



GOVERNMENT OF KERALA

ABSTRACT

Institute of Human Resources Development for Electronics Memorandum of Association and the Rules and Regulations relating to the establishment of the Institute of Human Resources Development for Electronics (Kerala)-Orders issued.

HIGHER EDUCATION (G) DEPARTMENT

G O (Ms) 12 / 87 / HEdn.

Dated, Trivandrum, 14th JAN. 1987

Read: Note No. Nil dated 16-7-1986 Submitted by the Special Officer, Institute of Human Resources Development for Electronics, Trivandrum.

ORDER

Government are pleased to approve the memorandum of Association and Rules and Regulations of the Institute of Human Resources Development for Electronics appended to this order.

2 The Special Officer, Institute of Human Resources Development for Electronics will take necessary action for the registration of the Institute under act, XII of 1955 for the Registration of Literacy Scientific and Charitable Societies.

(By order of the Governor)
M. S. K. RAMASWAMY
Commissioner & Secretary.

To
The Special Officer, Institute of Human Resources Development for Electronics, Nirmalyam, Kowdiar, Trivandrum.

Forwarded by order

Section Officer

IN the matter of Act XII of 1955 being an act for the registration of Literary, Scientific and Charitable Societies in the erstwhile Travancore - Cochin area of the State of Kerala and in the matter of the INSTITUTE OF HUMAN RESOURCES DEVELOPMENT FOR ELECTRONICS at Trivandrum, here in after referred to as 'institute'.

MEMORANDUM OF ASSOCIATION

The name of the Society is 'THE INSTITUTE OF HUMAN RESOURCES DEVELOPMENT FOR ELECTRONICS'

II The registered office of the Society shall be at Trivandrum

III The objects for which the institute is established are the following:-

1. To conceive, formulate and conduct continuing education programmes for the re-orientation and re-training of teachers of Electronics and allied areas in engineering colleges, Polytechnics and other technical institutions.
2. To conceive, formulate and conduct post-graduate courses in electronics and allied areas in association with universities or other bodies.
3. To conceive, formulate and conduct graduate level courses in electronics and allied areas
4. To identify and conduct dedicated training programmes for industry and group of technical institutions for their modernisation.
5. To conceive, formulate and conduct technicians' training programmes in the maintenance and servicing of entertainment Electronics products such as television receivers, tape recorders, video cassette recorders, radios, projection equipments, personal computers etc.
6. To conceive, formulate and conduct courses and training programmes to generate personnel for the maintenance, service and production of electro-medical equipments.

7. To conceive, formulate and implement schemes to create awareness in electronics and allied areas and popularise these in society.
8. To conceive, formulate and implement suitable programmes for the propagation of electronics education in schools and colleges.
9. To conceive and organise work experience programmes in electronics and related areas.
10. To conceive and produce video software packages for use as teaching aids in electronics and allied areas.
11. To franchise technical training expertise generated by the Institute to suitable and competent agencies so as to enlarge the scope of manpower training in electronics and allied areas.
12. To undertake or sponsor studies to collect information pertaining to manpower requirements in electronics and related areas and to associate with a national electronics manpower information system.
13. To set up or promote such other bodies or centres in India or abroad for enlarging the scope of man power training in electronics and related areas.
14. To organise or co-sponsor conferences, workshops and seminars on topics of current interest and importance in emerging areas.
15. To publish bulletins, brochures, annual reports or any other type of literature relating to the Institute and its activities.
16. To undertake design, development and fabrication of standard electronic test and measuring instruments for use in various training programmes conducted by the Institute or its associates.
17. To prepare and publish technical literature pertaining to various training programmes and instruments developed by the Institute or its associates.
18. To identify, design and develop instructional resource materials and teaching aids.

19. To publish a calendar of training activities for advance information to user organisations.

20. To do all such other things as may be incidental or conducive to the attainment of the above objects.

IV. POWERS :- In order to carry out the aforesaid objects, the Institute shall, subject to the laws in force, have powers.

