



AMENDED CERTIFICATE OF REGISTRATION Under Societies Registration Act XXI of 1860

Regn. No. S-26940 /1994 (Registration dt-09/11/1994)

I hereby certify that "in pursuance of Section-12 and 12A, the address of the society **"NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)"** has been changed from located at: **6, CGO COMPLEX, NEW DELHI- 110003.**

TO

NIELIT BHAWAN, PLOT No.3, PSP POCKET, INSTITUTIONAL AREA, SECTOR-8, DWARKA, NEW DELHI- 110077. under Societies Registration Act 1860.

Given under my hand and seal at Delhi on this 31 Day of January Two Thousand Twenty Five.

Amended Fee of Rs.01/- received

SEAL
Registrar of societies
Delhi




REGISTRAR OF SOCIETIES
SOUTH – EAST DISTRICT
GOVERNMENT OF NCT OF DELHI

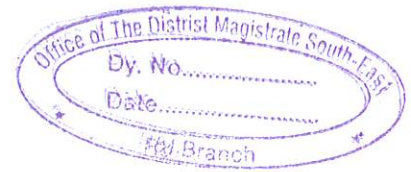
**This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association / person may kindly make necessary verification (on their own) of the assets and liabilities of the society before entering into any contract/assignment with them.*

Part-A

National Institute of Electronics & Information Technology

[Signature]
MEMBER, GOVERNING COUNCIL
NIELIT

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MEMBER, GOVERNING COUNCIL
NIELIT



Memorandum of Association

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NIELIT

Amended as on 31/01/2025

MEMORANDUM OF ASSOCIATION
OF
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)
"AUTONOMOUS SCIENTIFIC SOCIETY OF MEITY"
(ASSM)

Registrar Of Society)
(Distt. South-East)
Delhi

1. Name

- 1.1 The name of the Society shall be "NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)".
- 1.2 The Society shall function under the administrative control of the Ministry of Electronics and Information Technology, Government of India or the Ministry/Department that may be notified by the Government from time to time.

2. Registered Office

- 2.1 The Registered Office of the Society shall be at NIELIT Bhawan, Plot no.3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi- 110077

3. Objectives

- 3.1 To generate quality manpower and develop skilled professionals in the area of Information, Electronics and Communications Technology (IECT) and allied, by providing word class education & Training and accreditation services.
- 3.2 To provide continuing support to learners and trainers through active design & development of innovative curricula and acquisition of content, aligned with the dynamically changing IECT scenario.
- 3.3 To establish a quality system of examination and certification that is globally recognized providing a fair assessment of the competency of students.
- 3.4 To continue to implement the DOEACC Scheme for computer courses, jointly development by AICTE and MEITY in the Non-formal Sector of IT Education and Training.
- 3.5 To establish standards in the areas of IECT and to develop markets in the emerging areas.
- 3.6 To impart continuing Education for up-gradation of Knowledge and skills in view of high obsolescence in the area of IECT.
- 3.7 To provide entrepreneurship development programme in the area of IECT.

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NIELIT

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NIELIT

Amended as on 31/01/2025

- 3.8 To develop and promote the culture of a market to encourage and nurture industry oriented design and development.
- 3.9 To purchase, lease hire exchange or otherwise acquire any movable or immovable property and the sell, lease, dispose off, exchange, invest and deal with bonds moneys, Securities and all kinds of movable or immovable properties for all or any of the objectives for which the Society is established.
- 3.10 To levy and receive moneys in connection with the activities of the Society including grants/loans as and when received from the Government or from any other sources.
- 3.11 All the income, earnings, movable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits, or in any manner whatsoever to the present Members of the Society or to any person claiming through any one or more of the present Members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.
- 3.12 The Society will be a non-profit making society & any excess of income or expenditure would form a corpus fund, which would utilized in furtherance of the objectives of the Society.
- 3.13 To do all such activities which are incidental/ancillary for achieving the objectives of the Society.

4. Management

- 4.1 The Society shall function under the administrative control of the Ministry of Electronics and Information Technology, Government of India or the Ministry/Department that may be notified by the Government from time to time. The Society will have an institutional framework with the Governing Council as an apex body to evolve corporate policies and provide necessary guidelines for fulfillment of the aims and objectives set forth for the society. The Council is vested with the all the power and responsibility for all the affairs of the Society and its Centres. The Council will be assisted by Management Board for the technical, academic, financial and administrative management of the Society. The Society as well its Centres would be under the overall control and guidance of the Council. The individual Centres will be conferred necessary flexibility for freedom of operation through appropriate delegation of authority and responsibility to enable them to function effectively. The Council will periodically review and monitor the activities of the Society and take such remedial measures as may be deemed necessary, to meet the aims and objectives of the Society.
- 4.2 The Society will be funded by the administrative ministry as per the allocation by the NITI Ayog and shall generate revenue through its various activities. The Society shall also obtain sponsored projects from Government Departments, State Governments, industries both in the public and private sector and over a period of time the various Centres of the society shall endeavor to become self-sustaining, so that the grant-in-aid from Government as reduced gradually.
- 4.3 The administrative Ministry may issue such directions to the Society as may consider necessary, for furtherance of the aims and objectives of the Society and for ensuring its proper and effective functioning and the Society will carry out such directions.

Amended as on 31/01/2025

Registrar of Society
(Distt. South-East,
Delhi)

4.4 The Society would be managed within an institutional framework with independent and autonomous authority, responsibility, and flexibility, for dynamic operation to achieve the objectives set for the Society.

5. Composition of Governing Council

The name, occupation and address of the members of the Governing Body to whom the management of the Society is entrusted, as required under the Scientific and Charitable Society's Registration Act 1860, in pursuance of this Memorandum of Association are as follows:

Name	Occupation	
1. Shri Ashwini Vaishnaw Minister for Electronics and Information Technology, New Delhi- 110003	Public Servant	Chairperson
2. Shri Rajeev Chandrasekhar MoS for Electronics and Information Technology, New Delhi- 110003	Public Servant	Deputy Chairperson
3. Shri S. Krishnan Secretary Ministry of Electronics and Information Technology, New Delhi- 110003	Service	Executive Vice-Chairperson
4. Shri K. Sanjay Murthy, Secretary Department of Higher Education	Service	Member
5. Prof. M. Jagadesh Kumar Chairman University Grants Commission	Service	Member
6. Prof. T.G. Sitharam Chairman All India Council for Technical Education	Service	Member
7. Ms. Trishaljit Sethi Director General(Training)/Additional Secretary Ministry of Skill Development and Entrepreneurship	Service	Member
8. Shri Bhuvnesh Kumar Additional Secretary Ministry of Electronics and Information Technology, New Delhi- 110003	Service	Member

Amended as on 31/01/2025

- | Sr. No | Name & Address | Occupation | Signature |
|--------|---|---------------|-----------|
| 9. | Shri Abhishek Singh
Additional Secretary (Registrar Of Society)
Ministry of Electronics and Information Technology, New Delhi- 110003
Regd. Office, South-East Delhi | Service | Member |
| 10. | Shri Rajesh Singh
Joint Secretary & Financial Advisor
Ministry of Electronics and Information Technology, New Delhi- 110003 | Service | Member |
| 11. | Ms. Debjani Ghosh
President
National Association of Software and Service Companies | Industrialist | Member |
| 12. | Prof. Anil K Saini
President
Institution of Electronics and Telecommunication Engineers | Academician | Member |
| 13. | Shri T.V. Mohandas Pal
Chairman
Manipal Global Education Services Pvt. Ltd. | Industrialist | Member |
| 14. | Shri Hariom Rai
Chairman
Lava International Ltd. | Industrialist | Member |
| 15. | Shri Vineet Nayar
Founder
Sampark Foundation | Industrialist | Member |
| 16. | Dr. Madan Mohan Tripathi
Director General
National Institute of Electronics & Information Technology | Service | Member |

6. A Copy of the Rules and Regulations of the Society certified to be correct copy by three Members of the Governing Council is filed along with this Memorandum of Association.

7. We, the Several persons, whose names and addresses are given below, having associated ourselves for the purpose described in this memorandum of Association do hereby subscribe our names to this Memorandum of Association and set up severally our respective names hereunto and form ourselves into a Society, this 24th day of October 1994 at New Delhi.

