

**MEMORANDUM**  
**OF**  
**ASSOCIATION AND RULES**  
**2012**

**STATE LEVEL SCHOOL FOR TEACHER**  
**EDUCATION- AN INSTITUTE OF ADVANCED STUDY**  
**IN EDUCATION, JHAJJAR, HARYANA**

**In the matter of State Level School for Teacher Education- an Institute of  
Advanced Study in Education.**

**MEMORANDUM OF ASSOCIATION**

**1 NAME OF THE INSTITUTE**

The name of the Society is State Level School for Teacher Education- an Institute of Advanced Study in Education Haryana Jhajjar (hereinafter referred to as the Institute).

**2 REGISTERED ADDRESS**

The Registered office of the Institute shall be situated at Jhajjar with the address - State Level School for Teacher Education, Jhajjar (Haryana).

**3 AREA OF OPERATION**

Area of operation shall be the whole of State of Haryana.

**4 AIMS AND OBJECTIVES**

(i) The Institute shall act as an autonomous body, inter alia, function as the leading institute in the state which will actively contribute in the state policy making, quality research and innovation, and standardizing best practices from the field on the various programmes of school education of Haryana Government:-

(ii) The institute with a matrix of functions, people and resources shall efficiently execute the intended tasks like training, content development knowledge management, add and develop human resources towards this renewed role. To assist and advise the School Education Department, Haryana on policy issues, support implementation and appraisal of programmes, conduct research studies and to undertake programmes for quality improvement in education and teacher education.

5 For realization of these objectives, the Institute may undertake any or all the following functions, programmes and activities.

- **Pre-service innovative Elementary, Secondary teacher education programme.**
- **Program for preparing teacher educators (M.Ed).**
- **In-service training of teacher educators (mainly DIET faculty).**
- **Short-term courses for teacher educators of CTEs.**
- **Develop resource Material for teachers and teacher educators.**
- **Conduct advanced level fundamental and applied research and experimentation in education.**

- **M.Phil and Ph.D (subject to availability to do necessary faculty and facilities).**
  - **Set-up units/centres to do Research and Material development in Curriculum Studies, Pedagogic Studies and Assesment and Evaluation.**
  - **Act as Regional Resource Centre for various activities like-  
Development of curriculum and learning material, Educational Planning and administration  
Development of Modules for training of educational administrators.**
  - **To do all such things as the institute may consider necessary, incidental or conductive to its primary objectives and also act on the assignments/projects/programmes given by the state government from time to time for the furtherance of state/national policy on school education**
- 6 (i).** The institutional and other programmes conducted by 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 connections whatsoever.
- 6 (ii)** The Govt. of Haryana may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Govt. of Haryana may stipulate and upon receipt of any such report the Govt. of Haryana take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report. ( and the same shall be duly considered by the council for taking action). In addition, the Govt. of Haryana may at any time issue general guidelines, directions to the Institute on important matters of policy and programmes for the development of school education in Haryana.

## **7 INCOME AND PROPERTY**

- (a)** All property of the Society, movable or immovable, shall vest in the Executive Council.
- (b)** The income and property of the Institute however derived shall be applied towards the promotion of the objectives thereof as set forth in this Memorandum of Association, and the objectives for which grants are received from Haryana/Central Government and the sponsoring agencies. No portion of the income and property of the Institute shall be

paid or transferred, directly or indirectly by the way of dividends, bonus or otherwise, however by way of profit to the persons who at anytime have been members of the Institute or to any of them or to any persons claiming through them provided that nothing therein, contained shall prevent the payment in good faith of remuneration to any member there of or other persons in return of any services rendered to the Institute or for travelling allowance, halting or other similar charges.