1. To liaise with various government and other agencies in India or abroad engaged or interested in activities pertaining to manpower development in electronics and allied areas.
2. to co-operate or affiliate with similar institutions, associations, Universities or bodies in India or abroad.
3. to establish and maintain technical libraries and/or information centres and to collect and collate information regarding manpower requirements in electronics and allied areas.
4. to establish regional centres and associate centres in various parts of the country or abroad for enlarging the scope of manpower training in electronics and allied areas.
5. to develop and support documentation centres, publication service, maintenance and supply of data including patent literature, current status reports etc. pertaining to electronics and allied areas.
6. to act as a nodal agency for taking up sponsored training programmes in electronics and related areas originated from India or abroad.
7. to institute and award fellowships, prizes and medals, to issue certificate of competence and to act as an apex body to provide financial support to research and development projects tenable at various institutions or bodies engaged in electronics and related fields.
8. to accept donations, grants, contributions or financial assistance from governmental, quasi-governmental or non-governmental agencies, persons or any other sources with a view to fulfilling all or any of the aforesaid objects.

9. to acquire, hold and receive property of any kind including securities and negotiable instruments.
10. to manage property of any kind belonging to the Institute and its regional centres and to utilize the income derived therefrom for maintaining the Institute and its regional centres.
11. to construct and maintain buildings including the right to alter improve and equip them suitably.
12. to purchase, maintain or sell materials or properties of any kind and to utilize the income derived therefrom for maintaining the Institute and its regional centres.
13. to establish and maintain workshops and production centres to further the objects of the Institute.
14. to appoint persons for carrying out the objects of the Institute, subject to the Rules and Regulations of the Institute.
15. to enter into contracts and/or legal actions for and in connection with the declared objects of the Institute.
16. to raise monies and funds and invest them in such manner as may be deemed fit on behalf of the Institute and to utilize the income derived therefrom for maintaining the Institute and its regional centres.
17. to co-operate with any other body as may be decided by the Governing body.

V. GOVERNING BODY:- (a) In accordance with the Rules & Regulations of the Institute, the control, administration and management of the affairs of the Institute and its regional centres shall vest in a Governing Body of which the members shall be :-

1. The Hon'ble Minister for Education, Government of Kerala
(Chairman - Ex-officio)
2. The Chief Secretary to the Government of Kerala
(Vice-Chairman - Ex-officio)

3. The Commissioner & Secretary to the Government of Kerala Higher Education Department.
4. The Secretary to the Government of Kerala Planning and Economic Affairs Department.
5. The Secretary to the Government of Kerala, Finance (Expenditure) Department.
6. The Secretary to the Government of Kerala, General Education Department.
7. The Vice-Chancellor, Cochin University of Science and Technology.
8. The Chairman, Kerala State Committee on Science, Technology & Environment.
9. The Chairman, Kerala State Electronics Development Corporation Limited.
10. The Director, Vikram Sarabhai Space Centre, Trivandrum
11. The Director of Technical Education, Kerala State. (Member-Secretary)
12. The Director of Medical Education, Kerala State.
13. The Director of Collegiate Education, Kerala State.
14. The Director of Public Instruction, Kerala State.
15. The Director, Electronic Research & Development Centre, Keltron House, Trivandrum.
16. The Dean, Faculty of Engineering & Technology, University of Kerala.
17. One nominee of the Ministry of Human Resources Development Government of India.
18. One nominee of the Department of Electronics, Government of India.
19. The Principal, College of Engineering, Trivandrum.
20. The Principal, Regional Engineering College, Calicut.