Sr. No	Name & Address	Occupation	Signature
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Amended as on 31/01/2025

1. Prof. P.Vindersan
Type V Flat No.8
Niepa Quarters, NCERT Campus
New Delhi- 110016
2. Prof. R.K. Arora
Computer Science & Engg. Department
IIT, Hauz Khas, New Delhi- 110016
3. Prof. D.V.R. Vithal
Deptt. Of Electronics & Communications
Osmania University, Hyderabad- 500 007
4. Prof. J.P. Gupta
Adviser, AICTE
Indira Gandhi Sports Complex
I.P. Estate, New Delhi- 110002
5. Sh. Gautam Soni
Head, Manpower Development
Division, Department of Electronics
New Delhi- 110003
6. BRIG. V.M. Sundram (RETD)
G-502, Somvihar Apartments
New Delhi- 110022
7. Sh. T.C. Gupta
Director
Manpower Development Division
Deptt. Of Electronics
New Delhi- 110003

Retd. Professor

Registrar Of Society
(Distt. South-East
Delh

Sd/-

Professor

Sd/-

Professor

Sd/-

Professor

Sd/-

Service

Sd/-

Consultant

Sd/-

Service

I certify the aforesaid signatures

Sd/-

(Signature and Rubber Stamps of Gazetted officer)

Sd/-

(V.K. Bhatia)

Joint Director

Department of Electronics
New Delhi- 110003

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Page 6 of 6

MEMBER GOVERNING COUNCIL
NIELT

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NIELT

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Amended as on 31/01/2025

Registar Of Society)
(Dist. Court Delhi)

**RULES AND REGULATIONS
OF
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT)**

S.No	Description	Page No.
1.	Short Title	1
2.	Definitions	1
3.	Administration and Management	2
4.	Council to be the Apex Body of the Society	2
5.	The Council	3
6.	Management Board to be the Executive Arm of the Council	4
7.	Management Board	4
8.	AAC to be the Advisory Body on the academic activities	6
9.	Constitution and Powers of Finance & Accounts Committee	8
10.	Executive Committee of the NIELIT Centres	10
11.	Duration of the Membership of the Council / Board/ Committee	11
12.	Officers and employees of the Society	12
13.	Bye-laws	12
14.	Appointment of Director General	13
15.	Powers of Delegation of the Director General	13

MEMBER, GOVERNING COUNCIL
NIELIT

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NIELIT

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NIELIT

16.	Tenure of appointment of employees of the Society	13
17.	Appointment of Registrar	13
18.	Change in the objects of the Society	13
19.	Legal Action	14
20.	Seal of the Society	14
21.	Budget, Finance and Accounts	14
22.	Annual Report	15
23.	Alteration of Rules	15
24.	Change of Name	15
25.	Amalgamation and Division of the Society	15
26.	Dissolution of the Society	16
27.	Application of the Act	16


 MEMBER, GOVERNING COUNCIL
 NIELT


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 NIELT


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 NIELT

**RULES AND REGULATIONS
OF
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT)
"AUTONOMOUS SCIENTIFIC SOCIETY OF MEITY"
(ASSM)**

Amended as on 31/01/2025

Registrar Of Society)
(Distt. South-East)
Delhi

1. Short Title

These Rules and Regulations shall be called the Rules of the National Institute of Electronics and Information Technology (NIELIT)

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 National Institute of Electronics and Information Technology (NIELIT) at various locations" in India, or abroad
- e) "Chairperson" means the "Minister, Ministry of Electronics & Information Technology (MEITY), Govt. of India."
- f) "Committee" means the "Executive Committee of the NIELIT Centre"
- g) "Council" means the "Governing Council" of the Society
- h) "Executive Director" means the "Executive Director of the respective NIELIT Centre "
- i) "MEITY" means "Ministry of Electronics & Information Technology"
- j) "Director General (DG)" 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) "Registrar" means "Registrar of the Society.
- n) "Services" means "Education & Training and related Services in the field of Information, Electronics & Communications Technology"

Amended as on 31/01/2025

- o) "Society" means the "National Institute of Electronics and Information Technology"
- p) "Deputy Chairperson" means "Minister of State, Ministry of Electronics & Information Technology (MEITY), Govt. of India."
- q) "Executive Vice Chairperson" means Secretary of the Administrative Ministry (Ministry of Electronics & 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 Chairperson) as under:

Minister MeitY	Chairperson
Minister of State MeitY	Deputy Chairperson
Secretary, MeitY	Executive Vice-Chairperson
President, Institution of Electronics & Telecommunications Engineers	Member
Chairman, AICTE	Member
An outstanding academican in the field of Information Technology	Member
Head of Society Division, MeitY	Member
Joint Secretary/Additional Secretary & Financial Advisor, MEITY	Member
President, NASSCOM	Member
NIELIT Group Coordinator, MeitY	Member
Representative of Ministry of Education (Not below the rank of Joint Secretary)	Member
Representative of University Grants Commission (Not below the rank of Joint Secretary)	Member
Four Representatives from the field of Electronics, Communications, Information Technology, Industries	Member
Director General (Training), Ministry of Skill Development	Member
Director General, NIELIT	Member-Secretary

Amended as on 31/01/2025

Registrar Of Society)
(Distt. South-East)
Delhi

**** 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, MEITY/ Executive Vice-Chairperson,
Governing Council | Chairperson |
| ii) | Jt. Secretary, Societies Division, MEITY | Member |
| iii) | JS&FA, MEITY | Member |
| iv) | Director General, NIELIT | Member Secretary |
| iv) | Two Members of the Council to be nominated
by the Chairperson, Governing Council | Member |

* 3 Directors of NIELIT Centres shall be the Special Invitees in the meeting 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

Amended as on 31/01/2025

modernization 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 travel of all staff except Director General of the Society.
- 7.4 Propose additions, alterations and modifications to be 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 investigations 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.

Amended as on 31/01/2025

Registrar Of Society)
(Distt. South-East)
Delhi

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 programs of the Society.

The Academic Advisory Committee shall consist of

- | | |
|--|------------------|
| i. A member of the Governing council (to be nominated by Chairperson, Governing Council) | Chairperson |
| 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. Director General, NIELIT | Member |
| vii. A representative of NIELIT (to be nominated by DG, NIELIT) | Member Secretary |

The functions of the AAC shall be as follows:

8.1 Approve a systematic program 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.

Amended as on 31/01/2025

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 the Society.

Registrar

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-terms 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 continue 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 of institutions of higher learning to be invited so as to obtain the services of talented personnel in other institutions by the Society.

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NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on. 31/01/2025

Registrar Of Society)
(Distt. South-East)

8.12 Approve long-term or agreement for academic exchange program 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 Society and the areas requiring special reinforcement.

8.15 Constitute a Moderation Board for each paper/ to ensure that the questions 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, if 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 National Institute of Electronics and Information Technology shall have a "Finance and Accounts Committee" consisting of the following:

i. Chief Executive of the Society

Chairperson

- Amended as on... 31/01/2025
- ii. JS&FA, MEITY or his representative Member
- iii. JS (Societies), MEITY or his representative Member
- iv. HOD, Concerned Technical Division, MEITY Member
- v. Chief Finance Officer / Senior Finance Officer Member Secretary
- Registrar (Society)
(Dist. South-East)
Delhi

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;

Amended as on 31/01/25

Registrar Of Society)
Distt. South-East)

- (ix) To recommend to Governing Council appointment of Auditors and payment of fee;
- x) 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 NIELIT Centres

10.1 Composition of the Committee

There will be an 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 NIELIT:

- | | | |
|----|--|------------------|
| 1. | Director | Chairperson** |
| 2. | Two Representative of State Government
(to be nominated by Chief Secretary of the
concerned State) | Member |
| 3. | Representative of Academic Institution of the State
(to be nominated by DG, NIELIT) | Member |
| 4. | Representative of Industry of concerned State
(to be nominated by DG, NIELIT) | Member |
| 5. | Registrar / Chief Finance Officer | Member |
| 6. | Administrative-cum-Finance Officer | Member Secretary |

*(In the pay scale of Level 13A and above, in the absence of which Director General, NIELIT will chair the meetings of Executive Committee)

10.2 Functions of 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 NIELIT. The Executive Committee shall assist the Management Boards 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 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 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.

Amended as on.....

Registrar Of Society)
(Distt. South-East)
Delhi

12. Officers and Employees of the Society

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

- i. Director General
- ii. Executive 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 administrations and management of the Society.
- h) Conduct and defence of legal proceedings and the manner of signing pleadings; and

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

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

Registrar Of Society)
(Distt. South-East)
Delhi

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 Director General

The appointment of the Director General 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 Director General

The Director General 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 Chairperson, Management Board on the recommendations of the Director General.

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.

Amended as on.....

Registrar Of Society)
(Distt. South-East)
Delhi

19. Legal Action

The Director General/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 Director General is authorized 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.

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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 Ministry of Electronics & 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

Amended as on 31/04/2025

Registrar Of Society)
(Distt. South-East)
Delhi

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 Ministry of Electronics & Information Technology, Government of India, having similar objectives to be utilized for the same purpose referred to in Section 1 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.

Certified that this is a true copy of the Rules and Regulations of the National Institute of Electronics and Information Technology (NIELIT).

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**BYE-LAWS
OF
NIELIT
(AN AUTONOMOUS SCIENTIFIC SOCIETY OF MEITY)**

**(UNDER RULE 13 OF THE RULES AND REGULATIONS FOR
ADMINISTRATION AND MANAGEMENT OF THE SOCIETY)**

1 SHORT TITLE:

The Bye-laws shall be called the Bye-laws of NIELIT.

2 DEFINITION:

In these rules, unless there is anything repugnant to the subject or context. The following terminology and the associated meanings are used.

