited by the Comptroller and Auditor-General of India or any other authority as may be decided by the Central Government and any expense incurred in connection therewith shall be payable by the Society.
22. For the purposes of section 6 of Registration of Societies Act, 1860 (21 of 1860), the person in whose name the Society may sue or be sued shall be the Secretary of the Society.
23. All contracts for and on behalf of the Society or the Institute shall be expressed to be made in the name of the Society or the Institute as the case may be and shall be executed by the Chairman, the Director of the Institute and one other member of the Board.
24. (i) Subject to the prior approval of the Central Government the Society may alter, extend or abridge any purpose or purposes for which it is established, provided it carries out the procedure prescribed in that behalf by Act XXI of 1860.
- (ii) These Rules may be altered with the consent of the Central Government at any time by a resolution passed by a majority of two-thirds of the members present at any meeting of the Society which shall have been duly convened for the purpose.

25. DISSOLUTION :

If necessary the Society may be dissolved and the properties remained after dissolution may be handed over according to the provisions laid down in Sections 13 and 14 of the Societies Registration Act XXI of 1860.

We, the undersigned Members of the Society, do hereby certify that the above is a true copy of the Rules of the Society.

Sl. No.	Name and Address	Description	Signature
1.	Shri R.P. Agrawal, Secretary, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Chairman	
2.	Prof. Gautam Barua Director,IIT, Guwahati	Member	
3.	Sh. N.K. Sinha, Joint Secretary, Ministry of HRD, Bureau of Distance Learning.	Member	
4.	Shri S.K. Ray, J.S. and Financial Advisor, Ministry of HRD,New Delhi	Member	
5.	Mrs. Seema Raj Director, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member	
6.	Shri Shailendra Kumar Sharma, Director (UNESCO), Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi	Member	
7.	Alok Chaturvedi, Principal Secretary(Science & Technology Deptt.), Govt. of Bihar, Patna-800015	Member	

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