- 8 A copy of the Rules and Regulations of the Society certified to be correct by three members of the Governing Council is filed with the Registrar of Societies, Jhajjar, Haryana, alongwith the Memorandum of Association.
- 9 (1) The names, occupations and addresses of the first members of the Executive Council to whom the management of its affairs has been entrusted, as required under Section 2 of the Societies Registration Act, 1860 as applicable to State of Haryana, are as follows: -

Sr. No.	Address and Status of Member
1	Financial Commissioner and Principal Secretary to Govt. of Haryana School Education Department, Chandigarh
2	Director Higher Education Haryana, Panchkula
3	Director Secondary, Education Haryana, Panchkula
4	Director of Elementary Education Haryana, Panchkula
5	Secretary, School Education Board, Bhiwani, Haryana
6	State Project Director Haryana School Shiksha Pariyojna Parishad, Panchkula
7	Director SCERT Haryana, Gurgaon

(2) The appointment of the Chairman and Members is by virtue of their office. A copy of the rule of the Institute, certified to be a correct by the first members of the Institute is filed alongwith the Memorandum of Association.

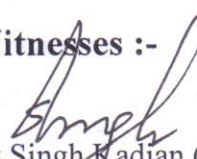
#### 10 DECLARATION OF DESIROUS PERSONS:


We the undersigned are desirous of forming a Society by the name of State Level School for Teacher Education - an Institute of Advanced Study in Education Haryana Jhajjar under the Societies Registration Act, 1860 as

applicable to the State of Haryana, in pursuance of this Memorandum of Association :-

Sr. No.	Name	Designation in Society	Occupation
1	Smt. Surina Rajan, IAS	Chairman	Financial Commissioner and Principal Secretary to Govt. of Haryana, School Education Department Chandigarh
2	Sh. Ankur Gupta IAS	Member	Director General Higher Education, Panchkula
3	Sh. Pankaj Yadav IAS	Member	State Project Director Haryana School Shiksha Pariyojna Parishad Panchkula
4	Sh. Arun Kumar Gupta IAS	Vice President	Director Secondary Education, Haryana Panchkula
5	Sh. Abhe Singh Yadav, IAS	Member	Director Elementary Education Haryana, Panchkula
6	Sh. D.K. Behera IAS	Member	Secretary Board of School Education, Bhiwani, Haryana
7	Smt. Sneha Lata HES-I	Member	Director, SCERT

**Witnesses :-**

  
1. Sh. Ajit Singh Kadian (HES-I)  
Dy. Director, SCERT,  
Gurgaon

  
2. Sh. Sadhu Ram Rohilla(HES-I)  
Distt. Education Officer,  
Jhajjar

## RULES AND REGULATIONS

1. **Short title:** These rules may be called 'Rules of State Level School for Teacher Education - an Institute of Advanced Study in Education Haryana Jhajjar'.
2. **Definitions:** In these rules unless the context otherwise provides:
  - (I) **'Academic Staff'** means the employees of the Institute engaged in education, training, research or consultancy.
  - (II) **'Board'** means the Board of School Education Haryana, established and constituted under section 3 of the Boards Act.
  - (III) **'Chairman'** means the Chairman of the Executive Council/Standing Committee as the case may be.
  - (IV) **'Chairman PAC'**-means Chairman Programme Advisory Committee.
  - (V) **'Executive Council'** means Executive Council of the Institute.
  - (VI) **'Government'** means the Government of Haryana
  - (VII) **'Governing Body'** means the Governing Body of the Institute.
  - (VIII) **'Institute' means** State Level School for Teacher Education- an Institute of Advanced Study in School Education.
  - (IX) **'Member Secretary'** means the Member Secretary of the Governing Body/Executive Council /Standing Committee as the case may be.
  - (X) **'Officers and Staff'** means officers and staff with various designations appointed to deal with various affairs of the Institute.
  - (XI) **'President'** means President of the Governing Body.
  - (XII) **'Prescribed'** means prescribed by Rules and bye-laws made by the Executive Council/Governing Council as the case may be.
  - (XIII) **'Principal/Vice Principal'** means Principal/Vice Principal of the Institute.
  - (XIV) **'Rules'** means any other rules and bye-laws of the Institute.
  - (XV) **'Vice Chairman'** means Vice Chairman of the Executive Council.
  - (XVI) **'Vice President'** means Vice President of the Governing Council.
  - (XVII) **'Year'** means the financial year ending on 3<sup>1st</sup> March of the Calendar year.