- a) **"AAC"** means Academic Advisory Committee of the Society.
- b) **"Administrative Ministry"** means Ministry of Electronics & Information Technology, Government of India.
- c) **"Appointing Authority"** in relation to any post in the Society, means the authority competent to make appointment to that post.
- d) **"Board"** means Management Board of the Society.
- e) **'Centre'** means Centre of NIELIT at various locations in India or abroad
- f) **"Chairperson"** means the Chairperson of the Council/Board/Committee of NIELIT
- g) **"Committee"** means the Executive Committee of the NIELIT Centre.
- h) **"Competent Authority"** means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Society.
- i) **"Council"** means the Governing Council of the Society
- j) **"Director General"** means the Chief Executive Officer of the Society.
- k) **"F&A Committee"** means "Finance & Accounts Committee" of the Society
- l) **"Society"** means the NIELIT Society

3 RESIDUARY CONDITIONS OF SERVICE:

- 3.1 The Council shall determine any matter relating to the conditions of service of the employees for which no provision is made in these rules. In exceptional circumstances, Director General may take decisions in consultation with Chairperson of the Council. All such matters should be placed before the Council at its next meeting for ratification.

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3.2 These Rules and Regulations shall not affect adversely the service conditions already being enjoyed by the employees of the Society on the date of merger i.e. December 14, 2002.

4. **POWER TO RELAX:**

Notwithstanding anything contained in these rules, the Chairperson, Governing Council of the Society may relax any of the provisions of these rules. Relaxation shall, however, be in very exceptional and rare circumstances for reasons to be recorded in writing.

5. **INTERPRETATION:**

In the matter of interpretation of any rules/orders, the decision of the Director General shall be final unless otherwise, specifically included in these rules.

6. **POWER, FUNCTIONS AND DUTIES OF THE COUNCIL**

The Council shall be the apex policymaking body of the Society, for fulfillment of the objectives set forth for the Society.

7. **COUNCIL MEETINGS AND PROCEDURES**

7.1 **Meetings:** Meetings of the Council shall be held at least twice in a year. An extraordinary meeting may also be convened at any time by the Chairperson, or on a written request of at least one third of the members of the Council.

7.2 **Place of meeting:** Meetings of the Council shall be held at the Headquarters of the Society unless the Chairperson otherwise directs.

7.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least fourteen days before the day of the meeting. In case of an extraordinary meeting, at least seven days notice shall be given.

7.4 **Quorum and Procedure:** 1/3rd of the total membership of the effective Council shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.

7.5 **Adjourned meeting:** If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

7.6 **Chairperson of the meeting:** The Chairperson of the Council shall preside all meetings of the Council. In the absence of the Chairperson, the Deputy Chairperson of the Council shall preside over the meeting.

7.7 **Nature of business of the meetings:**

The Council shall meet to consider the reports about the activities of the society (Annual Plans and programmes, Annual Budget, Annual Accounts etc.) forwarded by the Board/Committee to determine policy for the guidance of the Society. The Council shall consider and pass the detailed Annual Budget Estimates as well as, Revised Estimates, Annual Accounts etc. submitted by the Board/Committee with their recommendations and to consider such matters, as may be brought before the Council with the permission of the Chairperson.

7.8 **Minutes:** The Member Secretary shall keep the Minutes of the meetings of the Council, and send a copy of the Minutes of every such meeting, as early as possible (preferably within a fortnight) at the address of every member indicating the authority to take action on each decision.

7.9 **Vacancy:** When a vacancy occurs in the Council due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations

8. **BOARD MEETINGS AND PROCEDURES**

8.1 **Meetings:** The Board shall meet at least once in a quarter. Special meetings of the Board, if necessary, shall be convened by the Chairperson at the written request of at least one third of the members of the Board.

8.2 **Place of meeting:** Meeting of the Board shall be held at the Headquarters of the Society unless the Chairperson otherwise directs.

8.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least 15 days before the day of the meeting.

8.4 **Quorum and Procedure:** 1/3rd of the total membership of the effective Board shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.

8.5 **Adjourned meeting:** If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to




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such a time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

- 8.6 **Chairperson of the meeting:** The Chairperson of the Board shall preside at all meetings of the Board.
- 8.7 **Nature of Business:** The Board shall meet to monitor and review the activities of the Society and to take remedial measures, as deemed fit, to meet the aims and objectives of the Society and to consider such other matters as may be brought before the Board with the permission of its Chairperson.
- 8.8 **Minutes:** The Member Secretary shall keep the minutes of the meetings of the Board, and send a copy of the minutes of every such meeting, as early as possible to the address of every member indicating the authority to take action on each decision.
- 8.9 **Vacancy:** When a vacancy occurs in the Board due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations.

9 POWERS, FUNCTIONS AND DUTIES OF THE BOARD

- 9.1 Subject to the overall control of the Council, and within the powers delegated, the Board shall perform the following functions:
- 9.1.1 Monitor and review periodically the activities of the Society and to make remedial measures, as deemed fit, to meet the aims and objects of the Society.
- 9.1.2 Consider the detailed Annual Budget Estimate and also Revised Estimate submitted by the Committee and forward the same with its recommendations to the Council.
- 9.1.3 Authorise reappropriation to augment provision under the heads other than "Salaries, Allowances and Provident Fund Contributions" on recommendation of the Committee.
- 9.1.4 Consider and submit for approval of the Council the proposals for alteration, addition and modification to the Byelaw made under the Rules of the Society.
- 9.1.5 Exercise powers delegated to the Board with the approval of the administrative ministry.


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- 9.2 Review the reports submitted by the Director General in respect of the following:
- 9.2.1 Progress on projects undertaken by the Society
 - 9.2.2 Details of new projects undertaken / likely to be undertaken
 - 9.2.3 Details of projects completed
 - 9.2.4 Statement of tours undertaken by the Chief Executive
 - 9.2.5 Visit by VIPs/Dignitaries to the Centres of the Society
 - 9.2.6 Details on manpower strength including research staff viz., sanctioned, filled, vacant and number of persons on short-term contract.
 - 9.2.7 Details of papers published by staff of the Society in national and international publications
 - 9.2.8 Details of patents applied / received / held

10. AAC MEETINGS AND PROCEDURES

- 10.1 **Meetings:** Meetings of the AAC shall be held at least twice a year. The Director General shall convene special meetings of the AAC, if necessary, with permission from Chairperson.
- 10.2 **Place of meeting:** Meeting of the AAC shall be held at the Headquarters of the Society unless the Chairperson otherwise directs.
- 10.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least seven days before the day of the meeting.
- 10.4 **Quorum and Procedure:** 1/3rd of the total membership of the AAC shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.
- 10.5 **Chairperson of the meeting:** The Chairperson of the AAC shall preside at all meetings of the AAC. In the absence of the Chairperson, the members present shall elect a Chairperson to preside over the meeting.
- 10.6 **Adjourned meeting:** If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

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- 10.7 **Nature of Business:** The legitimate role of this body would be to provide a thrust, suggest new areas of academic and orient programmes in the desired direction. The AAC would also exercise critical judgment of the academic activities of the Society and give directions for international scientific collaboration and Academic Schemes.
- 10.8 **Minutes:** The Director General shall nominate an officer of the Society who shall coordinate the activities of the AAC and shall also keep the minutes of the meetings of the AAC, and send a copy of the minutes of every such meeting, as early as possible to the address of every member.
- 10.9 **Vacancy:** When a vacancy occurs in the office of the nominated members of the AAC through death, resignation, or for any other reason, such vacancy shall be filled with the approval of the Chairperson of the AAC on recommendation of Director General
- 10.10 **Vacancy not to affect proceedings:** If any vacancy in the office of a member of the AAC has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the AAC shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member.

11. EXECUTIVE COMMITTEE MEETINGS AND PROCEDURE

- 11.1 **Meetings:** The Committee shall meet at least twice a year. Special meetings of the Executive Committee, if necessary, shall be convened by the Chairperson or at the written request of at least one third of the members of the Committee.
- 11.2 **Place of meeting:** Meeting of the Committee shall be held at the respective Centre unless the Chairperson otherwise directs.
- 11.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least 15 days before the day of the meeting.
- 11.4 **Quorum and Procedure:** 1/3rd of the total membership of the effective Committee shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.
- 11.5 **Adjourned meeting:** If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

- 11.6 **Chairperson of the meeting:** The Chairperson of the Committee shall preside at all meetings of the Committee. In the absence of the Chairperson, the meeting shall be presided over by the member nominated by Members present in the meeting.
- 11.7 **Nature of Business:** The Committee shall meet to monitor and review the activities of the Centre and to take remedial measures, as deemed fit, to meet the aims and objectives of the Society and to consider such other matters as may be brought before the Committee with the permission of its Chairperson.
- 11.8 **Minutes:** The Member Secretary shall keep the minutes of the meetings of the Committee, and send a copy of the minutes of every such meeting, as early as possible to the address of every member indicating the authority to take action on each decision.
- 11.9 **Vacancy:** When a vacancy occurs in the Committee due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations.
- 11.10 **Vacancy not to affect proceedings:** If any vacancy in the office of a member of the Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Committee shall be deemed to be invalid merely by reason of a vacancy 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 meetings of the Board.
- 11.11 **Voting Power:** Each member of the Executive Committee shall have one vote. Where there is no unanimity, decisions shall be taken by a majority of votes of the members present for voting. The Chairperson shall have a second or casting vote whenever there is a tie.

