

**Right to Information Act: Information regarding the Organization**

**RULES AND REGULATIONS**

**Of**

**DOEACC Centre Srinagar/Jammu**

**"AUTONOMOUS SCIENTIFIC SOCIETY OF DIT"**

**(ASSD)**

**1. Short Title**

These Rules and Regulations shall be called the Rules of the DOEACC SOCIETY

**2. Definitions**

In these rules, unless the context requires:

- a) **"AAC"** means "Academic Advisory Committee "
- b) **"AICTE means** "All India Council for Technical Education".
- c) **"Board"** means the "Management Board of the Society".
- d) **"Centre" means** "Centre of DOEACC Society at various locations" in India or abroad
- e) **"Chairman"** means the "Minister/Minister of State, Ministry of Communications & Information Technology (MCIT), Govt. of India".
- f) **"Committee"** means the "Executive Committee of the DOEACC Centre".
- g) **"Council"** means the "Governing Council" of the Society.
- h) **"Director"** means the "Director of the respective DOEACC Centre".
- i) **"DIT"** means Department of Information Technology
- i) **"Executive Director (ED)"** means the "Chief Executive Officer" of the Society.
- k) **F&A Committee"** means "Finance & Accounts Committee" of the Society
- l) **"Government"** means the "Government of India".
- m) **"MCIT"** means Ministry of Communications & Information Technology
- n) **"Registrar"** means "Registrar of the Society".
- o) **"Services" means** "Education & Training and related Services" in the field of Information, Electronics & Communications Technology.
- p) **"Society"** means the "DOEACC SOCIETY".
- q) **"Vice Chairman"** means "Secretary of the Administrative Ministry (Department of Information Technology)
- r) **"Year"** means the period of the twelve months beginning from the first day of April and ending on the thirty-first day of March of the subsequent year.

### **3. Administration and Management**

- 3.1 Subject to these rules and such rules as may hereafter be made from time to time the administration and management of the Society vests in the Council.
- 3.1.1 The Council will periodically review and monitor the activities of the Society and take such measures as deemed necessary to meet the objectives of the Society.
- 3.1.2 The Council will be assisted by the Management Board/AAC/Executive/F&A Committee for the operational, financial and administrative management of the Society under its overall control and guidance of the Council. The Board has the right to authorize any of its Members, who are on the staff of the Society, to sign and execute documents, contracts on behalf of the Society.

### **4. Council to be the Apex Body of the Society**

The Council shall be the Apex policy-making body of the Society. Subject to the provisions of these Rules, the Council shall conduct the Administration and Management of the Society.

### **5. The Council**

The Governing Council shall consist of not less than ten and not more than seventeen members (including the Chairman) as under:

<i>Minister/Minister of State MCIT</i>	<i>Chairman</i>
<i>Secretary, DIT</i>	<i>Vice Chairman</i>
<i>President, Institution of Electronics &amp; Telecommunications Engineers</i>	<i>Member</i>
<i>Chairman, AICTE</i>	<i>Member</i>
<i>An outstanding academician in the field of Information Technology</i>	<i>Member</i>
<i>Head of Society Division, DIT</i>	<i>Member</i>
<i>Joint Secretary &amp; Financial Adviser, DIT</i>	<i>Member</i>
<i>President, NASSCOM</i>	<i>Member</i>

<i>Representative of Ministry of Human Resource Development (Not below the Rank of Joint Secretary)</i>	<i>Member</i>
<i>Representative of University Grants Commission (Not below the rank of Joint Secretary)</i>	<i>Member</i>
<i>Four Representatives from the field of Electronics, Communications, Information Technology, Industries,</i>	<i>Members</i>
<i>Director General, Employment and Training</i>	<i>Member</i>
<i>Executive Director, DOEACC</i>	<i>Member- Secretary</i>

**\*\*Two Directors of the Centres shall be Special Invitees by rotation to the meetings of the Council.**

## **6. Management Board to be the Executive Arm of the Council**

The Management Board shall be the executive arm of the Governing Council and shall develop policies for consideration and approval of the Council as per the objectives of the Society detailed in Memorandum of Association, and formulate strategies and methodology for executing Council decisions. It shall also be responsible for planning, analysis and coordination of research and development and other activities in the thrust areas of the Society.