### 3. GOVERNING BODY

There shall be an Governing Body of the Institute, which shall consist of the following members: -

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Nature of the Membership</b>
1	Chief Minister Haryana	President	Ex-Officio
2	Education Minister Haryana	Vice President	Ex-Officio
3	Finance Minister Haryana	Member	-do-
4	Agriculture Minister Haryana	Member	-do-
5	Chief Parliamentary Secretary (Education) Haryana	Member	-do-
6	Chief Secretary Haryana	Member	-do-
7-8	Two special invitees as nominated by the President	Member	nominated
9	Financial Commissioner & Principal Secretary to Govt. Haryana, School Education Department.	Member Secretary	Ex-Officio

- (i) The appointment of President, Vice-President and Members except special invitees is by virtue of their office.
- (ii) The Governing Body shall be the Governing Body of the Institute.
- (iii) The Meeting of the Governing Body be held at least once in year at such time, date and place as may be determined by the President by notice not less than 14 clear days (7 days in exceptional circumstances).
- (iv) The President may convene a special emergency meeting of the Body at notice of three days whenever he thinks fit.
- (v) Except as otherwise provided in these Rules all meetings of the Governing Body shall be called by notice under the signature of the Member Secretary.
- (vi) The President, in his absence Vice President/ Senior most member will chair the meetings of the Council.
- (vii) One Fourth of the members of the Governing Body present in person shall form a quorum at every meeting of Governing Body.
- (viii) If within fifteen minutes from the time appointed for the meeting no quorum is present, the meeting shall stand adjourned. The adjourned meeting may take place after two hours on that very day or as decided by the President. At such an adjourned meeting no quorum shall be necessary and the members present may transact the business for which the meeting was called for.

- (ix) (i) All disputed questions at meeting of the Governing Body shall be determined by vote.
- (ii) In case of any equality of votes, the President shall have a casting vote
- (X) The Member Secretary shall keep a record of the proceedings of the meeting and shall circulate to its members.

#### 4. FUNCTIONS AND POWERS OF THE GOVERNING BODY

The following business may be transacted in the meeting of the Governing Body:

1. Consideration, approval of Annual Accounts.
2. Consideration, approval of Annual Report.
3. Consideration of any matter/policy concerning governance, administration, planning, management of the affairs of the Institute.

#### 5 EXECUTIVE COUNCIL

There shall be an Executive Council of the Institute, which shall consist of the following members: -

Sr. No.	Name	Designation	Nature of the Membership
1	Financial Commissioner and Principal Secretary to Govt. of Haryana School Education Department, Chandigarh	Chairman	Ex-Officio
2	Director Higher Education Haryana	Member	-do-
3	Director Secondary, Education Haryana, Panchkula	Member	-do-
4	Director of Elementary Education Haryana, Panchkula	Member	-do-
5	State Project Director Haryana School Shiksha Pariyojna Parishad Panchkula	Member	-do-
6	Secretary, School Education Board, Bhiwani, Haryana	Member	-do-
7	Chief Administrator HSAMB Panchkula	Member	-do-
8	Director, S.C.E.R.T. Haryana, Gurgaon	Member	Ex-officio
9	Representative of Finance Department Haryana	Member	-do-
10	Representative of V.C. Haryana Central University Narnaul	Member	-do-



11-12	Two academic experts/specialists from different areas like Education, I.T. nominated by President of the Governing Body	Member	Nominated
13-14	Two special invitees as approved by the Chairman/President	Member	-do-
15	Principal of the Institute	Member Secretary	-do-