In the event of disagreement between the Chairperson of the Executive Committee and the Finance Member of the Executive Committee on any financial matter, the matter will be referred to the Board whose decision will be final and binding on the Executive Committee,

11.12 **Duration of the Membership of the Committee**

Executive Vice Chairperson, Governing Council shall have the powers to reconstitute the Executive Committee as and when it is considered necessary and shall in any case review the membership once every three years.



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Where a person becomes a Member of the Committee by reason of the office or appointment held in the nominating organization, membership of the Committee of the person shall terminate when the person ceases to hold that office or appointment. Other members shall hold office for three years unless the member resigns or the authority which nominated the member terminates the membership earlier, which the nominating authority will have power to do.

11.13 Functions and Powers of the Executive Committee

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 Society as set forth in the Memorandum of Association.

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. 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.

11.14 Member Secretary to the Committee

The **Administrative-cum-Finance Officer (AFO)** of the Centre shall be the ex-officio Member Secretary to the Committee. The AFO shall act as the Recorder to the Committee, and shall have charge of all documents relating to the Centre. The AFO will send the copy of the Minutes of all the meetings to the members.

11.15 Powers, Functions and Duties of the Committee

- 11.15.1 With previous approval of the Council, the Executive Committee shall have powers to frame regulations, not inconsistent with the Rules & Regulations of the Society for the administration and management of the affairs of the Centres.
- 11.15.2 Monitor and review periodically the activities of the Centre and to make remedial measures.
- 11.15.3 Consider the detailed Annual Budget Estimates/Revised Estimates of the Centre and forward the same with its recommendations to the F&A Committee.
- 11.15.4 Exercise powers delegated to the Committee.


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12. BUSINESS BY CIRCULATION OF PAPERS

The Council/Board/Committee may dispose of urgent matters by circulation of papers in such cases where the decision cannot wait for formal convening of the meeting.

13. FINANCE AND ACCOUNTS COMMITTEE

The Society shall also have the Finance & Accounts Committee of the Society with the following composition and the powers of the F&A. Committee shall in particular be as under:-

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

- 13.1 To review the financial position of each Centre & Society as a whole and make remedial measures as deem fit to ensure that each Centre is financially self-sufficient.
- 13.2 To scrutinize and recommend to the Board, the Budget Estimates/Revised Estimates of the Society.
- 13.3 To recommend re-appropriation of funds from one head to another head of account within its overall approved outlay for that year;
- 13.4 To recommend write-off losses;
- 13.5 To prescribe the Heads of Account to be adopted by the Society both for its Income and Expenditure;
- 13.6 To advise the Society from time to time in various financial matters;
- 13.7 To financially appraise the projects costing above Rs.50 lakhs;
- 13.8 To scrutinize the Audited Annual Account of the Society before their submission to the Governing Council / General Body for Adoption;
- 13.9 Any other item to be specifically allotted to F&A Committee by the Governing Council of the Society from time to time.

14. SPECIAL POWERS OF THE CHAIRPERSON

The Chairperson of the Governing Council/Board/Committee may, in emergent cases or under special circumstances exercise the powers of the Council/Board, in consultation with one or more members of the Governing

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Council/Board/Committee and in consultation with Finance Member of the Council/Board/Committee. All such matters shall be reported to the Council/Board/Committee in their next meeting.

15. DISAGREEMENT

In the event of disagreement between the Chairperson of the Council/Board/Committee and the Finance Member of the Council/Board/Committee on any financial matters beyond the delegated powers of the administrative ministry, the matter may be referred to the Minister-in-charge of the administrative ministry and the Ministry of Finance, if considered necessary, for a decision.

16. VOTING POWERS

Each member of the Council/Board/Committee shall have one vote. Where there is no unanimity, decisions shall be taken by a majority of vote of the members present and voting. The Chairperson shall have a casting vote wherever there is a tie.

17. MANAGEMENT OF THE SOCIETY

The Society shall be managed by a three-tier structure with the Governing Council as the apex management body. The Management Board/AAC/F&A Committee at the Second level discharges the administrative, academic, technical and financial management responsibility of the Society under the overall guidance of the Governing Council.

18. FINANCES AND ACCOUNTS

18.1 Properties and Funds vested in the Council: The properties and funds of the Society vested in the Council shall consist of:


18.1.1 Grants-in-aid released by the Government of India,

18.1.2 Other grants, donations and gifts (periodical or otherwise).

18.1.3 The income from properties and funds vested in the Council and fees, subscriptions and other annual receipts.

18.1.4 All movable and immovable assets such as machinery, plant, equipment, computer hardware and software and instruments (whether laboratory, workshop or otherwise), books and journals, furniture, fixtures and land, buildings belonging to the Society.


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18.1.5 Remuneration received through sponsored projects, consultancy, design, development, technology transfer, contracts etc.

18.1.6 **Acceptance of Donations etc.:** The Council may accept donations; gifts and subscriptions for specific purposes provided no onerous conditions are attached to them. Donations by agencies abroad shall require prior approval of the government.

18.2 All moneys received for or on behalf of the Society, shall be deposited in a bank account or fixed deposit account with a public financial institution within the guideline issued by the Government.

18.3 **Assets/Borrowings:** The Society may purchase/acquire or lease or sell or dispose-off movable or immovable assets and also make borrowings or draw short/long term loans or temporary overdrafts/advances for acquiring assets/properties or carrying out activities.

18.4 **Payments:** Payments by or on behalf of the Society exceeding Rs.10000/- shall be made by cheque. All cheques shall ordinarily be signed by the Finance Officer and countersigned by the Chief Finance Officer or by any other officer duly empowered by the Director General all cheques for and upto Rs. 10,000/- shall be signed by either Head of the Finance Wing at Headquarters/Centre or by the Director General. Cheques over Rs. 10,000/- shall be signed jointly by Head of Finance Wing at Headquarters/Centre and Director General/Director.

18.5 **Endorsements:** All bills for payment shall bear an endorsement "Passed for Payment" and the endorsement shall be signed by an officer to whom the power has been delegated by the Director General/ Centre Director.




18.6 **Permanent & Temporary Advances:** Permanent and temporary advances for cash payments shall be kept by any officer of the Society as authorised by the Director General or by an officer to whom the power has been delegated.

18.7 **Budget:** The Society shall prepare or cause to prepare, in such form and at such time each year as may be prescribed, budget estimates in respect of the ensuing financial year and submit the same to the Council for its consideration and approval.

18.8 **Accounts & Audits:** The Society shall maintain such books of accounts and other books in relation to its accounts in such form and in such manner as may be prescribed. The Chief Finance Officer shall be responsible for the accounts of the Society.

18.9 The financial year of the Society shall be from 1st April each year to 31st March of the subsequent year.

18.10 The accounts of the Society shall be audited by such auditors as approved by the Council.




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19. DUTIES AND FUNCTIONS OF OFFICERS OF THE SOCIETY

19.1 Duties of the Director General :

The Director General shall be the Chief Executive of the Society.

19.2 **Business of the Society:** It shall be the duty of the Director General to carry on the work of the Society under the direction of the Council in accordance with the Rules and Byelaws for the administration and management of the Society. In case of an emergency, he/she may take such actions as may be necessary and get such decisions ratified by the Council.

19.3 **Direction and control of the staff:** All members of the staff of the Society shall be under the general control of the Director General or an officer authorised by him, who may issue Standing Orders / Office Orders on various subjects, as necessary, from time to time.

19.4 **Annual Report:** The Director General shall submit the Annual Report and Audited Statement of Accounts of the Society to the Council in time each year.

19.5 **Duties and Responsibilities of the Executive Directors/Directors:** The Executive Director/Director will be the Executive Head of the respective Centres and be accountable for its performance and will function under the overall directions and guidance of the Director General and within the Rules of the Society.

19.6 **Duties and Functions of the other staff Members:** Duties and Functions of the officers and staff members will be decided by the Director General.

20. EXECUTION OF CONTRACTS ON BEHALF OF THE SOCIETY

20.1 **Contracts with Chief Executive:** All contracts between the Society and the Chief Executive shall be signed by the Chairperson of the Board or any other person authorised by the Board for the purpose.

20.2 **Contracts with others:** All other contracts by or on behalf of the Society shall be signed by the Chief Executive or by an officer of the Society authorised by the Chief Executive. Contracts by or on behalf of a specific Centre of the Society shall be signed by the Head of the Centre or Head of Administration or by an officer of the Centre authorised by the Centre Director.

20.3 Attendance at scientific / Academic conferences

Members of the Board, Committee and staff of the Centre shall be allowed to attend scientific / academic conferences, seminar, workshop etc. and may be deputed for specialized training or for the work of the Centre with the approval of (i) the Chairperson Governing Council in the case of the Director General and Director of Centre and (ii) by the Director General or a member of the staff to whom the power has been delegated, in the case of others.

Members of the Committee, Board and the staff of the Society when deputed by the Society under the above bye-law shall be eligible for Daily and Traveling allowances as laid down by the Council from time to time. In addition, the members as deputed shall be entitled to draw salary, dearness pay and dearness allowances, and eligible for house rent, city compensatory allowances and other allowances etc.