## **7. Management Board**

The Management Board shall consist of the following:

- I) Secretary, DIT/Vice-chairman, Governing Council – Chairman*
- ii) Jt. Secretary, Societies Division, DIT - Member*
- iii) JS&FA, DIT - Member*
- iv) Executive Director, DOEACC - Member  
Secretary*
- v) Two Members of the Council to be - Members  
Nominated by the Chairman, Governing Council*

*\* 3 Director of DOEACC Centre shall be the Special Invitees in the meetings of the Board by rotation.*

The Management Board shall be responsible for executing the decisions of the Council and for periodical review of activities undertaken by the Society and to

re-assure that the finances of the Centres of the Societies are managed properly. The Board shall evolve strategies and plans for proper management of the Society and may make proposals to the Council regarding additional investments to be made for modernisation of facilities. The Management Board shall assist and support the Governing Council of the Society in fulfilling the responsibilities entrusted to him under the MOA, Rules and Bye-laws of the Society. Subject to the overall control of the Council, and within the powers delegated, the Board shall perform the following functions:

- 7.1. Review progress of projects undertaken, projects likely to be obtained in the near future, projects completed etc. Critically analyse the achievements with respect to the targets both financial & physical and decide on remedial measures.
- 7.2. Review deployment/ redeployment of manpower to satisfy that manpower is optimally utilized.
- 7.3. Approve foreign travels of all staff except Executive Director of the Society.
- 7.4. Propose additions, alterations and modifications to the Bye-laws or any related matter for consideration and approval of the Council/ Government.
- 7.5. To constitute, from time to time, the Sub-committees from amongst its various experts/members and/or staff of the Society and assign specific responsibilities.
- 7.6. Recommend grant of fellowships, scholarships, awards or other monetary assistance, on such terms and conditions as it may prescribe, to such persons as it may select for carrying out any investigation and study on a subject in which the Society is interested.
- 7.7. Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Society.
- 7.8. Prepare and submit a detailed Annual Budget Estimates under various heads for consideration and approval of the Council.
- 7.9. Prepare and submit the Annual Report of the Society for the consideration and approval of the Council.

## **8. AAC to be the Advisory Body on the academic activities**

AAC shall be the Advisory Body on the academic activities of the Society and shall be responsible for setting up of standards and academic programmes of the Society.

The Academic Advisory Committee shall consist of:

- i) A member of the Governing Council Chairman

(to be nominated by Chairman, Governing Council)

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|------|--|------------------|
| ii)  | Two Representatives from National Institutions of Repute preferably in the area of Information, Electronics & Communication Technology | Members          |
| iii) | Two Representatives of the Industry  | Members          |
| iv)  | Representative of NASSCOM  | Member           |
| v)   | Representative of MAIT   | Member           |
| vi)  | Executive Director, DOEACC Society   | Member           |
| vii) | A representative of DOEACC Society (to be nominated by ED, DOEACC)   | Member-Secretary |

The functions of the AAC shall be as follows:

8.1 Approve a systematic programme review that demonstrates that standards set are adequate to evaluate the quality of the education or training provided by the Society and that the long-term courses / programs are relevant to the educational or training needs of students.

8.2. Evolve effective Monitoring and re-evaluation procedure for accredited institutions by conducting inspections to ensure that they remain in compliance with the standards laid down by the Society.

8.3 Review achievements with reference to assignments undertaken during the year and progress made in relation to achieving long-term objectives and the quality of output of the Society. Identify the bottlenecks if any and to suggest remedial measures.

8.4 Approve norms relating to admissions, pattern and evaluation norms and schedule of examinations and fix the minimum standard for passing examinations for award of certificates / diplomas.

8.5 Approve syllabi of the courses of study, suggest reference books and other reading materials for the programmes of study and formulate norms for conduct of examinations for the long-term courses under offer.

8.6 Approve panel of names suitable for appointment as experts for various activities (Accreditation/Examination) of the Society.

8.7 To review and approve measures for improvement of standards of the courses offered.

8.8 To constitute Sub-academic Advisory Committee at Centres.

8.9 To constitute Examination Board for the Society/Centres.

8.10 To constitute Syllabus Committee as and when required.

8.11 Suggest distinguished teachers / experts / specialists in various fields from other universities or institutions of higher learning to be invited so as to obtain the services of talented personnel in other institutions by the Society.

8.12 Approve long-term or agreement for academic exchange programme with such departments of other universities and institutions of higher learning, as may be necessary under which the scholars of the two institutions may collaborate in research, participate in teaching and other academic pursuits as may be decided from time to time.

8.13 Approve forms and nomenclature of certificates, diplomas that may be awarded to candidates after qualifying the examinations.

8.14 Identify weak areas in the system followed by the Society and the areas requiring special reinforcement

8.15 Constitute a Moderation Board for each paper/to ensure that the question paper has been set strictly in accordance with the syllabus covering broad areas adequately; (i) to delete question (s) set from outside syllabus and to make necessary substitution, if required (ii) to remove ambiguity in the language of question, of any (iii) to moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities (iv) to ensure proper distribution and indication of percentage of marks for each question or part or parts thereof, time prescribed for the paper and to correct errors, if any in question paper, evaluation criteria, etc..

8.16 Scrutinize the statistics of results prepared by the Tabulators and moderate the same, if need be, before the declaration / publication of results.

