



**MEMORANDUM OF ASSOCIATION
&
RULES OF MANAGEMENT
OF
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)**

[Amended as per the Notification of UGC (Institutions Deemed to be Universities) Regulations, 2019]

MEMORANDUM OF ASSOCIATION AND RULES OF THE INSTITUTE

1. Name, Address and Registration details of the Society

The name of the Society shall be “Indian Institute of Foreign Trade” hereinafter referred to as “the Institute” registered under the Societies Registration Act XXI of 1860 (Punjab Amendment) Act, 1957, as extended to the Union Territory of Delhi vide Certificate No.S.2229 of 1963-64.

The registered office of the Institute shall be situated in IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016.

2. Name of the Institute, its approved off-campus

Indian Institute of Foreign Trade (IIFT)

Off Campuses:

- (a) IIFT Kolkata Campus
1583 Madurdaha,
Chowbagha Road,
Ward No 108, Borough XII,
Kolkata 700107.
- (b) IIFT Kakinada Campus (**Planned**)
Plot (A) No.247 Ponnada Village of U Kothapalli Mandal,
East Godavari District, Kakinada, Andhra Pradesh, 533448.

3. Approved Off-Campuses with UGC letter / MHRD Notification and dates

- (a) IIFT Kolkata Campus
1583 Madurdaha,
Chowbagha Road,
Ward No 108, Borough XII,
Kolkata 700107.
(Letter No. F.6-42/2001 (CPP-I) dated 18.1.2006 of UGC)
- (b) IIFT Kakinada Campus (**Planned**)
Plot (A) No.247 Ponnada Village of U Kothapalli Mandal,
East Godavari District, Kakinada, Andhra Pradesh-533448.

4. Definitions

In these Rules unless the context otherwise requires:

- (i) “Academic Council” means the Academic Council of the Institute.
- (ii) “Act” means the University Grants Commission Act, 1956 (Act 3 of 1956).
- (iii) “Authorities” means the authorities of the Institute.
- (iv) “Board of Management” means the Board of Management of the Institute.
- (v) “Bye-laws” means bye-laws of the Institute.

- (vi) "Campus" means Campus of the institution deemed to be university situated at New Delhi, wherein its major facilities, faculty, staff, students and its Academic Departments are located.
- (vii) "Commission" means the University Grants Commission (UGC) constituted under the Act.
- (viii) "Chancellor" means the Chancellor of the Institute (Equivalent to Chancellor of a University) i.e. Commerce Secretary, Department of Commerce, Ministry of Commerce and Industry, Government of India.
- (ix) "De-novo Institution" means an institution with the focus on teaching and research in unique and 'emerging areas of knowledge' so determined by the Commission after a due process.
- (x) "Emerging area of knowledge" in the context of De-Novo Institutions means such specialized/niche areas of knowledge which are considered desirable and useful and not usually imparted in the country.
- (xi) "Expert Committee" means a Committee consisting of academics or other experts in the relevant fields of knowledge or practice to be nominated by Chairman of the Commission and include representatives of the Statutory bodies; and there may be as many Expert Committees as the Commission may determine for different purposes.
- (xii) "Government" means the Central Government in Department of Commerce/ Ministry of Education allocated with business pertaining to higher education.
- (xiii) "Institution" means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.
- (xiv) "Institution Deemed to be University" means an institution of higher education so declared, on the advice of the Commission, by the Government under Section 3 of the Act.
- (xv) "Off-Campus centre" means a centre of the Institution Deemed to be University, approved by the Government and situated beyond its Campus within India.
- (xvi) "Off-Shore Campus" means a centre of the Institution Deemed to be University approved by the Government and situated beyond its campus outside India.
- (xvii) "Notification" means a notification issued by the Government in the Official Gazette declaring an institution of higher education, as an Institution Deemed to be University under Section 3 of the Act.
- (xviii) "Statutory Body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas

of higher education such as the All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), or any other such regulatory body established under an Act of Parliament.

- (xix) "Teacher" means a member of the regular faculty at the levels of Professor, or Associate Professor or Assistant Professor, and includes adjunct faculty and faculty on a long-term contract of not less than three years.
- (xx) "University" means a University defined in the University Grants Commission Act, 1956.
- (xxi) "Year" means the year ending on the 31st day of March.
- (xxii) "NAAC" means National Assessment and Accreditation Council.
- (xxiii) "NBA" means National Board of Accreditation.
- (xxiv) "NIRF" means National Institutional Ranking Framework.