- a) The Executive Council shall be the Executive Body of the Institute.
- b) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any member and no act or proceedings of the Executive Council shall be invalidated or nullified merely by reasons of the existence of any vacancy therein or of any defect in the appointment/nomination of any member.
- c) Any casual vacancy amongst the nominated members of the Executive Council, arising from death or resignation or otherwise, may be filled by nomination by the President and the members so nominated shall hold office for the unexpired portion of the term of office of the member causing the vacancy.
- d) Every meeting of the Executive Council shall be presided over by its Chairman and, in his absence, by a member chosen in the meeting.
- e) Four members of the Executive Council present in person shall constitute the quorum. No quorum shall be required for an adjourned meeting.
- f) For every meeting of the Executive Council, not less than ten clear days notice shall ordinarily be given to each member. However, the Chairman may, at his discretion, call a meeting with shorter notice if it is considered necessary or expedient due to any reason.
- g) At least three meetings of the Executive Council shall be held in each year.
- h) The Chairman of the Executive Council may himself call or by a requisition in writing signed by him may require the Principal of the Institute to call a meeting of the Executive Council at any time.
- i) Each member of the Executive Council, including the Chairman, shall have one vote and in case there is an equality of votes on any question to be decided by the Executive Council, its Chairman or in his absence the person presiding over the meeting shall have a casting vote.

- j) The Chairman of the Executive Council may invite any person other than member, to attend a meeting of the Executive Council. Such invitee shall not, however, be entitled to vote at the meeting.
- k) Any business which may be necessary for the Executive Council to perform may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Executive Council.

## **6. FUNCTIONS AND POWERS OF THE EXECUTIVE COUNCIL**

- i) The Executive Council shall carry out the objectives of the Council as set forth in the MEMORANDUM of ASSOCIATION.
- ii) The Executive Council shall have under its control the management of all affairs and funds of the Council and shall have the authority to exercise all the powers as provided under the rules from time to time.
- iii) The Executive Council shall have powers to frame and amend regulations/bye-laws, not inconsistent with these rules, State/ Central policy on school Education as also the various programmes/ policies of the State/ Central Government for the development of school education, for the administration and management of the affairs of the Institute. The first bye-laws of the Institute shall be as contained in MOA/Rules & Regulations, Annexure - I of the MOA.
- iv) Without prejudice to the generality of the foregoing provision, such regulation may provide for the following:-
  - a) The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Institute and sale or alteration of such investment and account and audit.
  - b) Powers, functions and conduct of business by advisory Committees, or Committees, standing and other Sub-Committees as may be constituted, from time to time, and the term of office of their members.
  - c) Procedure for appointment of the officers and staff of the Institute and the institutes and services established and maintained by the Institute but not in dilution of rules of the State Govt.
  - d) The terms and tenure of appointments, emoluments, allowances rules of discipline and other conditions of the service of the

officers and staff of the Institute but not in dilution the rules of the State Government.

- e) Terms and Conditions governing scholarships, fellowships and deputations, grant-in-aid, research schemes and projects, provisions of extension services and establishment of research centers and training institutes.
- f) Such other matters as may be necessary for the furtherance of the objective and the proper administration of the affairs of the Institute.
- v) Subject to these Rules and Regulations of the Institute, the Executive Council shall have the power to appoint all categories officers and staff except otherwise provided for conducting the affairs of the Institute, to fix the amount of their remuneration, provided further, all appointments to various posts would be made on the recommendation of duly constituted selection committees unless otherwise specifically provided subject to budget provisions, instructions governing the project/scheme under which appointments are to be made and to define their duties.
- vi) The Executive Council shall have the power to enter into arrangements with the Haryana Govt. and other public or private organizations or individuals for furtherance of its objectives, for implementation of its programmes and for securing and accepting endowments, grant-in-aid, donations or gifts to the Institute on mutually agreed terms and conditions provided that the conditions of such grant-in-aid donations or gifts shall not be inconsistent or in conflict with objectives of the Council or with the provisions of these rules.
- vii) The Executive Council shall have the powers to take over and acquire by purchase, gift or otherwise from Government and other public bodies or private individuals, movable properties or other funds together with any attendant obligations, engagements not inconsistent with the objectives of the Institute and the provisions of these Rules.
- viii) The Executive Council shall have the power to sell or lease any movable or immovable property of the Council, provided, however, that no asset of the Institute created out of government funds be disposed of, encumbered or utilized for purpose other than those for which the grant was sanctioned.