## **9. CONSTITUTION AND POWERS OF 'FINANCE AND ACCOUNTS' COMMITTEE**

9.1 DOEACC Society shall have a 'Finance and Accounts Committee' consisting of the following :-

(i)	Chief Executive of the Society	Chairman
(ii)	JS&FA, DIT or his representative	Member
(iii)	JS(Societies), DIT or his representative	Member
(iv)	HOD, Concerned Technical Division, DIT	Member
(v)	Chief Finance Officer/Sr. Finance Officer	Member Secretary

9.2 The Committee will meet as and when required. In case of emergency it can also clear the files of individual cases by rotation where such files shall be sent to JS&FA after the other two members have seen and recorded their approval to the proposal. The

powers of this Finance & Accounts Committee would be recommending in nature. Their recommendations would be put up to Governing Council for approval.

9.3 The powers of this Committee will be as under:-

- i) To scrutinize and recommend to the Governing Council, the Budget Estimates/Revised Estimates of the Society;
- ii) To scrutinize the Audited Annual Account of the Society before their submission to the Governing Council/ General Body for adoption ;
- iii) To recommend re-appropriation of funds from one head to another head of account within its overall approved outlay for the year.;
- iv) To recommend write off losses above Rs. 25,000/- in each case.;
- v) To recommend disposal of surplus/obsolete items as per the prescribed procedure involving material above Rs. 1 Lakh in each case.;
- vi) To prescribe the Heads of Accounts to be adopted by the Society both for its revenue and expenditure ;
- vii) To advise the Society from time to time in various Financial matters ;
- viii) To financially appraise the internal plan projects costing above Rs. 50 Lakhs ;
- ix) To recommend to Governing Council appointment of Auditors and payment of fee ;
- ix) Any other item to be specifically allotted to this Committee by the Governing Council of the Society from time to time.

## **10. Executive Committee of the DOEACC Centres**

### **10.1 Composition of the Committee**

There will be a Executive Committee at each Centre of the Society with due representation of the respective State Governments and local Industry concerned, for effective and day to day management of the Centre. The following members shall constitute the Executive Committee of each Centre of DOEACC:

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|----|---------------------|---------------|
| 1. | Director            | Chairperson** |
| 2. | Rep. of State Govt. | Member        |

(To be nominated by Chief Secretary of the concerned State)

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|----|--|------------------|
| 3. | Rep. of Academic Institution of the State<br>(To be nominated by ED, DOEACC) | Member           |
| 4. | Rep. of Industry of concerned State<br>(To be nominated by ED, DOEACC)       | Member           |
| 5. | Registrar/Chief Finance Officer  | Member           |
| 6. | Administrative-cum-Finance Officer   | Member-Secretary |

**\*\* (In the pay scale of Rs. 16,400-20,000 and above, in the absence of which Executive Director, DOEACC will chair the meetings of Executive Committee)**

## **10.2 Functions of the Executive Committee**

10.2.1 To adopt the Annual Accounts, Annual Budget, policies, etc. of the Centre.

10.2.2 Subject to the overall guidance and control of the Council, the Executive Committee shall take all necessary steps to carry out the objectives of the Centres as set forth in the Memorandum of Association.

10.2.3 The Executive Committee shall be responsible for the day to day activities of the Centre and it will be assisted by the Administrative-cum-Finance Officer of the Centre of DOEACC. The Executive Committee shall assist the Management Board for the technical, financial and administrative management of all the affairs and funds of the respective Centre under the overall control and guidance of the Council and generally exercise all the powers delegated by the Council.

## **11. Duration of the Membership of the Council/Board/Committee**

Where a person becomes a member of the Council/Committee/Board by reason of the office or appointment he holds, his membership of the Council/ Committee/ Board shall terminate when he ceases to hold that office or appointment. Other members shall continue to hold office unless the member resigns or the authority, which nominated them, terminates their membership earlier, which they will have power to do. The administrative Ministry shall reconstitute the Governing Council as and when it is considered necessary and shall in any case review the membership once every two years.

If a vacancy in the office of a Member of the Council, Board, Committee or Board has occurred, the continuing members shall act as if no vacancy had



occurred and no act or proceedings of the Council shall be deemed invalid merely by reason of a vacancy in the Council or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meeting of the Council/ Committee /Board.

## **12. Officers and Employees of the Society**

Subject to the provisions of these Rules, the staff of the Society will consist of:

- i) Executive Director
- ii) Directors or Heads of Centres
- iii) Registrar
- iv) Chief Finance Officer
- (v) Technical Executives and Technical Support Staff
- vi) Administrative/Finance Executives and Support Staff

## **13. Bye-laws**

13.1 The Council may frame Bye-Laws from time to time not inconsistent with the Rules for the general administration and management of the Society, and may in particular provide for the following:

- a) Conduct of business and the procedure to be adopted at meetings of the Council, Board, and Committee and the quorum for such meetings;
- b) Finances and accounts of the Society;

Amounts to be levied by the Society for the various activities of the Society.