20.3.1 Deputation Abroad

Deputation abroad for attending scientific/academic conference, workshop etc. by the Director General shall be approved by Chairperson, Governing Council, while in the case of all other staff it shall be by the Director General.

20.4 Contribution to professional / technical journals / periodicals.

Contributions to technical journals resulting from work carried on in the Society by members of the staff of the centre shall contain the Centre's name and shall have prior approval of the Director General. A copy of every such contribution shall also be sent to the Director General as soon as it is published / presented. It shall be ensured and certified by the author that no classified / confidential material is contained in such contribution. Members of the staff of the Society may, with the prior permission of the Director General, accept invitations to deliver lectures in their field of work at universities or learned Societies, Scientific Conferences etc. and also act as expert members on the committees / bodies set up by Government or similar other agencies, provided that such assignment does not affect the work of the society.

20.5 Intellectual Property Rights

20.5.1 Patents/Copyrights

All works of intellectual property nature whether in the form of reports, artistic work, charts, paper analysis, design, software or hardware or any other work under the Copyright Act and the Laws/Rules governing the Patent etc.; carried out by a employee shall be, owned by the Society without exception.

20.5.2 Publishing of books and research papers

No employee shall except with the previous sanction of the competent authority publish or cause to be published any book or any similar printed matter of which he is the author, or deliver talk or lecture in any public meeting or otherwise provided that no such sanction is however, required, if such broadcast or contribution or publication is of a purely literary, cultural, spiritual, religious or social character and in no way is concerned with the nature of a job.

The society encourages publishing of books and research papers by employees in the areas of interest provided, the employee has acknowledged the sources used in the society and its contributions appropriately. Suitable and appropriate approvals from the Director General must be sought by the employee before publishing his work.



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The society is entitled to share the royalty or the honorarium received by the employee on publication of a book or a research paper within the mechanism and according to the guidelines as prevalent at the time, where the employee has used his work or activity involved in the society.

20.6 Consultancy

The society shall not permit its employees to engage in part-time consultancy / teaching with other organizations. The Consultancy Service shall be carried on Institutional basis only.

20.7 Private Trading

No employee shall engage in any commercial business or pursuit either on his/her own account or as agent for others, nor act as an agent for or canvass business in favour of another organization.

Explanation: Canvassing by an employee in support of the business of other or similar Information Technology Company or activities carried on or managed by a employee of his family shall be deemed to be a breach of this sub-rule.

20.8 Press, Publicity Coverage, etc.

Director General/ Head of the Centre is the spokesperson on behalf of the Society for any Print or Electronic Media, except when explicit permission has been given to any employee to speak on its behalf.

20.9 Contribution to Newspapers, Radio, etc

No employee shall except with the previous sanction of the competent authority, own wholly or in part or conduct or participate in the editing or management of any newspaper or any other periodical/publication.

No employee shall except with, the previous sanction or except in the bonafide discharge of his/her duties, provided that such approval is taken from the Director General, participate in any radio broadcast or TV programme or contribute any article or write any letter either his/her own name or anonymously or in the name of any other person to any newspaper or periodical or make public, or publish or cause to be published or pass on to others any document, paper or information which may come into his/her possession in his official capacity.

20.10 Official Language Implementation Act:

The instructions in regard to the Official Language Implementation Act will be followed as per the Government guidelines.

21. **DELEGATION OF POWERS**

With a view to facilitate smooth functioning of the society, powers have been delegated to authorities at various level and are in Schedule to the Bye-Laws. All Matters for which specific provision has not been made shall be referred to Chairperson, Governing Council for approval.

22. **POLICY MANUAL/STANDARD OPERATIVE PROCEDURE (SOP)**

The policy manual/SOP spell out the administrative norms and procedure, service conditions, facilities and other information that the employees of the Society should be aware of.

The Society aims to promote efficiency, creativity, innovation and initiative. Society lays greatest emphasis on flexibility, communication, participation, teamwork and infrastructure creation.

23. **Certified that this is a true copy of the bylaws of the Society as amended in the meeting of the Governing Council held on**

1.

2.

3.

I certify the aforesaid signatures.

Gazetted Officer



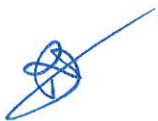

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Part-B

**National Institute of Electronics & Information Technology
(Deemed to be University)**

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राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान

National Institute of Electronics & Information Technology

Amended as on 31/01/2025

Registrar Of Society)
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Delhi

MEMORANDUM OF ASSOCIATION (MOA)

OF

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

A DEEMED TO BE UNIVERSITY

**As per University Grants Commission (Institutions Deemed to be Universities)
Regulations, 2023**

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NIELIT

Amended as on 31/01/25

Registrar Of Society)
(Distt. South-East)
Delhi

MEMORANDUM OF ASSOCIATION (MOA) AND RULES

OF

National Institute of Electronics and Information Technology (NIELIT)

(DEEMED TO BE UNIVERSITY)

ROPAR, PUNJAB AND OTHER ELEVEN UNITS

MOA & RULES IN ACCORDANCE WITH THE UGC

(INSTITUTIONS DEEMED TO BE UNIVERSITIES) REGULATIONS, 2023)

Name, Address and Registration details of the Trust/Society/Company registered for the Deemed to be University

- 1. Name of the Society:** National Institute of Electronics and Information Technology (NIELIT), NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077 (hereinafter referred to as **Managing Society**).
- 2. Name of the Sponsoring Society:** National Institute of Electronics and Information Technology (NIELIT)
- 3. Office of the Society:** NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077
- 4. Name of the Institution Deemed to be University, its approved constituent units/off-campus/off-shore campuses**
 - I. Name of the Institution Deemed to be University:** National Institute of Electronics and Information Technology (NIELIT)

Approved Main campus: NIELIT, Ropar

Approved constituent Units:

- i. NIELIT, Aizawl
- ii. NIELIT, Agartala
- iii. NIELIT, Aurangabad
- iv. NIELIT, Calicut
- v. NIELIT, Gorakhpur
- vi. NIELIT, Imphal

MEMBER, GOVERNING COUNCIL
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NIELIT

- vii. NIELIT, Itanagar
- viii. NIELIT, Kekri (erstwhile Ajmer district)
- ix. NIELIT, Kohima
- x. NIELIT, Patna
- xi. NIELIT, Srinagar

Amended as on... 31/01/2025

Registrar Of Society)
(Distt. South-East)
Delhi

- II. **Approved off-campus:** NIL
- III. **Approved off-shore campuses:** NIL

5. Definitions – In these regulations, unless the context otherwise requires,

1. **"Academic Council"** means the academic council of the institution deemed to be University;
2. **"Act"** means the University Grants Commission Act, 1956 (3 of 1956);
3. **"Affiliated College"** means a college recognised by, associated with and admitted to the privileges of a University;
4. **"Board of Studies"** means the Board of Studies of a Department of the institution deemed to be University;
5. **"Campus"** means campus (single or multiple locations within the city) of the institution deemed to be University wherein its facilities, faculty, staff, students, and Academic Departments are situated;
6. **"Centre"** means a centre of studies of the institution deemed to be University;
7. **"Chancellor", "Pro-Chancellor", "Vice-Chancellor" and "Pro Vice-Chancellor"** means the Chancellor, Pro-Chancellor, Vice-Chancellor and Pro Vice-Chancellor of the Institution deemed to be University, respectively;
8. **"College"** means any institution whether affiliated college or constituent college, known as such or by any other name and provides undergraduate or postgraduate or Ph.D. programmes or all together, for obtaining any qualification from a University, in accordance with the rules and regulations of such University, which has been recognised as competent by the University Grants Commission to provide such programmes or courses of study;
9. **"Constituent College"** means a college operating under the administrative, academic, and financial control of the sponsoring body;
10. **"Constituent Unit"** means an academic unit (Schools or centres or departments) of the institution existing on the date of submission of a proposal to declare an institution to be an institution deemed to be University;
11. **"Court"** means court of the University
12. **"Department"** means a department of studies of the institution deemed to be University;
13. **"Distinct Category"** means an existing institution or an institution starting from the beginning with the focus on teaching or research in the unique

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NIELIT

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NIELIT

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NIELIT

disciplines or addressing the strategic needs of the country or engaged in the preservation of Indian cultural heritage or preservation of the environment or dedicated to skill development or dedicated to sports or languages or any other discipline, as so determined by the Expert Committee approved by the Chairman of the Commission;