- ix)** The Executive Council may by Resolution constitute Advisory Boards or special committees for assistance in the working and for such purposes and with such powers as the Executive Council may think fit, and the Executive Council may also dissolve any of the Committees and advisory Bodies, so constituted after the registration of the Institute. Any amendment /modification in the bodies/ committees as provided in the MOA for the registration of Institute shall be done with the concurrence of the State government.
- x)** The Executive Council may delegate to the Chairman or any of the member and / or other officer of the Institute such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which these powers and duties as are to be exercised or discharged.
- xi)** Consideration, approval and recommendation to Governing Body of Annual Accounts.
- xii)** Consideration, approval and recommendation to Governing Body of Annual Report.
- xiii)** Consider and recommend to the State Govt. the projects/programmes to be continued/new projects to be undertaken and the provision of funds there under.
- xiv)** Monitor ongoing programmes/projects and planning far the next year.
- xv)** Consider any matter/policy concerning Governance, administration, planning management of the affairs of the Council.

## **7 MEMBERS / MEMBERSHIP**

- (i)** MEMBER/ MEMBERSHIP OF THE Institute shall be :-  
Government Departments, Semi govt. Organizations/ Public Sector Undertakings/ Cooperative Institutions/ Society promoted by the Government/ NGO's working in the departmental programmes/ Publication/ Health/ Social/ Educational/ Literary/ Research etc.
- (ii)** Industrial Enterprises
- (iii)** Educational Research and other Institutions interested in the Promotion of Education
- (iv)** Individuals not covered under category i to iii above.
- (v)** Ex-officio / Honorary members

**8. ROLL OF MEMBERS OF THE COUNCIL**

The Council shall keep a roll of members giving their addresses and occupations and every member shall sign the same. If a member of the Council changes his address, he shall notify his new address in the roll of members. If the member fails to notify his new address, his address in the roll of members shall be deemed to be his address.

**9. THE TERM OF OFFICE**

Where a person becomes a member/ office bearer of the Council by reason of the office of appointment he holds, his membership of the Council shall ipso facto terminate when he ceases to hold that office or appointment. This rule applies to all ex officio members. The successor in office of Ex-officio member shall become member from the date of his assuming charge of his office. The term of non official members, nominated by the state / Central Government/Institute shall be three years. Members of the Council shall cease to be such member if they resign or they do not attend three consecutive meetings. A resignation of membership shall be tendered to the Member Secretary of the Council and shall take effect from the date it has been accepted on behalf of the Chairman.

**10. POWERS TO REMOVE MEMBERS**

Notwithstanding anything contained in any section of these rules, the Chairman may recommend to the Executive Council to remove any person from his membership if in his opinion the continuance in office of such person as a member is not in the interest of the society. The Executive Council shall have the final authority to accept or reject any such recommendation.

**11. MANAGEMENT OF THE INSTITUTE**

The affairs of the Institute Shall be managed by the Executive Council and Governing Body.

**12. AUTHORITIES OF THE INSTITUTE**

- a) Governing Body
- b) Executive Council
- c) Standing Committee
- d) Programme Advisory Committee
- e) Such other committees, Sub committees as may be set up by the Executive Council/Governing Body.