21. Principal of a Government, Polytechnic nominated by the Government.

22. Professor & Head, Department of Electronics, Cochin University of Science & Technology.

23. Director of the Institute.

) The first members of the Governing Body shall be:-

1. The Hon'ble Minister for Education, Government of Kerala (Chairman, Ex-officio)

2. The Chief Secretary to the Government of Kerala (Vice-Chairman, Ex-officio)

3. Shri M S K. Ramaswami I A S, Commissioner & Secretary to the Government of Kerala, Higher Education Department

4. Commissioner & Secretary to the Government of Kerala, General Education Department.

5. Shri S. Varadachary I. A. S., Secretary to the Government of Kerala, Planning & Economic Affairs Department.

6. Shri K. Mohanachandran I. A. S. Secretary to the Government of Kerala, Finance (Expenditure) Department.

7. The Vice-Chancellor, Cochin University of Science and Technology.

8. The Chairman, Kerala State Committee on Science, Technology and Environment.

9. Shri K. Thomas Kora, Chairman, Kerala State Electronics Development Corporation Limited.

10. The Director, Vikram Sarabhai Space Centre, Trivandrum.

11. The Director of Technical Education, Kerala State.

12. The Director of Medical Education, Kerala State.

13. The Director of Collegiate Education, Kerala State.

14. The Director of Public Instruction, Kerala State.

15. The Director, Electronic Research and Development Centre, Keltron House, Trivandrum
16. The Dean, Faculty of Engineering & Technology, University of Kerala
17. One Nominee of the Ministry of Human Resources Development, Government of India.
18. One nominee of the Department of Electronics, Government of India
19. Dr R. Jayaraman, Principal, College of Engineering, Trivandrum.
20. The Principal, Regional Engineering College, Calicut.
21. Principal of a Government Polytechnic nominated by the Government of Kerala.
22. Dr K. G. Nair, Professor & Head, Department of Electronics, Cochin University of Science & Technology.
23. Prof. M. P. Nair, Special Officer, Institute of Human Resources Development for Electronics

VI A copy of the Rules and Regulations of the institute, certified to be true copy by not less than three members of the Governing Body shall be filed with the District Registrar, Trivandrum along with the memorandum of Association.

We, the several persons whose names, addresses and occupations are given hereunder, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves in to a society under the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955) this day, the 28th January 1987 Wednesday at Trivandrum.

Sl. No.	Name, Address and Occupation of members	Signature
1.	M. S. K. RAMASWAMI Commissioner & Secretary to Government Higher Education Department Government of Kerala	Sd/-
2.	S. VARADACHARY Secretary to Government Planning & Economic Affairs Department Government of Kerala	Sd/-
3.	Dr. T. S. RAMANATHA IYER Director of Technical Education, Kerala State, Trivandrum.	Sd/-
4.	Dr. P. J. GEORGE Dean, Faculty of Engineering and Technology, University of Kerala	Sd/-
5.	Dr. R. JAYARAMAN Principal, College of Engineering Trivandrum - 695016	Sd/-
6.	Dr. M. BALARAMAN NAIR Director of Medical Education Trivandrum - 695011 Kerala State	Sd/-
7.	Prof. N. BALAKRISHNAN NAIR Chairman, State Committee on Science, Technology and Environment Ex-Officio Secretary to Government of Kerala Plg & EA (S&T) Dept.	Sd/-

<i>Sl. No</i>	<i>Name, Address and Occupation of members</i>	<i>Signature</i>
8.	K. MOHANACHANDRAN Secretary to Government of Kerala Finance (Expenditure) Department	Sd/-
9.	Dr. V. P. BHAKKAR Director, Electronics Research and Development Centre, Keltron House, Vellayambalam Trivandrum - 695001,	Sd/-
10.	Prof. M. P. NAIR Special Officer National Institute of Human Resources Development for Electronics, Trivandrum - 41	Sd/-

RULES AND REGULATIONS OF THE
INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
FOR ELECTRONICS

I DEFINITIONS :

- (1) 'Chairman' means the chairman of the Governing Body.
- (2) 'Executive, Committee' means the Executive Committee of the Institute, constituted as per rule IV A.
- (3) 'Director' means the Director of the Institute or any other official to whom the powers of the Director are delegated by the Governing Body / Government of Kerala.
- (4) 'Governing Body' means the Governing Body of the Institute.
- (5) 'Government' means the Government of Kerala.

(6) 'Institute' means the Institute of Human Resources Development for Electronics.

(7) 'Vice-Chairman' means the Vice-Chairman of the Governing Body.

II The Registered office of the Institute shall be at Trivandrum.