5. Objectives of the Institute:

The aims and objectives of the Institute shall be:

- (i) to provide higher education primarily at post-graduate and research degree levels in all areas of international business management, trade and economics, both in India and abroad;
- (ii) to offer short and medium term management development programmes, directed to all levels of management, on international business, inter-national trade, economics and policy issues both in India and abroad;
- (iii) to undertake, support and promote studies and research in international trade, business and economics;
- (iv) to carry out consultancy assignments in all areas of international trade, business and economics for the government, public & private sector, civil societies, international organizations and any other client both in India and abroad;
- (v) to design and provide specialized training facilities for Government of India and state government officials, as well as those from other countries;
- (vi) to design and provide specialized training facilities for public & private firms both in India and abroad;
- (vii) to promote education, training and research in international trade and business in universities and other academic institutions, both in India and abroad;

- (viii) to organize seminars, workshops, conferences and similar activities for promoting debate on issues of current interest at regional, national and international level, as well as for wider dissemination of information and research findings;
- (ix) to print and publish books, reports, occasional papers, journals and newsletters in multimedia, as consistent with the objectives of the Institute;
- (x) to establish and maintain documentation centres and information services to facilitate education, training, research and consultancy activities and to offer specialized information and database services to external clients;
- (xi) to set up Divisions/Departments and Centres within the Institute to conduct education, training, research and consultancy on important policies and functional areas of international trade and business;
- (xii) to set up Centres and Campuses in India and abroad either on its own or in collaboration, to promote the objectives of the Institute;
- (xiii) to provide academic support to other educational institutions engaged in international business education as consistent with the objectives of the Institute;
- (xiv) to offer short, medium and long term programmes in international business languages;
- (xv) to provide on-line education in all areas of international business management, trade and economics;
- (xvi) to undertake extra-mural studies, extension programmes and outreach activities to contribute to the development of the Institute;
- (xvii) to promote, support and undertake collaborative activities with national and international organizations including UNDP, ITC/UNCTAD, WTO, ESCAP, World Bank, etc. in the areas of interest to the Institute;
- (xviii) to do all such other acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary.

6. Powers and functions of the Institute:

To carry out the above objectives, the Institute shall have the following powers:

- (i) to design and deliver courses of study and research and to provide instructions in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches;

- (ii) to confer Degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations or fulfilled any other condition as laid down from time to time;
- (iii) to set up Centres and Campuses in India and abroad either on its own or in association with partner institutions with a view to achieving the Institute's objectives;
- (iv) to institute and award Chair Professorship, visitorships, fellowships, honorary degrees, prizes and medals;
- (v) to accept grants of money, donations, securities and property of any kind on such terms as may seem desirable;
- (vi) to acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property movable or immovable, which may be necessary or convenient for the purpose of the Institute and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objectives of the Institute;
- (vii) to sell, lease, exchange, hire or otherwise transfer all or any portion of the property, movable and immovable, of the Institute, provided that prior approval in writing of the Central Government is obtained for the transfer of immovable property;
- (viii) to invest and deal with any moneys and securities of the Institute not immediately required for any of its activities in such a manner as may be provided by the Rules and Regulations of the Institute as may be laid down from time to time;
- (ix) to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments for the purposes of the Institute;
- (x) to invest any surplus funds not needed for immediate research work in accordance with the provisions contained in Sections 11(2) , 11(3) and 11(5) of the Income Tax Act 1961 as amended from time to time;
- (xi) to create any Reserve Fund, Corpus Fund, Sinking Fund, Insurance Fund, Provident Fund or any other Special Fund, whether for depreciation or for repairs, improving, extending or maintaining any of the properties or rights of the Institute and/or for recoument of wasting assets and/or benefits of the employees and for any other purposes for which the Institute deems it expedient or proper to create or maintain any such Fund or Funds;
- (xii) to borrow and raise moneys with or without security or on the security of a mortgage, charge or hypothecation or pledge of all immovable properties

- belonging to the Institute or in any other manner, whatsoever, provided that prior approval in writing of the Central Government is obtained in that behalf;
- (xiii) to create academic, administrative, technical, ministerial or any other post(s) under the Institute and to make appointments thereto in accordance with the Rules and Regulations of the Institute;
 - (xiv) to make Rules and Regulations and Bye-laws for the conduct of the affairs of the Institute and to add, amend, vary or rescind them from time to time;
 - (xv) to do all such other acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary, incidental or conducive to the attainment of the above said objectives.

Additional Benefits of the Institute:

The Institute has been ranked “Category I Deemed to be University” as per the provision of UGC [Categorization of Universities (Only) for Grant of Graded Autonomy] Regulations 2018 and we are eligible for all the benefits as mentioned below:

- (i) The Institute shall be automatically deemed to be under section 12B of the University Grants Commission Act, 1956 and no inspections by the Commission shall be required for the same.
- (ii) The Institute may start a new course/programme/department/school/centre in disciplines apart from its existing academic framework without approval of the UGC, provided no demand for fund is made from the government on account of starting the new course/programme/department/school/centre. Degree programs shall be consistent with the approved nomenclature of the UGC. Diploma and certificate courses approved by its Statutory Authorities or Statutory Regulatory Authorities wherever required, may be started in new and innovative areas that are relevant to local, national or international needs, with information to the UGC:
- (iii) The Institute may open constituent units/off-campus centres within its geographical jurisdiction, without the approval of the UGC, provided it is able to arrange both recurring and non-recurring revenue sources and does not need any assistance for the same from the UGC or the Government.
- (iv) The Institute may start skill courses, consistent with the National Skills Qualification Framework, without approval of the UGC, provided no demand for fund is made from the government on account of starting the new courses. Degree programmes shall be consistent with the approved nomenclature of UGC. Diploma and certificate courses approved by its Statutory Authorities or Statutory Regulatory

Authorities wherever required may be started in new and innovative areas that are relevant to local, national or international needs, with information to the UGC.