**13. OFFICER OF THE INSTITUTE.**

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

1. Principal;
2. Such other officers as the Executive Council/ Governing Body may, from time to time, appoint.

**14. BYE-LAWS OF THE COUNCIL**

The Executive Council as specifically provided under the rules shall have powers to frame, amend or repeal any rules/regulations of the Institute for the furtherance of its objects, and in particular to provide for the following matter:

1. Matters relating to appointment, removal and resignation of the office holders of the Council.
2. The preparation and submission of budget estimates, the sanction of expenditure, investment of the funds of the Institute and sale or alternations of such investments, and accounts and audit.
3. Conduct of business of committees and sub-committees as may be constituted from time to time, determining the power and functions of such committees and sub-committees, their constitution and terms of office of the members.
4. The procedure for terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of personnel and staff employed by the Institute; and
5. Such other matters as may be necessary for the administration of the affairs of the Institute.

**15. STANDING COMMITTEE**

**The Standing Committee shall consist of the following members: -**

<b>1</b>	Financial commissioner and Principal Secretary to Govt. of Haryana School Education Department, Chandigarh	Chairman	Ex-Officio
<b>2</b>	Director Higher Education, Haryana	Member	Ex-Officio
<b>3</b>	Director Elementary Education Haryana, Panchkula	Member	Ex-Officio
<b>4</b>	Director Secondary Education Haryana, Panchkula	Member Secretary	Ex-Officio

**Chairperson of Executive Council may refer any matters involving any issue in regard to implementation of any programme/policy of the Govt./Institute and day-to-day functioning of the Institute to be decided by the Chairperson of the Council, to the Standing Committee for deliberations and to make recommendations.**

**16. PROGRAMME ADVISORY COMMITTEE**

- i) The Programme Advisory Committee shall consist of the following members:-

1	Director Secondary Education Haryana, Panchkula	Chairman PAC	Ex-Officio
2	Director Elementary Education Haryana, Panchkula	Member	Ex - officio
3	State Project Director. Haryana School Shiksha Pariyojna Parishad, Panchkula	Member	Ex - officio
4	Secretary, Board of School Education Bhiwani	Member	Ex - officio
5	Director, S.C.E.R.T. Haryana	Member	Ex - officio
6	Representative of V.C. Haryana Central University Narnaul	-do-	Nominated
7	Representative of Chairman NCTE New Delhi	-do-	-do-
8	One Representative handling Research Projects from NUEPA New Delhi	-do-	-do-
9-11	Three Eminent Research Scholars, eminent educationists to be nominated by the Chairman for a Period of Three years	-do-	-do-
12	One Principal of DIET to be nominated by the Chairman for a period of Two year each by rotation.	-do-	Nominated
13	One Representative from REAP, Gurgaon	-do-	-do-
14	Principal of the Institute	Member Secretary	Ex-officio

- ii) The Programme Advisory Committee shall have powers to finalize research, evaluation, monitoring, training, extension and other academic programmes of the Institute to promote quality education in the Haryana State keeping in view the aims and objectives of the Institute as outlined in Article 4 of the Memorandum of Association. It will be the responsibility of the Programme Advisory Committee to consider all plans, programmes, research proposals etc. and to examine the academic aspects of the work of the Institute and to ensure coordinated approach to the development of programmes.
- iii) Chairman 'PAC' may invite any Head/s of Department of the Institute to attend the meeting /s of the PAC as special invitee.
- iv) The Programme Advisory Committee may appoint such Sub-committees as it may consider necessary to deal with special problems or programmes entrusted to them or with special aspects of its work.

## **17. POWERS OF THE CHAIRMAN OF EXECUTIVE COUNCIL**

Chairman of the Executive Council shall exercise complete financial and administrative powers.

## **18. POWERS OF THE PRINCIPAL**

(1) Principal shall be the drawing and disbursing officer for the salary and other expenses of the staff as per approved budget. He shall be competent to incur expenditure upto Rs. 1 Lac on any single item for which norms/budget has been approved by the Council. Expenditure beyond Rs. 1 Lac shall require prior approval of Chairman of the Council, as the case may be.