14. **"Executive Council"** means the executive council of the institution deemed to be University;
15. **"Government"** means the Department in the Ministry of Education in the Central Government dealing with the higher education;
16. **"Institution"** means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher level;
17. **"Institution Deemed to be University"** means an institution of higher education so declared by the Central Government by notification under section 3 of the Act, on the advice of the Commission;
18. **"Main Campus"** means the campus of the institution deemed to be University, where its major facilities, faculty, staff, students, academic departments and administration are situated;
19. **"NAAC"** means the National Assessment and Accreditation Council;
20. **"NBA"** means the National Board of Accreditation;
21. **"necessary infrastructure"** means the infrastructure required under the norms of the concerned statutory body or the Commission, as the case may be;
22. **"NEP"** means the National Education Policy, 2020;
23. **"NIRF"** means the National Institutional Ranking Framework;
24. **"Notification"** means a notification issued by the Central Government in the Official Gazette declaring an institution of higher education, as an institution deemed to be University under section 3 of the Act;
25. **"Off-Campus"** means the premises of the institution deemed to be University, approved by the Government, other than the main campus or the campuses;
26. **"Off-Shore Campus"** means the premises of the institution deemed to be University, approved by the Government, outside India, other than the main campus in India;
27. **"School" or "Faculty"** means a school or faculty of studies of the institution deemed to be University;
28. **"Sponsoring Body"** means a body being a charitable or a not-for-profit society or trust or a company under section 8 of the Companies Act, 2013 (18 of 2013), submitting an application for declaring an institution under its administrative, academic and financial control as an institution deemed to be University;
29. **"Standing Committee"** means a committee consisting of academics and other experts from other fields and includes representatives of the statutory bodies and approved by the Chairman of the Commission;

Amended as on 31/01/2025

Registrar Of Society)
(South-East)
Delhi

30. **"Statutory Body"** means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education, including the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Indian Nursing Council (INC), the National Council for Teacher Education (NCTE) and the National Medical Commission (NMC), or any other statutory body established under an Act of Parliament;

31. **"Teacher"** means professors, associate professors, assistant professors and such other academic staff as may be appointed for imparting instructions or conducting research in the institution deemed to be University including the adjunct faculty or professor of practice or visiting faculty; and the words and expressions used in these regulations and not defined, but defined in the Act shall have the same meanings respectively assigned to them

6. **Objectives of the Institution Deemed to be University-** The objectives of an institution deemed to be University shall be to —

- 1) provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, primarily at undergraduate, post-graduate, and research degree levels, fully conforming to the concept of a University;
- 2) engage in inter-disciplinary or multi-disciplinary or trans-disciplinary teaching and research in addition to domain-specific specialisation;
- 3) provide for high-quality teaching and research recognised nationally and globally;
- 4) recognise, identify and foster the unique capabilities of each student, by sensitising teachers as well as parents to promote each student's holistic development;
- 5) provide multi-disciplinary and a holistic education in the faculties of science, engineering, technology, social sciences, arts, humanities, sports and other disciplines;
- 6) transform into research and teaching intensive University over a period of time;
- 7) focus on research and innovation by setting up start-up incubation centers; technology development centres; centres in frontier areas of research; greater industry-academic linkages; and inter-disciplinary research including humanities and social sciences research;
- 8) provide flexible and innovative curriculum, which includes credit-based courses and projects in the areas of community engagement and service, environmental education, value-based education, etc.;

MEMBER, GOVERNING COUNCIL
NIELIT

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NIELIT

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NIELIT

Amended as on 31/01/2025

Registrar Of Society)
(Distt. South-East)
Delhi

- 9) contribute for social transformation through socially responsive teaching, learning, research, and fieldwork;
- 10) adopt the provisions of NEP, 2020; and
- 11) strengthen the research ecosystem by establishing Research and Development Cell (RDC).
- 12) create and protect Intellectual Property Rights (IPR).
- 13) acquire and disseminate education & skilling of global standards using online, physical, blended mode to students across the nation.
- 14) work in education and skill development by offering formal, non-formal, capacity building and skilling programs in high-end and Emerging areas in IT and Electronics as well specialized programmes in the area of Semiconductor Technology.
- 15) emphasise special attention for skilling in Tier-II/Tier-III cities, rural and hilly regions of the country
- 16) create a digital platform, digital content & Virtual Labs to provide learning opportunity to students anytime, anywhere.
- 17) develop flexible, dynamic and agile system of education, skilling with hands-on as its main component.
- 18) design & develop courses according to the needs of Industry to create the skilled talent pool to support the Trillion-dollar digital economy and meet the global requirement of skilled manpower.
- 19) promote the culture of product design & development through appropriate curriculum driven by industry.
- 20) collaborate with Industry, Institution of repute in India & abroad to offer a flexible, multidisciplinary curriculum in which student can design their own program from a bouquet of courses making the degree & certificate programs student-centric.
- 21) establish a quality system of assessment and certification that is globally recognized.
- 22) conduct all India Examinations and provide examination services to other agencies.
- 23) undertake research and development especially in the field of Electronics, Information and Communication Technology (ICT) & applied areas.
- 24) provide Consultancy Services
- 25) support entrepreneurship, innovation, incubation & start-up development programme.
- 26) expand its reach by opening new off-campus and off-shore campuses as per UGC regulations.
- 27) purchase, lease, hire, exchange or otherwise require any immovable property and the sell, lease, dispose of, exchange, invest and deal with bonds, moneys,

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NIELIT

securities and all kinds of movable or immovable properties for all or any of the objectives for which the Society is established.

28) levy and receive money in connection with the activities of the Society including grants/ loans as and when received from the Government or from any other sources.

29) do all such activities which are incidental/ ancillary for achieving the objectives of the Society.

7. Corpus Fund-

- i. A corpus fund of rupees twenty five crores shall be created and maintained in the name of the institution deemed to be University, including the existing institutions declared under section 3 of the Act as institutions deemed to be Universities.
- ii. The interest accrued on the corpus fund shall be used only for the purpose of further development of the institution deemed to be University.
- iii. Institutions deemed to be Universities may invest the corpus fund in any suitable scheme or schemes.

8. Governance.

- i. The highest governing body of the Institution Deemed to be University shall be an Executive Council to be headed by the Vice Chancellor, and consisting of not less than 10 and not more than 13 members.
- ii. The Executive Council shall be the principal executive body of the institution deemed to be University.

9. The Court:

(1) The Court of the University shall consist of the following persons:-

- a. Chancellor – Hon'ble Minister of Electronics & IT;
- b. Pro Chancellor - Hon'ble Minister of State for Electronics & IT
- c. Secretary (MeitY) to Government of India ex-officio;
- d. Vice-Chancellor;
- e. GC-HRD / Additional Secretary (MeitY) to Government ex-officio;
- f. Five eminent persons in the disciplines of basic and applied research, digital technology, sciences, engineering, technology and management, nominated by the MeitY/ Government;

Amended as on 31/01/2025

Registrar Of Society
District South-East
Delhi

- g. A representative of the University Grants Commission;
- h. A representative of All India Council for Technical Education established under the All India Council for Technical Education Act, 1987 (52 of 1987);
- i. Registrar of the University.

(2)(i) The term of office of the nominated members of the Court, other than ex-officio members, shall be three years.

(ii) Where a person has become a member of the Court by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment.

(iii) A member of the Court shall cease to be a member if he resigns or becomes of unsound mind, or becomes insolvent or is convicted of a criminal offence involving moral turpitude. A member, other than the Vice-Chancellor, shall also cease to be a member if he accepts a full time appointment in the University; or if he not being an ex-officio member fails to attend three consecutive meetings of the Court without the leave of the Chancellor.

(iv) A member of the Court other than an ex-officio member may resign his office by a letter addressed to the Chancellor and such resignation shall take effect as soon as it has been accepted by him.

(v) Any vacancy in the Court shall be filled by nomination by the respective nominating authority and on expiry of the period of the vacancy; such nomination shall cease to be effective.

The Court is an advisory body and it has the following powers and functions namely:

- a. To review from time to time the broad policies and programmes of the University and to suggest measures for the improvement and development of such policies and programmes.
- b. To consider and pass resolutions on the annual report and the annual accounts together with the audited report of the University.
- c. To advise the Chancellor in respect of any matter which may be referred to it for advice, and
- d. To exercise all the powers of the University not otherwise provided in this bye laws.
- e. At all meetings of the Court two fifths of the members shall form a quorum.

10. Composition of the Executive Council

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NIELIT

Amended as on 31/01/2025

Registrar Of Society
(Distt. South-East
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The composition of Executive Council shall be as under:-

- a) Vice-Chancellor-Chairperson;
- b) Pro-Vice-Chancellor (wherever applicable);
- c) two members from amongst the Deans of schools of studies, by rotation, to be appointed by the Vice-Chancellor;
- d) one Professor, who is not a Dean, by rotation, to be appointed by the Vice-Chancellor;
- e) one Associate Professor, by rotation, to be appointed by the Vice-Chancellor;
- f) one Assistant Professor, by rotation, to be appointed by the Vice-Chancellor;
- g) in the case of institution deemed to be University that is controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipts from the Central or State Government, the respective Government shall nominate an officer, not below the rank of Joint Secretary to the Government of India or his or her representative and in respect of all other institutions deemed to be Universities, the Commission shall nominate a representative;
- h) up to four nominees of the Sponsoring body; and
- i) the Registrar, who shall be the ex-officio Secretary of the Executive Council.

11. Tenure of the members of the Executive Council

- (i) All the members of the Executive Council, other than the Vice-Chancellor and Pro-Vice-Chancellor, shall hold office for a term of three years and in the case of Deans, the term shall be three years or until they hold the office of Dean, whichever is earlier.
- (ii) Members of the Executive Council appointed by the Vice-Chancellor from Professor, Associate Professor and Assistant Professor category shall hold office for a period of one year or till such time they cease to be teachers of the University, whichever is earlier.