- (v) The Institute may open research parks, incubation centres, and Institute society linkage centres, in self-financing mode, either on its own or in partnership with private partners, without approval of Commission. However, in all such arrangements, the ownership of all immovable property and that component of movable property procured through the resources of the Institution shall remain with the Institute.
- (vi) The Institute, subject to the Rules, Regulations and Guidelines of Government of India, may hire, without approval of the Commission, foreign faculty having taught at any institution appearing in top five hundred of any of the world renowned ranking frameworks, such as the Times Higher Education World University Rankings or the QS Rankings, up to twenty percent over and above of their total sanctioned faculty strength. Universities will have the freedom to hire foreign faculty on “tenure/contract” basis as per the terms and conditions approved by their Governing Council/Statutory bodies.
- (vii) The Institute shall be free to admit foreign students on merit, subject to a maximum of twenty percent, over and above of the strength of their approved domestic students. The Institute would be free to fix and charge fees from foreign students without any restriction.
- (viii) The Institute, while following the pay scales as laid down by the Commission, shall build in an incentive structure to attract talented faculty, with the condition that the incentive structure shall have to be paid from their own revenue sources and not from Commission or Government funds. Such incentive structure shall be strictly merit based with clear defined, transparent and objective criteria and shall not be universal. It must necessarily be approved by both the Academic Council and the Finance Committee of the Institution, apart from Statutory Bodies like Senate/Syndicate/Executive Council, as the case may be. The Commission shall be informed of the incentive structure within thirty days of approval by the statutory bodies of the Institution.
- (ix) The Institute may engage in academic collaborations with foreign educational institutions, as per the UGC (Promotion and Maintenance of Standards of Academic Collaboration between Indian and Foreign Educational Institutions) Regulations, 2016, without approval of the Commission with foreign institutions in top 500 of Times Higher Education World University Rankings or QS Rankings or top 200 of discipline specific ranking in Times Higher Education World University Rankings or QS Rankings.

- (x) The Institute may offer courses in the Open and Distance Learning mode, without approval of the Commission, provided it satisfies all the conditions laid down under UGC (Open and Distance Learning) Regulations, 2017 and amendments from time to time.
- (xi) (a) Universities shall be exempted from annual monitoring of their off-campus centre(s) and / or the study centre(s), as stipulated under Section 3.3 of the UGC (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003 as amended /modified from time to time, except when there is substantive evidence of their not meeting basic minimum criteria or of irregularities or malpractices. (As per 4.11 of UGC Graded Autonomy Regulations, 2018.)

(b) In case there is any external review required by the Commission under any statute or executive order, then it would be sufficient that the institution sends a report to the Commission in a prescribed review format. (As per 4.12 of UGC Graded Autonomy Regulations, 2018.)

7. Corpus Fund

- i. In the case of Institutions not maintained or financed by the Government a Corpus Fund of Rs. 10 Crores for an existing institution and Rs. 25 Crores for a de-novo institution, shall be created and maintained permanently in the name of the proposed Institution Deemed to be University by way of irrevocable Government Securities or other forms approved by the Commission.
- ii. The interest accrued on the Corpus Fund shall be used only for the purpose of development of the Institution Deemed to be University.

8. Interpretation of the Objectives

The Institute is established for public benefit and accordingly the objectives of the Institute, as set forth above, will be interpreted and restricted to mean such objectives and purposes as are regarded in law to be in public interest.

9. Governance Structure

- (i) The highest governing body of the Institute shall be a Board of Management to be headed by the Vice-Chancellor and consisting of not less than 10 and not more than 15 members.

(ii) The Board of Management of the Institution shall be independent of the sponsoring body will full autonomy to discharge its academic and administrative responsibilities.

(iii) All moveable and immovable assets of the institutions shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institute.

10. Composition of the Board of Management

The Board of Management of the Institute shall consist of:

- (i) Vice-Chancellor.....Chairperson;
- (ii) Two Heads of Divisions/Heads of Regional Centres (HoRCs) [by rotation based on seniority].
- (iii) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor of the Institute from among persons unconnected with the Institute as well as the Department of Commerce, Govt. of India.
- (iv) One representative of the Central Government.
- (v) Two teachers of the Institute, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority;
- (vi) Two Industry Professionals to be Nominated by the Department of Commerce, Govt. of India,
- (vii) Nominees of the Department of Commerce, Govt. of India, not exceeding Four in number;
- (viii) The Registrar, who shall be ex officio Secretary of the Board of Management.

11. Tenure of the members of the Board of Management

- (i) All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.
- (ii) Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institute, whichever is earlier.
- (iii) Any vacancy in the Board of Management shall be filled either by appointment or nomination as the case may be by the authority entitled to make such appointment/nomination. Such a vacancy will be filled for the un-expired portion of the term of the member who has left.

- (iv) The Board of Management shall function, notwithstanding any vacancy in its body and notwithstanding any defect in the nomination, of any of its members, and no act or proceedings of the Board of Management shall be invalidated merely by vacancies in the Body or due to any defect in the nomination or appointment of any of the members.