2) He shall be competent to incur expenditure as per budget allocation/financial approval/authorization given by the Chairman of the Council.

(3) He shall be responsible for day-to-day management, functioning/control over the staff working in the Institute.

## **19. FINANCIAL RULES**

Authority competent to incur expenditure shall do so by strictly following financial rules and Govt. instructions issued from time to time on the subject.

## **20. FUNDS OF THE INSTITUTE**

(i) The Institute shall be fully financed by the Govt. and the funds of the Institute will consist of following: -

- a. Govt. annual recurring/non-recurring grant.
- b. Grants made by various authorities for the implementation of state/ centrally sponsored schemes/projects for the furtherance of the objectives of the Council.
- c. Contributions from other sources.
- d. Income from the assets and publications of the Council and
- e. Income from other sources.

(ii) The Bankers of the Institute shall be such as may be appointed by the Executive Council and the funds shall be paid into the Institute account with the Bank and shall not be withdrawn except through a cheque signed by such officers as may be duly empowered by the Executive Council.

## **21. BUDGET**

1.) The Principal shall by letter call for budget proposals from the Heads of each of the Constituents Units during the month of July



- 220
- of each financial year and furnish them with the required proforma and such instructions as are deemed necessary.
- 2.) Heads of the Constituent Units shall furnish, in the manner stipulated, the required budget proposals to the Principal during the first week of September.
  - 3.) The Principal shall prepare consolidated budget estimates for the Council as a whole before the middle of September.
  - 4.) The budget proposals as finalized shall be placed before the Governing Council.
  - 5.) The budget proposals as finalized, approved by the Governing Council, be referred before the end of October each year to the Government for their consideration. The budget provision shall not include provision for schemes, etc., the details of which have not been worked out and specifically approved by the Executive/Governing Council as the case may be.
  - 6.)
    - (i) The powers to sanction expenditure, subject to re-appropriation shall be in accordance with the order of the Executive Council, subject, nevertheless, to the condition that without prior approval of the Government, there shall be no.
      - (a) diversion of funds from Capital to Revenue or from Revenue to Capital.
      - (b) diversion of funds from Plan to Non-Plan expenditure or vice-versa,
      - (c) diversion of funds for a new scheme or new programme or expansion of existing programme which has not been specifically provided for in the budget and approved by the Government.
      - (d) diversion of funds to augment the provision for administrative posts, viz., pay of officers, pay of establishment, allowances and other charges.
    - (ii) Any major programme/project/scheme which is likely to involve an over-all capital expenditure of over Rs. 10 lakhs and/or recurring expenditure of Rs. 5 lakhs per annum on a long term basis exceeding five years should have the approval of the State Government, before it is taken up for implementation.

## **22. AUDIT & ACCOUNTS**

- (i) The institute shall maintain proper accounts and other relevant records and prepare annual accounts comprising the Receipt and Payment Account, Statement of Assets and liabilities in such form as may be prescribed by the Government.
- (ii) The Accounts of the institute shall be audited annually by the Chartered Accountants duly appointed by the institute and any expenditure incurred in connection with the audit of account of the Institute shall be payable by the institute.
- (iii) The Accounts of the institute as certified by the Chartered Accountants shall be placed before the Annual General Meeting of the Governing Body. The Accounts so passed by the Governing Body shall be sent to the Haryana State.
- (iv) Separate Accounts shall be maintained for plan and Non-plan.