II A. The Governing Body:

(a) The Institute shall have a Governing Body of 23 members nominated by the Government. The composition of the Governing Body shall be as follows:

1. The Hon'ble Minister for Education, Government of Kerala (Chairman, Ex-officio)
2. The Chief Secretary to the Government of Kerala (Vice-Chairman, Ex-officio)
3. The Commissioner & Secretary to the Government of Kerala, Higher Education Department.
4. The Secretary to the Government of Kerala, Planning & Economic Affairs Department.
5. The Secretary to the Government of Kerala, Finance (expenditure) Department.
6. The Secretary to the Government of Kerala, General Education Department.
7. The Vice-Chancellor, Cochin University of Science & Technology.
8. The Chairman, Kerala State Committee on Science Technology & Environment.

9. The Chairman, Kerala State Electronics Development Corporation Limited, Trivandrum.
10. The Director, Vikram Sarabhai Space Centre. Trivandrum.
11. The Director of Technical Education, Kerala State.
(Member-Secretary)
12. The Director of Medical Education, Kerala State.
13. The Director of Collegiate Education, Kerala State.
14. The Director of Public Instruction, Kerala State.
15. The Director, Electronic Research & Development Centre, Keltron House, Trivandrum.
16. The Dean. Faculty of Engineering & Technology, University of Kerala.
17. One nominee of the Ministry of Human Resources Development, Government of India.
18. One nominee of the Department of Electronics Government of India.
19. Principal, College of Engineering, Trivandrum.
20. Principal, Regional Engineering College, Calicut.
21. Principal of a Government Polytechnic nominated by the Government.
22. Professor & Head, Department of Electronics, Cochin University of Science & Technology.
23. Director of the Institute.

(b) The term of appointment of all members of the Governing Body, other than ex-officio members shall be for a period of three (3) years. They are, however, eligible for re-appointment for a further period of three (3) years.

- (c) No act or proceedings of the Governing Body shall be invalidated by reason of any vacancy or any defect in the appointment of any of its members.
- (d) Memberships of those who are appointed to the Governing Body by virtue of the offices they hold shall terminate when they cease to hold their office.
- (e) It shall be open to the Government to terminate the term of office of any member of the Governing body at any time and appoint another in that place.

B. RIGHTS, POWERS AND DUTIES OF THE GOVERNING BODY

- (a) All properties movable or immovable belonging to the Institute shall vest in the Governing Body.
- (b) The business and affairs of the Institute shall be carried on and managed by the Governing Body.
- (c) The Governing Body shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or furtherance of the objects of the Institute.
- (d) Without prejudice to the generality of the forgoing provisions, the Governing Body shall have the following powers and rights :-
 - (i) to acquire by gift, purchase, exchange, lease or otherwise lands, buildings, equipments or other immoveable properties together with all rights appertaining thereto.
 - (ii) to construct and maintain buildings including right to alter or improve them and to equip them suitably.
 - (iii) to manage properties of the Institute.
 - (iv) to raise funds for the Institute by gifts, donations or otherwise.
 - (v) to receive monies, securities, instruments, machineries and or any other moveble property for and on behalf of the Institute.

- (vi) to enter into agreement for an on behalf of the Institute.
- (vii) to sue and defend all legal proceedings on behalf of the Institute.
- (viii) to grant receipts, to sign and execute instruments and to endorse or discount cheques or other negotiable instruments through its accredited agents.
- (ix) to make, sign and execute all such documents and instruments as may be necessary or proper for carrying on the management of the property or affairs of the Institute.
- (x) to maintain a fund to which shall be credited all monies provided by the Central / State Government, all monies received by the Institute by way of grants, loans, gifts, donations, benefactions, bequests or transfers, fees and all monies received by the Institute in any other manner or from any other source.
- (xi) to meet the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its functions out of the fund.
- (xii) to invest the monies and funds of the Institute and to vary the investments as and when it may deem necessary or proper
- (xiii) to manage, sell, transfer or otherwise dispose of any property, movable or immovable, of the Institute.
- (xiv) to consider and approve with or without modifications, the annual accounts of the Institute.
- (xv) to lay down general policy, to be followed by the Institute in implementing its objectives and functions.
- (xvi) to consider and approve the programmes of work to be undertaken in each financial year by the Institute and lay down principles for the general guidance of the Institute.