12. Powers of the Board of Management

- A. The Board of Management shall be the principal organ of management and the apex executive body of the Institute with powers to make rules of the Institute, namely:
- i) To establish, on the advice of the Academic Council, Divisions, Departments and Centres for the academic work and functions of the Institute.
 - ii) To create teaching and other academic posts, to determine number and cadres thereof with emoluments and qualifications at least on par with UGC norms in consultation with the Finance Committee.
 - iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendations of the Selection Committee.
 - iv) To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff maintained by the Institute, in consultation with the Academic Council.
 - v) To provide for appointment of Chair Professor, Visiting Professors/Associate Professors/Assistant Professors and Visiting Fellows.
 - vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee.
 - vii) To constitute, for the benefit of the teaching, academic, technical administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Bye-laws such as pension, insurance, provident fund and gratuity and any other fund/scheme as it may deem fit and to aid in the establishment and support of Association, Institution, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institute.
 - viii) To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action, wherever necessary.
 - ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
 - x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence.
 - xi) To approve the award of Degrees and Diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
 - xii) To fix the emoluments and travelling and other allowances of course writers, course coordinators, counsellors, examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.

- xiii) To institute Fellowships, including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws to be framed for the purpose.
- xiv) To advise the Central Government on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute.
- xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works
- xvi) To transfer or accept transfers of any movable property on behalf of the Institute.
- xvii) To execute in consultation with the Central Government conveyance, transfer Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable belonging to the Institute or to be acquired for the purpose of the Institute.
- xviii) To issue appeals for funds for carrying out the objectives of the Institute to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.
- xix) To raise and borrow, in consultation with the Central Government, money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Institute, all expenses, incidental to the raising of money and to repay and redeem the money borrowed.
- xx) To draw and accept and make and endorse, discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments.
- xxi) To maintain a fund to which shall be credited:
 - a) All moneys provided by the Central or State Government / UT Government/University Grants Commission
 - b) All fees and other charges received by the Institute.
 - c) All moneys received by the Institute as grants, gifts, donations, benefactions, bequest or transfers; and
 - d) All moneys received by the Institute in any other manner or from any other source.
- xxii) To open account or accounts of the Institute with anyone or more scheduled banks and to lay down the procedure for operating the same.
- xxiii) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- xxiv) To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance Sheet for every

- previous financial year, in such form as may be prescribed by the Regulations/Bye-laws.
- xxvi) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit.
 - xxvii) To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the Institute.
 - xxviii) To establish, maintain and manage residential properties including hostels and guest houses.
 - xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition.
 - xxx) To appoint such committees for such purposes and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.
 - xxxii) To appoint Auditors.
 - xxxiii) To select an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
 - xxxiv) To delegate, all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor of the Institute or any other person.
 - xxxv) To conduct all administrative affairs of the Institute not otherwise specifically provided for.
 - xxxvi) To take all necessary decisions for the smooth and efficient functioning of the Institute.
 - xxxvii) To prepare proposals on the developmental programmes of the Institute.
 - xxxviii) To frame and amend rules governing payment of fees and other charges and demand and receive such fees and other charges.
 - xxxix) To invest any surplus funds not needed for immediate research work in accordance with the provisions contained in the Sections 11(2), 11(3) and 11(5) of the Income Tax Act, 1961 as amended from time to time.
 - xl) To prepare annual report and annual accounts and budget estimates of the Institute for the ensuing financial year, as it thinks fit.
 - xli) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Memorandum of Association or the Rules.

B. The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institute, including in the academic, administrative, personnel, financial, developmental matters.

C. The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory / recommendatory powers, the Board of Management shall obtain advice / recommendations from such authority, before deciding on any matter before it.

13. Meetings of the Board of Management

- i. The Board of Management shall meet at least four times a year with not less than 15 days' notice being given before every meeting of the Board of Management.
- ii. Half of the total members of BoM including one member from Department of Commerce and an external member may make the quorum for a Board of Management meeting.
- iii. Every meeting of the Board of Management shall be presided over by its Chairperson and in his/her absence, by a member chosen by the members present from amongst themselves.
- iv. Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- v. Any business, which may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution has been passed at the meeting of the Board of Management.
- vi. A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institute as soon as possible after the meeting.
- vii. If within half an hour from the time appointed for holding a meeting of the Board of Management, a quorum is not present, the meeting shall stand adjourned. The meeting shall stand adjourned to such other day and at such other time and place, as may be determined appropriate. If at the adjourned meeting also, a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall be the quorum.

14. Termination of Membership

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the Institute or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

15. Constitution of Standing Committee and Ad-Hoc Committee by the Board of Management

- (i) Subject to the provision of the Rules/Bye-laws of the Institute, the Board of Management may by a resolution constitute such Standing Committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may

think fit for discharging any function of the Institute or for inquiring into, reporting and advising upon any matter of the Institute.

- (ii) The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees as it may consider suitable.

16. Delegation of Powers of the Board of Management

The Board of Management may by a resolution, delegate to the Vice-Chancellor or any other officer/faculty or to a Committee of officers/faculties of the Institute, such powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

17. Other Authorities of the Institute

The following shall be the other authorities of the Institute:

- (a) Academic Council
- (b) Planning and Monitoring Board
- (c) Finance Committee
- (d) Board of Studies
- (e) Such other authorities as may be declared by the Rules to be authorities of the Institute.