- c) Term and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Society including conduct rules with the approval of the administrative ministry.
- d) Powers, functions and duties of the Chief Executive of the Society and other officers and employees of the Society;
- e) Execution of contracts and other instruments on behalf of the Society;
- f) Establishment and maintenance of provident fund or other funds for the benefit of the officers and employees or for the purposes of the Society;

g) Such other matters as may be necessary for the administration and management of the Society.

h) Conduct and defence of legal proceedings and the manner of signing pleadings; and

13.2 The Council shall have the power to make amendments to these Rules and Bye-laws with approval of the administrative ministry.

13.3 Bye-laws framed by the Council in pursuance of Rule 12 as above shall continue to be in force until they are superseded by bye-laws framed by the Council in pursuance of these Rules.

#### **14. Appointment of Executive Director**

The appointment of the Executive Director in the prescribed scale of pay in terms of Recruitment Rules shall be made by the Council with the approval of the Government.

#### **15. Powers of Delegation of the Executive Director**

The Executive Director shall be the Chief Executive Officer of the society and shall manage the affairs of the Society in conformity to the authority and powers vested in him as per the Bye-laws.

#### **16. Tenure of appointment of employees of the Society**

The regular employees of the Society shall retire at the age of superannuation i.e. 60 years or the age that may be decided by the Government from time to time.

#### **17. Appointment of Registrar**

The appointment of the Registrar shall be made by the Chairman, Governing Council on the recommendations of the Chief Executive Officer and shall be reported to the Council.

#### **18. Change in the objects of the Society**

Council, with the approval of the administrative ministry, may change the name of the Society and its objects subject to clearance from competent authorities under the Societies Registration Act, 1860.

## **19. Legal Action**

The Executive Director/Director may sue or be sued in the name of the Society/Centre in all legal proceedings.

## **20. Seal of the Society**

The Registrar or an officer nominated by Executive Director, is authorised to execute all documents and contracts and to put in the Seal of the Society on such documents on the direction of the Chief Executive. The custody of the Seal would be with the Registrar/or the officer nominated. Similarly the Heads of Administration or officer of the Units shall execute all documents and contracts on behalf of Units.

## **21. Budget, Finance and Accounts**

- 21.1 The Society shall get the approval of the Council for the Annual Budget of the subsequent year and forward copies thereof to the Government of India at the appropriate time.
- 21.2 Money forming part of the funds of the Society vested in the council shall be deposited in the name of the Society in an approved Bank or Banks, which shall be, scheduled Banks.
- 21.3 All the incomes, earnings, movable and/or immovable properties of the Society will be solely utilized and applied towards the promotion of the objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends bonus, profit or any manner, whatsoever, to the members of the society or to any person or persons claiming through one or more of the members. No member of the Society shall have any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.
- 21.4 The accounts of the Society shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949(XXXVIII of 1949) to be approved by the Council.

## **22. Annual Report**

The Council shall submit a Report on the working of the Society annually to the Department of Information Technology, Government of India. Such Report shall

contain particulars regarding the work of the Society during the previous year and shall be accompanied by an audited statement of accounts showing the income & expenditure and Balance Sheet of the Society during the said year.

**23. Alteration of Rules**

These Rules may be altered, added to and modified by the Council as and when necessary, with the approval of the administrative ministry and the Rules (so altered, added to and modified) shall operate from such date as shall be notified.

**24. Change of Name**

The name of the Society may be changed by the Council as and when necessary, with the approval of the administrative ministry and the change in name, so altered and modified shall operate from such date as shall be notified. The change in the name of the Society shall not affect any rights or obligations of the Society or render defective any legal proceedings by or against the Society and any legal proceedings, which might have been continued or commenced by or against it by its new name.

**25. Amalgamation and Division of the Society**

The Council shall be competent to amalgamate the Society with any other Society either wholly or partially for better utilization of the resources of the Society and the change shall operate from such date as shall be notified. Similarly the Government may order division or amalgamation of the Society after giving it an opportunity to represent against such proposal.

**26. Dissolution of the Society**

The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (Act No. XXI of 1860) after obtaining the previous consent of the administrative ministry in that behalf.

If, upon the dissolution of the Society, there shall remain, after the 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 it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall revert to the Charitable Society, under the administrative control of Department of Information Technology, Government of India, having similar objectives to be

utilized for the same purpose referred to in Section I of the Societies Registration Act (Act No. 21 of 1860).

**27. Application of the Act**

The provisions of the Societies Registration Act, 1860 (Act No. 21 of 1860) as applicable to the State of Delhi shall apply to the Society.

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Certified that this is a true copy of the Rules and Regulations of the DOEACC Society.