- (xvii) to consider and approve the annual budget of the Institute presented to it by the Executive Committee.
- (xviii) to assign from time to time such functions and duties and delegate such powers as it may deem fit to the Executive Committee.
- (xix) to appoint an auditor or auditors for auditing the accounts of the Institute every year and consider the reports of the auditors.
- (xx) to consider and approve the annual report of the Institute presented to it by the Executive Committee.
- (xxi) to delegate all or any of its powers to the Executive Committee or any sub-Committee or Expert Groups appointed by it from time to time or to the officers of the Institute.
- (xxii) to carry out such other functions as may be entrusted to the Governing Body by the Government from time to time.
- (xxiii) to make rules and bye-laws for the conduct of the affairs of the Institute including the staff pattern, staff strength, service conditions of the staff, qualifications for various posts and to add, amend, vary or rescind them from time to time with prior intimation to the Government.
- (xxiv) to make, repeal, amend or modify bye-laws in respect of the following matters after providing an advance copy of the same to the Government for information atleast 30 days prior to the meeting of the Governing Body which approves the same :-
 - (1) The management of the properties, funds, affairs and work of the Institute.
 - (2) The procedure for selection of members of the Committee or other Sub-Committees, including provisions for the transactions of business by circulation proxy or other wise, as may be deemed fit.

5. In case of difference of opinion among the members on a matter, the opinion of the majority shall prevail. In case of a tie, the Chairman presiding will have a second or casting vote.

IV. A. THE EXECUTIVE COMMITTEE

- (a) There shall be an Executive Committee consisting of 7 (seven) members composed of the following :-
1. Commissioner & Secretary to the Government of Kerala, Higher Education Department (Chairman)
 2. Secretary to the Government of Kerala, Finance (Expenditure) Department or his nominee.
 3. Chairman, Kerala State Electronics Development Corporation Limited, Trivandrum.
 4. The Director of Technical Education, Kerala State.
 5. Director of the Institute.
 6. One member nominated by the Governing Body from among its members.
 7. Principal, College of Engineering, Trivandrum.
- (b) Any temporary vacancy of the members of the Committee shall not in any way invalidate the decisions or actions taken by the committee.
- (c) Any resolution except such as may be placed before the Committee, may be passed by circulation among all its members and any resolution so circulated and adopted by a majority of members who have signed their approval of such resolution shall be as factual and binding as if such resolution has been adopted at a meeting of the Executive Committee provided that in such a case, at least three members of the Committee including the Chairman shall have recorded their approval of the resolution.

- (4) Such other purposes as may be found necessary.
(xxv) to perform all such acts and do all such things as may be necessary for the proper management of the properties and affairs of the Institute.

C. MEETINGS, QUORUM AND VOTING :

- 1 The Governing Body shall meet at least once an year.
- 2 The Executive Committee shall meet as often as is necessary, but not less than twice in an year.
- 3 Quorum for the meeting of the Governing Body shall be SEVEN and that for the meeting of the Executive Committee shall be THREE.
- 4 The meetings of the Governing Body shall be convened by the Director of Technical Education (Member Secretary) and those of the Executive Committee by the Director of the Institute as and when necessary or on a requisition of not less than 12 members in the case of the former and 4 members in the case of the latter.
- 5 In case of difference of opinion among the members on a matter, the opinion of the majority shall prevail. In case of a tie, the Chairman presiding will have a second or casting vote.

IV. A. THE EXECUTIVE COMMITTEE

- (a) There shall be an Executive Committee consisting of 7 (seven) members composed of the following :-
- 1 Commissioner & Secretary to the Government of Kerala Higher Education Department (Chairman)
 - 2 Secretary to the Government of Kerala, Finance (Expenditure) Department or his nominee.
 - 3 Chairman, Kerala State Electronics Development Corporation Limited, Trivandrum.
 - 4 The Director of Technical Education, Kerala State.