18. Academic Council

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests conducted by the Institute and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws of the Institute.

19. Composition of the Academic Council

The composition of the Academic Council shall be as under:

- (i) Vice-Chancellor – Chairperson
- (ii) Dean(s)
- (iii) Heads of Regional Centre(s) [HoRCs]/Heads of Division(s).
- (iv) Three Professors, other than the [HoRCs]/ Heads of Division(s) by rotation based on inter-se seniority;
- (v) Two Associate Professors from the Divisions, other than the Heads of the Divisions by rotation based on inter-se seniority;
- (vi) Two Assistant Professors from the Divisions by rotation based on inter-se seniority;

- (vii) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Vice-Chancellor;
- (viii) Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge
- (ix) The Registrar, who shall be the ex officio Secretary of the Academic Council.

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

20. Powers and Functions of Academic Council

The Academic Council shall have the following powers and duties, namely:

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the Divisions/Departments and to take proper action thereon
- ii. To exercise general supervision over all academic work of the Institute and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
- iii. To promote research within the Institute and to acquire reports on such researches from time to time.
- iv. To prescribe courses /programmes of study leading to degrees and diplomas of the Institute.
- v. To make arrangements for the conduct of examinations in conformity with the Bye-laws.
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- vii. To maintain proper standards of the examinations.
- viii. To recognize diplomas and degrees of Universities and other institutions and to determine equivalence with the diplomas and degrees of the Institute.
- ix. To suggest measures for departmental coordination.
- x. To make recommendations to the Board of Management on :
 - (a) measures for improvement of standards of teaching, training, consultancy and research;
 - (b) institution of Fellowships, Visiting Professors Travel Fellowships, Scholarships, Medals, Prizes, etc;

- (c) to recommend to the Board of Management, the establishment or abolition of Departments /Divisions/Centres; and
 - (d) to frame rules covering the academic functioning of the Institute, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management.
 - xii. To consider the recommendations of the sub-committees and to take such action as the circumstances on each case may require.
 - xiii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving the academic standards of instructions.
 - xiv. To recommend institution of Teaching Posts (Professors, Associate Professors, and Assistant Professors) to the Board of Management; and
 - xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules and Bye-laws.

21. Meetings of the Academic Council

- i. The Academic Council shall meet as often as may be necessary but not less than three times during an academic year with not less than 15 days' notice being given before every meeting of the Academic Council.
- ii. One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairman shall have a casting vote.
- iv. Any business, which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding even if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the Resolution.

22. Planning and Monitoring Board

- i. The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.
- ii. The Vice-Chancellor and the Registrar shall be the Chairman and the Secretary, respectively of the Planning & Monitoring Board, which may include seven members, internal to the Institute and three experts of eminence from outside the Institute.
- iii. The constitution, powers and functions of the Planning & Monitoring Board shall be as prescribed by the Rules.
- iv. The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the Institute.
- v. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals related to academic matter may be processed through the Academic Council.

23. Finance Committee

The Finance Committee shall consist of the following members:

- (i) Vice-Chancellor– Chairperson
- (ii) A person nominated by the Department of Commerce, Govt. of India.
- (iii) Two nominees of the Board of Management, one of whom shall be a member of the Board;
- (iv) A representative of the Central Government not below the rank of Joint Secretary.
- (v) Registrar
- (vi) Finance Officer – Secretary

24. Tenure of Members of the Finance Committee All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

25. Powers and Functions of the Finance Committee

- i. To consider the annual accounts and financial estimates of the Institute and submit them to the Board of the Management for its approval;
- ii. To consider and recommend the annual budget and revised estimates to the Board of Management;
- iii. To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the Institute.

Note: No expenditure other than that provided in the Budget shall be incurred by the Institute without the approval of the Finance Committee.

26. Meetings of the Finance Committee

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

27. Board of Studies

There shall be one Board of Studies for each Division of the Institute. The composition of Board of Studies of each Division shall be as under:

- i. Head of the Division/Department – Chairperson;
- ii. All Professors of the Division/Department;
- iii. Two Associate Professors of the Division/Department by rotation based on inter-se seniority;
- iv. Two Assistant Professors of the Division/Department by rotation based on inter-se seniority;
- v. Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Note: The powers and functions of the Board of Studies shall be prescribed under the Bye-laws of the Institute.

28. Selection Committee

- i. There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018 as amended from time to time.
- ii. The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
- iii. Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.

Selection Committee Composition: (Similar to Selection Committee for University)

I. Assistant Professor in the Institute:

(a) The Selection Committee for the post of Assistant Professor in the Institute shall consist of the following persons:

- i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

iv) Dean of the Faculty concerned, wherever applicable.

v) Head/Chairperson of the Department/School concerned.

vi) An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in the Institute:

(a) The Selection Committee for the post of Associate Professor in the Institute shall have the following composition:

i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.

iv) Dean of the faculty, wherever applicable.

v) Head/Chairperson of the Department/School.

vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum

III. Professor in the Institute:

(a) The Selection Committee for the post of Professor in the Institute shall consist of the following persons:

i) Vice-Chancellor who shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

iv) Dean of the faculty, wherever applicable.

v) Head/Chairperson of the Department/School.

vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if

any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

(a) The Selection Committee for the post of Senior Professor in the Institute shall consist of the following persons:

i) Vice Chancellor who shall be the Chairperson of the Committee.

ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.

iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.

iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.

v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.

vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum.

(Note: The Composition of Selection Committee may be amended as per UGC Regulations from time to time.)

29. Miscellaneous matters pertaining to different authorities of the Institute

If any question arises, as to whether any person has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee or the Institute, the matter shall be referred to the Chancellor of the Institute, whose decision thereon shall be final and binding.

- i. Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or Chairperson of the Board of Management, as the case may be.
- ii. Sudden vacancies among the members of any authority or any Committee of the Institute shall be filled by the respective authority, as soon as may be, and within a period of six months.
- iii. A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the Institute:
 - a) If he/she is of unsound mind
 - b) If he/she is an un-discharged insolvent
 - c) If he/she has been convicted by a court of law for an offence involving moral turpitude.
 - d) If he/she has not been appointed as per the provisions of these Regulations.

Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor of the Institute, whose decision shall be final and binding.

30. Officers of the Institute

The following shall be the officers of the Institute

- a) Chancellor
- b) Vice-Chancellor
- c) Dean (s)
- d) Head of Divisions/Departments/ Heads of Regional Centres/ (HoRCs)
- e) Registrar
- f) Finance Officer
- g) Controller of Examinations

Such other officers as may be prescribed in the Bye-laws of the Institute.

31. Chancellor of the Institute

- (i) The Secretary, Department of Commerce, Ministry of Commerce & Industry, Government of India shall be the Chancellor of the Institute, who when present, will preside over the Convocations of the Institute, but shall not be the Chief Executive Officer.
- (ii) Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institute.

32. Vice-Chancellor

- i. The Vice-Chancellor of the Institute shall be the whole time salaried officer of the Institute and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the Search-cum-Selection Committee shall be:
 - (a) A nominee of the Chancellor of the Institute
 - (b) A nominee of the Department of Commerce, Govt. of India
 - (c) A nominee of the Chairman, UGC
- ii. The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018 as amended from time to time.

33. Tenure of the Vice-Chancellor

- i. The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term;

Provided that in no case shall the person appointed as Vice-Chancellor hold office beyond the age of 70 years;

Provided further that notwithstanding the expiry of the period of 5 years, the Vice-Chancellor may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever is earlier.

- ii. Where the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise and in his/her absence due to illness or any other cause, the senior-most Professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed or the existing Vice-Chancellor resumes duties, as the case may be.

34. Powers of the Vice-Chancellor

- i. The Vice-Chancellor shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- ii. The Vice-Chancellor shall be the ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

- iii. The Vice-Chancellor shall have the power to convene or cause to be convened, meeting of the various authorities of the Institute.
- iv. The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under these Regulations and Rules of the Institute, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the relevant authority as mentioned in clause (ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/ she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/ her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v. It shall be the duty of the Vice-Chancellor to ensure that the Regulations and Rules of the Institute are duly observed and implemented and he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor.
- vii. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- viii. The Vice-Chancellor shall have the power to re-delegate some of his/ her powers to any of his/ her subordinate officers with the concurrence and approval of the Board of Management.
- ix. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the regulations, Rules and Bye-laws of the Institute.

35. Removal of Vice-Chancellor

- i. Where there are reasons to believe that the Vice-Chancellor of the Institute does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time or is not appointed

as per the procedure stipulated in these regulations or has committed any financial/administrative impropriety, the Chairman of the Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.

- ii. Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall direct the Chancellor of the Institute to remove the Vice-Chancellor after following the due process.

Provided that, in respect of Vice Chancellors of institutions Deemed to be universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.

36. Registrar

- i. The Registrar shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:
 - a) Vice-Chancellor - Chairperson
 - b) One nominee of the Chancellor of the Institute
 - c) One nominee of the Board of Management; and,
 - d) One expert not being an employee of the Institute to be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by the Bye-laws/Rules of the Institute.
- iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- iv. The Registrar shall be the ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board but shall not be deemed to be a Member of any of these authorities.
- v. The Registrar shall be directly responsible to the Vice-Chancellor of the Institute and work under his/her direction.
- vi. The following shall be the duties of the Registrar:

- a) To be the custodian of the records and the funds and such other property of the Institute as the Board of Management may commit to his/her charge
- b) To conduct the official correspondence on behalf of the authorities of the Institute.
- c) To issue notices convening meetings of all the authorities of the Institute and all the Committees and Sub-Committees appointed by any of these authorities.
- d) To maintain the minutes of meetings of all the authorities of the Institute and of all the Committees and Sub-Committees appointed by any of these authorities
- e) To make arrangements for and supervise the examinations conducted by the Institute.
- f) To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose
- g) To enter into agreements, sign documents and authenticate records on behalf of the Institute.
- h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
- i) To perform such other duties as may be specified in the Rules and Bye-laws or as may be assigned by the Board of Management or the Vice-Chancellor from time to time

37. Finance Officer

- i. The Finance Officer shall be the whole-time salaried officer of the Institute and shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Bye-laws/Recruitment Rules of the Institute.
- iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through Vice-Chancellor of the Institute.