## **23. SPECIAL PROVISIONS**

Notwithstanding anything contained in these Rules/regulations and the bye-laws of the institute:

- (i) The Chairperson may, in special circumstances, appoint an eminent person on contract for a period not exceeding five years, with a provision of renewal for further period, provided that every such appointment and the terms thereof shall be reported to the Executive Council in its next meeting.
- (ii) The Executive Council may authorize the Chairman to appoint a person to any post in a temporary capacity for a period not exceeding one year, but not exceeding six months at a time, where it is considered necessary to fill such a post without delay. The action taken under this regulation shall be reported to the Executive Council at its next meeting.
- (iii) In emergent cases, if it is necessary to take the decision for which Executive Council is empowered, the Chairman of the Executive Council may exercise any of its powers and the action taken by the Chairperson shall be reported at the next meeting of the Executive Council.
- (iv) The persons in employment in the Institute immediately before the date of constitution of the society, shall be considered for appointment/continuance in the Institute on the recommendation of a special Screening Committee to be constituted by the

Executive Council. The screening committee shall submit its recommendations to the Executive Council based on the guiding principles that (i) The incumbents fulfill the prescribed qualifications for the post opted for (ii) sanctioned posts are available. (iii) their work and conduct has been satisfactory. However, the persons thus finally appointed in the Institute shall be governed by the rules and regulations of the Institute and they will be treated as fresh entrants. However, their basic pay and the inter-se seniority shall be protected on such appointment.

**24. ANNUAL REPORT**

The Annual report on the working of the Institute and the work undertaken by it shall be placed before the Governing Body for consideration and approval before submission to the State Government.

**25. SERVICE CONDITIONS**

The employees of the Institute for all intents and purposes shall be governed by the Service rules/regulations as laid down by the Institute with the approval of the State Government.

**26. OFFICE OF THE INSTITUTE**

The office of the Institute shall, for the present, be at Jhajjar or at such other place as may be determined by the Government of Haryana from time to time.

**27. JURISDICTION**

In case of any dispute, court at Jhajjar shall have the jurisdiction to decide the matter.

**28. SUITS AND PROCEEDINGS BY AND AGAINST THE INSTITUTE**

- i) The Institute may sue or may be sued in the name of the Principal or any other officer authorized by the Executive Council in this behalf.
- ii) No suit or proceeding shall abate by reason of any vacancy or change in the holder of the office of the Chairman, or any office bearer authorized in this behalf.
- iii) Every decree or order against the Institute in any suit or proceeding shall be executed against the property of the Institute and not against the person or the property of the Chairman, the Principal or any office bearer.
- iv) Every member of the Institute may be sued or prosecuted by the Institute for any loss or damage caused to the Institute or its property or

for anything done by him detrimental to the interests of the Institute provided that no action shall be taken against the member for anything done by him in good faith.

## 29. INTERPRETATION OF RULES

In case of any dispute about the interpretation of any rule or regulation of the constitution, the decision of the Chairman shall be final. No act or proceedings of the Institute and its other constituents shall be deemed to be invalid by reasons merely of any deficiency or any defect in its constitution.

## 30. DISSOLUTION OF THE INSTITUTE

- a.) In case of dissolution of the Society, special meeting of all the members of the governing council shall be called for this purpose according to Rules of Societies Registration Act 1860 and a special resolution passed by 2/3 majority by the members of the Governing Body shall be necessary to request the Govt. to dissolve the Council. The order for dissolution of the Society shall be issued by the government.
- b) If upon the winding up or dissolution of the Society there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institutions having objects similar to the objects of the Society to be determined by the member of the Society at or before the time of dissolution.



Certified to be True Copy

District Registrar of Firms  
& Societies

Jhajar, West Bengal  
04-01-2013

Where the several persons whose names and addresses are subscribed hereto, being members of the Executive Council of the Institute, certify the above to be a correct copy of the rules of the said Institute.

Sr. No.	Name, Occupation and Address	Signature
1.	Smt. Surina Rajan, IAS Financial Commissioner & Principal Secretary to Govt. of Haryana School Education Department, Chandigarh	Sd/-
2.	Shri A. Sreenivas, IAS Director Secondary Education, Haryana, Panchkula	Sd/-
+		
3.	Shri Abhe Singh Yadav, IAS Director Elementary Education, Haryana, Panchkula	Sd/-