B. RIGHTS, POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

Subject to the provisions of these rules and regulations, the Committee shall have the following functions, rights and powers :-

1. to create within the budget provisions, any post specifically included in the annual budget and to appoint from time to time such and so many officers and other employees on such terms and conditions as it may deem fit for carrying on the management and affairs of the Institute, provided that Government approval will be obtained for creating very high posts having a total emoluments over Rs. 2,500/-
2. to exercise control and discipline over the employees of the Institute, including the power of dismissal.
3. to direct, supervise and control the affairs of the Institute and its income and property as per the policies and principles laid down by the Governing Body.
4. to maintain proper books and accounts supported by necessary vouchers and other relevant records and to prepare the annual statement of accounts including the balance sheet of the Institute.
5. to propose bye-laws for any of the matter for which they may be made, for consideration and approval by the Governing Body.
6. to appoint, if it deems fit, delegates to represent the Institute in Conferences, Seminars or Workshops held in India or abroad.
7. to publish and or finance the publication of reports, brochures, books and other literature and to distribute sell or arrange for the sale of them.
8. to arrange for the documentation of such materials in Electronics and Computers and related areas, which may be needed for the Institute and its work.

9. to establish and maintain Library, Workshops, Studio, Laboratories and other infrastructural facilities needed for the Institute including rights to alter or improve them and to equip them suitably.
10. to purchase all such articles and materials as may be needed by the Institute.
11. to appoint from time to time, such committees, including if need be, persons other than members of the Committee and to assign there unto such duties and functions as it may deem fit.
12. to institute and award Scholarships, Fellowships, Prizes or other monetary assistance on such terms and conditions as it may prescribe to such persons / groups / organisations, selected in the prescribed manner by the Institute.
13. to arrange for audit of accounts of the Institute annually.
14. to present every year to the Governing Body an annual report on the working of the Institute for its consideration and approval.
15. to perform all such acts and duties and exercise all such Powers as may be delegated or assigned to it by the Governing Body.
16. to delegate any or all of its powers to the Director of the Institute for furtherance of the objectives of the Institute.
17. to sanction the conduct of courses, training programmes, lectures, workshops, conferences, seminars and such other programmes as it may deem fit.
18. to convene a meeting of the General Body as and when necessary.

V (a) OFFICE BEARERS OF THE INSTITUTE

1. The Chairman - The Hon'ble Minister for Education, Kerala State, shall be the Ex-officio Chairman of the Governing Body and the Commissioner and Secretary to the Government of Kerala, Higher Education Department shall be the Ex-Officio chairman of the Governing Body.
2. The Vice-Chairman - The Chief Secretary to the Government of Kerala shall be the Ex-officio Vice-Chairman of the Governing Body.
3. The Director - There shall be a Director for the Institute who shall be the Ex-officio Treasurer. He shall be a technically qualified person in the field of Electronics and selected by the Government of Kerala.
4. The Director of Technical Education shall be the Member Secretary of the Governing Body.

(b) RIGHTS, DUTIES AND POWERS OF THE OFFICE BEARERS

- | | |
|---|--|
| (i) Chairman | <ol style="list-style-type: none"> (a) to preside over the meeting of the Governing Body, (b) to guide and supervise in general the working of the Institute. (c) to exercise such rights and powers as provided by the Rules and Regulations of the Institute. |
| (ii) Vice-Chairman | <ol style="list-style-type: none"> (a) to preside over the meetings of the Governing Body in the absence of the Chairman. (b) to exercise such powers as are conferred upon the Chairman in his absence. |
| (iii) Chairman of the Executive Committee | <ol style="list-style-type: none"> (a) to preside over the meetings of the Executive Committee. (b) to exercise such rights and powers as provided by the Rules and Regulations of the Institute. |