- iv. The Finance Officer shall be responsible for the preparation of annual budgets, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- v. The Finance Officer shall be responsible for the management of funds and investments of the Institute, subject to the control of Board of Management.

38. Controller of Examination

- i. The Controller of Examination shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by the Rules of the Institute.
- iii. The Controller of Examination shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

The Controller of Examination shall be a permanent invitee to the Academic Council.

39. Dean(s)

- i. The Institute may have Dean(s).
- ii. The Dean(s) shall be appointed by the Vice-Chancellor from amongst HoRC(s)/Head of Division(s)/ Professors of the Institute giving due cognisance to seniority.
- iii. The term of the Dean(s) shall normally be for a period of five years or the date of retirement as a Professor, whichever is earlier.
- iv. The powers and functions of the Dean(s) shall be as follows:
 - (a) To coordinate education, training, research and consultancy activities, and to promote inter-institutional collaboration in teaching, research and extension programmes of the Institute, both in India and abroad.
 - (b) To carry out such other duties as may be assigned to him/her by the Vice-Chancellor.
 - (c) To exercise such other powers and perform such other functions as may be prescribed by the Rules, Bye-laws and Regulations.

40. HoRCs/ Head of Divisions/Departments

- (i) There shall be Heads of Divisions/Department for each Division/Department and core designated academic activity (ies) in the Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Institute by rotation giving due cognisance to seniority. There shall be a Head of each Regional Centre who shall be appointed by the Vice-Chancellor from amongst the Professors having suitable administrative skills and proven academic record.

Provided that if there is no Professor in the Division/Department or there is only one Professor in the Division/Department whose term as Head of the Division/Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Division/Department.

- (ii) The term of the Head of the Divisions/Departments/ Centre Heads shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- (iii) The powers and functions of the Head of Divisions/Departments/HoRCs shall be prescribed by the Bye-laws of the Institute.

41. Admission and Fee Structure

- (i) The Institute shall ensure that for admission in respect of any course or programme of study conducted in the Institute, will not accept payment towards admission fee and other fees and charges:-
 - a) which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly
 - b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution
 - c) Without a proper receipt in writing issued for such payment to the student admitted in the Institute.
- (ii) Institute shall not charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.
- (iii) Institute shall be abided by UGC notification regarding refund of fee and non retention of original certificate as amended from time to time.
- (iv) Admission to all programmes of the Institute shall be made strictly on merit, based on an All India examination OR as prescribed by the Institute's rules and regulations which will be consistent with the national policy in this behalf, from time to time.
- (v) Admission of Non-Resident Indians (NRI)/Persons of Indian Origin (PIO)/ Foreign students to programmes of the Institute shall be governed by the guidelines/Regulations framed by UGC in this behalf from time to time.
- (vi) The Institute shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.
- (vii) Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, the Institute shall publish and upload on its website its prospectus containing inter alia, the following:

- each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
 - the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
 - the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
 - the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
 - the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
 - all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.
- (viii) Institute shall not retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

42. Institute Open to All

- (i) Admission and employment in IIFT (deemed to be university) shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence.
- (ii) All policies and procedures, in matters of admission and employment as applicable to the university level public and funded institutions respectively, shall apply to the Institute.

43. Institution to be Unitary

Institute shall be unitary in nature, and shall not affiliate any other institution nor shall add any constituent institutions.

44. Reservation Policy

The Institute shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

45. Distance Education

The Institute may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, UGC (Online Courses or Programmes) Regulations, 2018 and UGC (Open and Distance Learning Programmes and Online Programmes), Regulations, 2020 as amended from time to time.

46. Funds, Accounts, Audits and Annual Report

- i. The books of accounts of the Institute shall be maintained, managed and operated in the name of the Institute and not in the name of the sponsoring body or any other and shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed by the Commission.
- ii. Funds shall not be diverted at any time from the accounts of the Institute to any other accounts, including to the accounts of the Sponsoring body.
- iii. The Institute shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the Commission, separately published and uploaded on the website of the Institute. Accounts of the Institute shall also, where required, be open for inspection by the Commission.
- iv. The annual financial statements and accounts shall be audited by a qualified professional, being a Member of Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institute.
- v. Annual Reports and the Audit Reports shall be submitted by the Institute to the Commission within nine months of the closure of the accounting year.

47. Miscellaneous

- i. The Institute shall mention the name with location of campus/off campus on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.
- ii. The Institute shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other

qualification in respect of the programme of studies, is awarded and made available to students.

- iii. Institute at any time shall not enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/ course/ programme of study/ department/ school/ faculty of the Institute
- iv. The income and property of the Institute shall be utilized solely for promoting the objectives of the Institute.
- v. No portion of the income and property of the Institute shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons as consideration for any service rendered to the Institute or for travelling or other allowances and such other charges.
- vi. Institute should provide the following to comply with the UGC Norms:
 - (a) Anti Ragging Cell
 - (b) Anti Discrimination Cell
 - (c) Gender Sensitization Cell
 - (d) Grievance Redressal Cell
 - (e) Internal Complaints Committee for prevention of Sexual Harassment
 - (f) Barrier Free access to persons with disabilities to all its facilities

48. Legal Proceedings

- i. For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institute may sue or be sued shall be Registrar, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Institute, and shall exercise such powers and perform such duties, as may be prescribed by the Regulations and Rules of the Institute.
- ii. No suit or legal proceedings shall lie against the Government or the Commission or the Institute or an Officer of the Institute or a member of the Authority of the Institute in respect of anything done or purported or intended to be done in pursuance of any article of Memorandum of Association or the Rules or Bye-laws made thereunder.