12. Powers and limitations of Executive Council.

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NIELIT

Amended as on 31/01/2025

- i. The Executive Council shall have the power of management and administration of the institution deemed to be University. Registrar Of Society, (Distt. South-East)
- ii. The Executive Council shall be the final decision-making body of the institution deemed to be University in respect of every matter of the institution deemed to be University, including academic, administrative, personnel, financial, and developmental matters.
- iii. Subject to the provisions of these regulations and the rules of the institution deemed to be University, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:
 - a. to appoint such Professors, Associate Professors, Assistant Professors and other academic staff, including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the said purpose and to fill up temporary vacancies therein;
 - b. to regulate and enforce discipline amongst the employees of the institution in accordance with the rules of the institution deemed to be University;
 - c. to provide for the appointment of Visiting Professors, Emeritus Professors, Professor of Practice, Consultants, Scholars, etc., and determine the terms and conditions of such appointments;
 - d. to exercise such other powers and perform such other duties as may be conferred or imposed on it by the rules and regulations of the institution deemed to be University;
 - e. to make rules and regulations for the institution deemed to be University; and
 - f. if the institution is controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt from the Central or State Government, the creation of posts shall be done by the Executive Council with prior approval of the respective Government from which grants are being released.

13. Meetings of Executive Council.—

- i. The Executive Council shall meet at least four times a year (minimum two in one semester), with not less than seven days' prior notice given before every meeting of the Executive Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.
- ii. One-third of the total number of members of the Executive Council shall form the quorum for the meeting.

- iii. In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there is no Pro-Vice-Chancellor in an institution deemed to be University, a member chosen by the other members of the Executive Counsel present at the meeting, shall preside over the meeting.
- iv. Every member of the Executive Council including the Chairperson, shall have one vote and the decisions at the meetings of the Executive Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- v. Any business, which may be urgent in nature, may be carried out by circulation amongst its members.
- vi. A copy of the minutes of each meeting shall be furnished to the Chancellor of the institution deemed to be University, as soon as possible after the convening of the meeting.

14. Termination of membership— If a member other than the Vice-Chancellor and those representing the teachers, accepts a full-time appointment in the institution deemed to be University or fails to attend three consecutive meetings of the Executive Council, without proper leave of absence, such member shall cease to be a member of the Executive Council.

15. Delegation of powers of Executive Council— The Executive Council may, by a resolution, delegate to the Vice-Chancellor or any other officer or faculty or to a Committee of officers or faculties of the institution deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer or faculty or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Executive Council.

16. Other authorities of the institution deemed to be University—

A. Academic Council: (1) The Academic Council shall be the principal academic body of the institution deemed to be University and shall, subject to the provision of the rules of the institution deemed to be University, co-ordinate and exercise general supervision over the academic policy of the institution deemed to be University.

(2) The composition of the Academic Council shall be as under—

(i) Vice Chancellor - Chairperson;

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025

Registrar Of Society
(Distt. South East)
Delhi

- (ii) Pro Vice-Chancellor (wherever applicable);
 - (iii) Deans of faculties of the schools and heads of the departments or centres;
 - (iv) up to ten Professors (excluding those who are Deans of schools and heads of departments or centres) by rotation, to be nominated by the Vice-Chancellor giving due regard to the representation of different schools or departments or centres;
 - (v) up to five Associate Professors from departments or centres other than the heads of the departments or centres, by rotation, to be appointed by the Vice-Chancellor;
 - (vi) up to five Assistant Professors from the departments or centres other than the heads of the departments or centres, by rotation, to be appointed by the Vice-Chancellor;
 - (vii) six persons of repute from amongst the educationists or experts for their specialised knowledge, who are not in the service of the institution deemed to be University, nominated by the Vice-Chancellor; and
 - (viii) the Registrar, who shall be the ex-officio Secretary of the Academic Council.
- (3) The representation of different categories shall be through rotation and not through an election and the term of members, other than the ex-officio members, shall be three years and the Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

B. **Powers and Functions of Academic Council:** Subject to the provisions of these regulations and rules of the institution deemed to be University, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:—

- (a) to exercise general supervision over the academic policies of the institution deemed to be University and to give directions regarding methods of instruction, co-ordination of teaching among departments or faculties or schools or centres, evaluation of research and improvement of academic standards;
- (b) to bring about and promote inter-departmental, inter-faculty, inter-school, inter-center co-ordination and to establish or appoint such committees or boards, as may be deemed necessary for the purpose;

MEMBER, GOVERNING COUNCIL
NIELIT

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MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025

Registrar (Society)
(Distt. South-East)
Delhi

(c) to consider matters of general academic interest either on its own initiative, or on a reference by a department or faculty or school or centre or the Executive Council; and to take appropriate action thereon;

(d) to prescribe courses or programmes of study leading to degree and diploma of the institution deemed to be University;

(e) to make arrangements for the conduct of examinations in conformity with the rules and bye-laws of the institution deemed to be University;

(f) to maintain proper standards of the examination;

(g) to recognise diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the institution deemed to be University;

(h) to institute Fellowships, Scholarships, Medals, Prizes, etc.;

(i) to frame rules covering the academic functioning of the institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.;

(j) to take a periodical review of the activities of the departments or centres and to take appropriate action to maintain and improve the standards of instruction;

(k) to recommend the institution of teaching posts (Professors, Associate Professors, and Assistant Professors) to the Executive Council;

(l) to make recommendations to the Executive Council for the establishment or abolition of departments or centres or schools or faculties, etc.

(m) to make recommendations to the Executive Council; and

(n) to exercise such other powers and to perform such other duties, as may be conferred or imposed upon it by the rules of the institution deemed to be University.

C. **Meeting of Academic Council.**—(1) The Academic Council shall meet as often as necessary but not less than four times (at least two times in a semester) during an academic year with not less than seven days prior notice being given before every meeting of the Academic Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.

(2) One-third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025

Registrar of Societies
(Distt. South-East)
Delhi

(3) Each member, including its Chairperson, shall have one vote, and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.

(4) Any business that may be necessary for the Academic Council to perform, which may be urgent in nature, may be carried out by circulation amongst its members.

17. Finance Committee.— (1) The composition of the Finance Committee shall be—

- (i) Vice Chancellor - Chairperson;
 - (ii) Pro Vice-Chancellor (wherever applicable);
 - (iii) one person nominated by the society or trust or company, as the case may be (wherever applicable);
 - (iv) three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council;
 - (v) one representative of the Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by the Central Government or is receiving funds more than or equal to fifty per cent. of their annual receipt from the Central Government directly or through its Agencies; and in all other institution deemed to be Universities, the Commission shall nominate a representative;
 - (vi) three persons to be nominated by the Chancellor;
 - (vii) Finance Officer-Secretary- ex officio
- (2) The institution deemed to be University may consider or co-opt one representative of the State Government.
- (3) All members of the Finance Committee other than ex-officio member shall hold office for a term of three years.
- (4) The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinise the proposals for expenditure and one-third of the total number of members of the Finance Committee shall form the quorum for a meeting.

(5) All proposals relating to the creation of posts and those items which have not been included in the Budget, shall be examined by the Finance Committee before the

MEMBER, GOVERNING COUNCIL
NIETL

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NIETL

MEMBER, GOVERNING COUNCIL
NIETL

Amended as on 31/01/2025

Executive Council considers them and to decide waiver in fees, the establishment of scholarships, freeship and any other financial benefits.

Registration of Society
(Distt. South-East)
Delhi

(6) The annual accounts and financial estimates of the institution deemed to be University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter the same shall be submitted to the Executive Council for approval.

(7) The Finance Committee shall recommend limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the institution deemed to be University.

18. Board of Studies.— (1) There shall be one Board of Studies for each department or school of the institution deemed to be University. The composition of the Board of Studies shall be—

- (i) Dean of school or Head of the department - Chairperson;
- (ii) all Professors of the school or department;
- (iii) two Associate Professors of the school or department, by rotation;
- (iv) two Assistant Professors of the school or department, by rotation;
- and
- (v) two external experts to be co-opted for their specialised knowledge.

(2) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in such manner as may be prescribed by the rules of the institution deemed to be University regarding—

- (a) courses of studies;
- (b) appointment of supervisors for research; and
- (c) measures for the improvement of the standards of teaching and research.

(3) The powers and functions of the Board of Studies shall be prescribed by the rules of the institution deemed to be University.

19. Selection Committee for appointment of teaching staff.—There shall be one or more Selection Committees constituted, for making recommendations to the

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025

Executive Council for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

20. Disqualification.—(1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or being appointed as, and for being, an officer, of the institution deemed to be University if—

- (a) if he or she is of unsound mind; or
- (b) if he or she is an un-discharged insolvent; or
- (c) if he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
- (d) if he or she has not been appointed as per the provisions of these regulations.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned above, the question shall be referred to the Chancellor, and his or her decision shall be final and no suit or other proceedings shall lie in any civil court against such decision.

21. Miscellaneous matters relating to different authorities.— (1) If any question arises, as to whether any person, other than Government nominated or appointed, has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the institution deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

(2) Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar, and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Executive Council, as the case may be.