- (iv) Member-Secretary - to convene the meetings of the Governing Body and to keep the minutes of the meeting.
- (v) Director
- (a) to be principal Executive officer of the Institute.
 - (b) to keep the minutes of the meeting of the Executive Committee.
 - (c) to conduct official correspondence and to sign all documents as directed by the Governing Body.
 - (d) to be the custodian of record of the Institute and all other property as the Executive Committee/Governing Body may commit to his charge.
 - (e) to prepare and present the annual budget of the Institute for the consideration and approval of the Executive Committee/Governing Body.
 - (f) to submit proposals from time to time for the fulfilment of the objectives and performance of the functions of the Institute for consideration and sanction of the Executive Committee/Governing Body and on their approval implement them.
 - (g) to issue notice for all meetings of the Governing Body and the Executive Committee in consultation with the Member Secretary
 - (h) to sanction expenditure for the conduct of the programmes and activities of the Institute, Contingencies, Supplies and Services and purchase of articles, instruments and machinery for the working of the Institute, subject to the financial provisions in the budget and subject to the limits to which he may be authorised to sanction expenditure on single items by the Executive Committee

- (i) to enter into contracts on behalf of the Institute, with any agency for any matter relating to the functions and needs of the Institute subject to the approval of the Executive Committee / Governing Body.
- (j) to constitute by nomination, Committees and cells of Academic, Scientific and Technical personnel for formulation and implementation of the programmes of the Institute, as and when necessary with the approval of the Executive Committee, and sanction expenditure for their TA & DA, sitting fee and honorarium at the rates determined by the Executive Committee.
- (k) to open and operate bank accounts on behalf of the Institute as approved by the Governing Body.
- (l) to assign from time to time such functions and duties as he may deem necessary, to other officials of the Institute whom he may consider fit for proper working of the Institute.
- (m) to perform all such acts and duties and exercise all such powers under these regulations and bye-laws of the Institute and also those which may be delegated or assigned to him by the Executive Committee / Governing Body / Government from time to time subject to the over all guide lines and control of the Director of Technical Education.

(vi) Administrative
Officer

An officer of suitable status may be appointed as Administrative Officer of the Institute to assist the Director in all administrative, financial and other matters and to whom powers may be delegated by the Governing Body/Executive Committee / the Director

- (vii) Finance Officer An officer of suitable status may be appointed as Finance Officer. It shall be his duty to maintain accounts of the Institute and assist the Director and the Administrative Officer in all financial matters.

VI FUNDS AND BUDGET

- (a) The funds of the institute shall consist of the following:-
- (i) grants or financial assistance from the Government, the Government of India and/or other State Governments.
 - (ii) Grants, donations, contributions or other financial assistance from quasi-governmental or non-governmental agencies, institutions, corporate bodies or persons.
 - (iii) Loans from Government and other financial institutions
 - (iv) Income derived from the management of its properties and investments of its funds
 - (v) Fees and other charges received from the trainees, students and other user organisations
- (b) (i) Once in every year, the Executive Committee shall prepare budget of the estimated income and expenditure of the Institute and place it before the Governing Body meeting for consideration and adoption and obtain the approval of the Government
- (ii) Once in every year the accounts of the Institute shall be audited by the auditors appointed by the Governing Body for the purpose,

- (iii) A statement of the accounts so audited together with the comments thereon of the auditors shall be placed before the Governing Body as far as practicable, at its annual meeting convened within six months after the close of every financial year, and if the statement of audited accounts be not ready by the date of the annual meeting, it should be placed before the Governing Body at a subsequent meeting called for the purpose before the next annual meeting. The audited accounts together with the comments thereon of the Governing Body shall be sent to the Government within three months of the meeting which considered the audited accounts.

VII AMENDMENTS : Amendments to the Rules and Regulations may be made by the Governing Body by a majority decision of the members present and voting at the meeting convened for the purpose, provided that the number of members present and voting at that time shall not be less than two-third of the total number of members in the Governing Body.

VIII REMOVAL AND RE-APPOINTMENT

1. Notwithstanding anything herein contained, if the Government are satisfied at any time that the Governing Body or the Executive Committee persistently makes default or is negligent in the performance of duties imposed on it or commits any act which is pre-Judicial to the interest of the Institute or wilfully disobeys or wilfully fails to comply with any orders or directions issued under the Rules and Regulations the Government may, after giving the Governing Body or Executive Committee as the case may be an opportunity to state its objections, if any, by order in writing remove the Governing Body or the Executive Committee
2. (a) On such removal, the Government may appoint a new Governing Body and/or Executive Committee consisting of such members as the Government may decide OR

- (b) Appoint one or more administrator or administrators to assume all the powers and perform all the functions of the Governing Body and/or Executive Committee or all of them and to conduct and manage the affairs of the Institute for such period as may be specified by the Government from time to time.