49. Delegation of Powers

Subject to the provisions of these Rules and Bye-laws any officer or Authority of the Institute may delegate his or its powers to any other officer or Authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such powers.

50. Seniority List

- (a) Whenever in accordance with these Rules, any person is to hold an office or to be a member of an Authority of the Institute by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the Institute in accordance with such other principles as the Board of Management may from time to time may prescribe.
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (c) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board of Management whose decision shall be final and binding.

51. Acting Chairman of the Meetings

Where no provision is made for a Chairman to preside over a meeting of an Authority of the Institute or any Committee of such Authority, or if the Chairman so provided is absent, the members shall select one from amongst themselves to preside at such meeting.

52. Validation of Certain Actions, Decisions

No action or proceedings of any Authority or anybody or any Committee of the Institute shall be invalid merely by reason of vacancy.

53. Maintenance of Standards

- (i) Institute shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/regulatory body concerned, such as All India Council of Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC()), etc. and shall obtain their approval for running various programmes of the study, wherever applicable. This shall be periodically monitored by the duly constituted Committee(s) of the Commission.
- (ii) The Institute shall provide to the Government or to the agencies designated by it, all required details regarding the Institution for the All India Survey or Higher Education or for posting of specified details on the Know Your College Portal of the Government or for any other study approved by the Government.

The Institution shall participate in the National Institutional Ranking Framework every year and publish the same on its website prominently.

54. Rules of the Institute

Subject to the provisions of the Memorandum of Association, the Rules and Bye-laws, and Regulations and the Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of the Institute that may provide for all or any of the following matters:

- i. establishment of Centres/Regional Centres and Departments of teaching;
- ii. courses of study to be laid down for all degrees, diplomas and certificates of the Institute;
- iii. grant of academic awards (such as degrees and diplomas) and distinctions;
- iv. admission of students to the Institute and their enrolment as such;
- v. the fees to be charged for courses of study in the Institute and for admission to the examination, degrees, diplomas and certificates of the Institute;
- vi. conduct of examinations, appointment of examiners and approval and publication of results thereof;
- vii. institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- viii. maintenance of discipline among the students;
- ix. maintenance of discipline among the employees of the Institute;
- x. establishment of halls of residence and conditions of residence and health of the students;
- xi. classification, emoluments, method of appointment, and determination of the terms and conditions of service of the staff of the Institute;
- xii. such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- xiii. constitution, powers and functions of the Planning & Monitoring Board;
- xiv. powers and functions of the Board of Studies;
- xv. composition, powers and functions of the Grievance Redress Mechanism;
- xvi. prescribing persons as such other officers of the Institute;
- xvii. such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- xviii. emoluments, terms and conditions of service of the Registrar;

- xix. emoluments, terms and conditions of service of the Finance Officer;
- xx. constitution of pension, provident fund, insurance, etc. for the benefit of the officers, teachers, and the other staff of the Institute;
- xxi. Establishment of special centres;
- xxii. creation, composition and functions of any Committees or Body, which is considered necessary for the work of the Institute;
- xxiii. procedure for preparation and submission of budget estimates;
- xxiv. procedure for convening of meeting of any Authority or Committee;
- xxv. laying down of procedures to be observed at any meeting of any Authority or any Committee;
- xxvi. constitution of any other Body as an Authority of the Institute;
- xxvii. delegation of powers to any Authority or officer;
- xxviii. all other matters by this Memorandum or the Rules may be provided but no rule shall be made affecting the condition of residence, health or disciplines of student, admission or enrolment of students, conditions, mode of appointment, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

55. Interpretation Clause

In the event of conflict of opinion with regard to interpretation of Memorandum of Association or the Rules and Bye-laws, the opinion of the Board of Management shall be final.

56. Adjustment of Income and Property on Dissolution of the institution deemed to be university

If on the winding up or dissolution of the Institute there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute or any of them, but shall be transferred to the Department of Commerce, Government of India or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

57. Alteration Amendments and Additions to the Rules governing the functioning of the institution deemed to be university

The Rules and Bye-laws governing the functioning of the Institute may be altered, amended and added to by the Board of Management in accordance with the provisions of the Societies Registration Act 1860, as in force for the time being provided any such alterations, amendments and additions in the Rules of the Institute shall become effective only after the receipt of concurrence of the Department of Commerce.

58. Consequent upon the conferment of deemed university status to the IIFT and the requirement of the Commission to vest the powers of decision and management and control only in the Board of Management, the existing Permanent Members who enjoy voting rights, Associate Members (Life) and Associate Members (Life-Individual) none of whom have voting rights shall be forthwith become members of the Society without any voting rights.

59. The incumbents of the Board of Management shall during their tenure on the Board be and shall be deemed to be members of the Society with voting rights.