IX. MISCELLANEOUS

1. Notwithstanding anything herein contained, the Government may, from time to time, issue such directions as the Government may consider necessary in regard to the conduct of the affairs of the Institute or regarding any other matter pertaining to the management or administration of the Institute. The Government may in like manner, vary and annual any such directions or instructions and the Institute, the Governing Body and the Executive Committee shall comply with all such directions or instructions.
2. Notwithstanding the expiry of the term of the office, the Governing Body / Executive Committee shall continue as such, till the Governing Body / Executive Committee has been reconstituted unless removed dissolved as per art. VIII (1) or X of this regulations,
3. Notwithstanding anything contained in the Rules and regulations, the first Governing Body shall be composed as specified in Art. V (b) of the memorandum of Association and shall continue in office till a fullfledged Governing Body as specified in the Memorandum of Association in Art. V (a) is constituted.
4. No portion of the income or property shall be paid or transferred directly or indirectly by way of dividends bonus, or otherwise, howsoever by way of profits to the persons who may at any time be or have been members of the Institute or any persons claiming through them

provided that nothing contained herein shall prevent payment in good faith of remuneration in return for any service rendered to the institute or reimbursement of expenditure on travel and conveyance in connection with official business of the Institute.

5. If on winding up or dissolution of the Institute, there shall remain after the satisfaction of 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 dealt with in any manner as provided in the Travancore-Cochin Literary, Scientific and Charitable Societies Act 1955.
 6. The Chairman shall have the powers to invite any person or persons, not being members of the Governing Body, to attend the meeting of the Governing Body, but such invitios shall not be entitled to vote at the meeting.
- X. **DISSOLUTION:** The Institute shall be dissolved if, not less than three-fifths of the members of the Society determine that it shall be dissolved and thereupon it shall be dissolved with the consent of the Government and all necessary steps shall be taken for the disposal and settlement of the properties of the Society, its claims and liabilities according to the provisions of these Rules.
- XI. **DECLARATION:** In all circumstances this Institute will be functioning in accordance with the provisions of the Travancore - Cochin Literary, Scientific and Charitable Societies Act, (Act XII of 1955), and the provisions of the said Act will be applicable to the institute of Human Resources Development for Electronics.

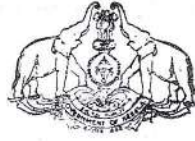
We, the undersigned, members of the Governing Body of the Institute of Human Resources Development for Electronics hereby certify that the above is a correct copy of the Rules and Regulations of the said Institute.

No.	Name, Address and Occupation of Members	Signature
1.	SHRI M. S. K. RAMASWAMI Commissioner & Secretary to Government Higher Education Department Government of Kerala	Sd/-
2.	SHRI S. VARADACHARY Secretary to Government Planning & Economic Affairs Department	Sd/-
3.	Dr. T. S. RAMANATHA IYER Director of Technical Education Kerala State, Trivandrum	Sd-/

Signed in the Presence of witnesses:

1.

2.



CERTIFICATE OF REGISTRATION OF SOCIETIES

The Travancore-Cochin Literary, Scientific and Charitable
Societies Registration Act 12 of 1955.

Sl No. 79/87.

Year 1987

I hereby certify that the Institute of Human Resources Development for Electronics, Trivandrum has, this day, been registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 12 of 1955.

Given under my hand on this day, 28th January One thousand nine hundred and eighty seven.

Sd/-
Registrar of Societies.

(Seal of the Registrar of Societies,
Trivandrum)

Certified True Translation of the Certificate of Registration (issued in Malayalam) of the Institute of Human Resources Development for Electronics.

Sd/-
Special Officer
The Institute of Human Resources Development for
Electronics