(3) Sudden vacancies among the members of any authority or any Committee of the institution deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.

22. Officers of institution deemed to be University.—

MEMBER, GOVERNING COUNCIL
NIELIT

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NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025

A. **Chancellor & Pro Chancellor:** (1) The Chancellor shall hold office for a period of five years from the date of assuming office and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of the Chancellor:

Provided that the Chancellor in the institution deemed to be University managed or controlled or receiving funds more than or equal to fifty per cent of their annual receipt from the Central Government or its Agencies, shall be appointed by the respective Government and for other institutions deemed to be Universities, the Chancellor shall be appointed by the sponsoring body.

(2) The Chancellor shall, by virtue of his or her office, be the head of the institution deemed to be University and shall, if present, preside at the Convocations of the institution deemed to be University held for conferring degrees.

(3) In the case of Government controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt, the Chancellor shall not be removed from office except by an order of the appropriate Government.

Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

B. **Vice-Chancellor:** (1) The Vice-Chancellor shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

(2) The qualifications of the Vice-Chancellor shall be in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

(3) The procedure for composition of Search-cum-Selection-Committee (SCSC) for the selection of Vice- Chancellor shall be as under—

(a) the Vice-Chancellor in the institution deemed to be University managed or controlled or receiving funds more than or equal to fifty per cent. of their annual receipt from the Central Government or its Agencies shall be appointed by Central Government, as the case may be.

(b) in case of other institutions deemed to be Universities, the composition of the Search-cum-Selection Committee shall be as under—

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
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MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025

Registrar Of Society
(Distt. South-East)
Delhi

- (i) a nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee;
- (ii) a nominee of the Chairman, University Grants Commission; and
- (iii) an academician, with not less than ten years' service as Professor, nominated by the Executive Council.

(4) The Vice-Chancellor shall hold office for a term of five years from the date on which he or she enters upon his or her office or until he or she attains the age of seventy years, whichever is earlier and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Vice-Chancellor:

Provided that notwithstanding the expiry of the said period of five years, he or she shall continue in office until his or her successor is appointed and enters upon his or her office, however, in no case, the Vice-Chancellor shall hold office beyond the age of seventy years:

Provided further that the Chancellor may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.

(5) In the case of Government controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt, the respective Government may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.

(6) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he or she is unable to perform his or her duties due to ill health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is unavailable, the Chancellor shall appoint the senior most Professor who shall perform the duties of the Vice-Chancellor, until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his or her office, as the case may be.

Provided further that, in the case of Central Government controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt, if the Pro-Vice-Chancellor is unavailable, the Government shall appoint the senior most Professor or any other eminent academician to perform the duties of the Vice-Chancellor initially for a period of six months or until a new Vice Chancellor assumes

MEMBER, GOVERNING COUNCIL
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MEMBER, GOVERNING COUNCIL
NIELT

Amended as on 31/01/2025

Registrar Of Society
(Distt. South-East)
Delhi

office or the existing Vice-Chancellor resumes the duties of his or her office, as the case may be.

C. **Powers and duties of Vice-Chancellor.**— (1) The Vice-Chancellor shall be the Principal Executive Officer and academic officer of the institution deemed to be University and shall exercise general supervision and control over the affairs of the institution deemed to be University and give effect to the decision of all authorities of the institution deemed to be University.

(2) The Vice-Chancellor may, if he or she is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the institution deemed to be University by or under these regulations and shall report to such authority at its next meeting the action taken by him or her on such matter:

Provided that, if the authority mentioned in this sub-regulation is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the institution deemed to be University who is aggrieved by the action taken by the Vice-Chancellor under this regulation shall have the right to represent against such action to the Executive Council within ninety days from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

(3) The Vice-Chancellor, if he or she is of the opinion that any decision of any authority of the institution deemed to be University is beyond the power of the authority conferred by the provisions of these regulations or that any decision taken is not in the interest of the institution deemed to be University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final.

(4) The Vice-Chancellor shall be the ex-officio Chairperson of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees to the students.

(5) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the institution deemed to be University, but shall not be entitled to vote unless he or she is a member of such authority or body.

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

(6) It shall be the duty of the Vice-Chancellor to see that these regulations are duly observed and implemented and he or she shall have all the powers necessary to ensure such implementation.

(7) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the institution deemed to be University, and he or she may delegate any such powers to such person or persons, as he or she may deems fit.

(8) The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council, the Finance Committee, and other authorities.

D. Removal of Vice-Chancellor.— (1) Where there are reasons to believe that the Vice-Chancellor of an institution deemed to be University does not possess the qualifications as required under the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, or is not appointed as per the procedure stipulated in these regulations or has committed any financial or administrative impropriety, the Chairman of Commission shall constitute an enquiry committee consisting of academic, administrative or financial experts to enquire into the matter.

(2) On the directions from the Commission, the Chancellor shall place the Vice-Chancellor under suspension, pending an enquiry.

(3) The enquiry committee shall give an opportunity of hearing to the Vice-Chancellor before submitting its report to the Commission and where the report of the enquiry committee confirms the ineligibility or procedural violations or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice-Chancellor by following due procedure:

Provided that, in respect of the Vice-Chancellor of institution deemed to be University managed or controlled or receiving funds more than or equal to fifty per cent of their annual receipt from the Central Government, the concerned Government shall constitute an enquiry committee which shall provide an opportunity of hearing to the Vice-Chancellor before submitting its report to the Government and in the interregnum period, the Government shall place the Vice-Chancellor under suspension, pending enquiry and the Vice-Chancellor shall be removed only by the concerned Government.

(4) Notwithstanding anything contained in these regulations, the Chancellor may, at any time after the Vice-Chancellor has entered upon his or her office, by order in

Amended as on 31/01/2025

Registrar of Society)
(Distt. South-East)
Delhi

writing, remove the Vice- Chancellor from office on the grounds of incapacity, misconduct or violation of these regulations:

Provided that the Chancellor shall make no such order unless the Vice-Chancellor has been given a reasonable opportunity of showing cause against the action proposed to be taken against him:

Provided further that the Chancellor may, at any time before making such order, place the Vice- Chancellor under suspension, pending an inquiry.

(5) In case of an institution deemed to be University managed or controlled or receiving funds more than or equal to fifty per cent of its annual receipt from the Central Government or its Agencies, the actions referred to in sub-regulations (1) to (4) shall have the approval of the appropriate Government.

E. **Pro Vice-Chancellor.**— (1) On the recommendation of the Vice-Chancellor, the Executive Council shall appoint a Professor as Pro Vice-Chancellor to discharge the duties of the Pro-Vice-Chancellor in addition to his or her duties as a Professor:

Provided that in case of Government controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt, the Vice-Chancellor shall seek approval of the appropriate Government before appointing Pro-Vice-Chancellor:

Provided further that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Chancellor, who may either appoint the Professor recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend name of another Professor for re-consideration by the Executive Council.

(2) The term of office of the Pro Vice-Chancellor shall be such as may be decided by the Executive Council, but it shall not, in any case, exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

Provided that the Pro Vice-Chancellor whose term of office has expired shall be eligible for re-appointment by following the procedure prescribed for the appointment of Pro Vice-Chancellor:

Provided further that the Pro Vice-Chancellor shall, while discharging the duties of the Vice- Chancellor, continue in office, notwithstanding the expiration of his or her term of office as Pro Vice-Chancellor, until the Vice- Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be:

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025

Registrar Of Society
(Distt. South-East)
Delhi

Provided also that, in any case, the Pro Vice-Chancellor shall retire on attaining the age of sixty-five years.

(3) The Pro Vice-Chancellor shall have the powers and duties as may be prescribed by the rules of the institution deemed to be University.

(4) The Pro Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor on this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him/ her by the Vice-Chancellor.

F. **Registrar.**— (1) (a) The Registrar shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Executive Council on the recommendations of the selection committee consisting of the following:—

- (i) Vice-Chancellor - Chairperson;
- (ii) one nominee of the Chancellor;
- (iii) two members of the Executive Council nominated by it; and
- (iv) one expert not in the service of the University to be nominated by the Executive Council.

(b) The meeting of the selection committee shall be fixed after prior consultation with, and subject to the convenience of the Chancellor's nominee and the experts nominated by the Executive Council and the proceedings of the selection committee shall not be valid unless at least three of the Chancellor's nominees or persons nominated by the Executive Council attended the meeting.

(2) The Registrar shall hold office for a term of five years from the date of assuming office and shall be eligible for re-appointment for a second term by following the procedure prescribed for Registrar:

Provided that, the Registrar shall retire on attaining the age of sixty-two years and the emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the rules of the institution deemed to be University.

(3) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

MEMBER, GOVERNING COUNCIL
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MEMBER, GOVERNING COUNCIL
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MEMBER, GOVERNING COUNCIL
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MEMBER, GOVERNING COUNCIL
NIET

Amended as on 31/01/2025

(4) The Registrar shall be ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of any of these authorities.

Registries
(Distt. South-East)
Delhi

(5) The Registrar shall be directly responsible to the Vice-Chancellor and work under his or her direction.

(6) The Registrar shall have the power to take disciplinary action against employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him or her.

(7) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-regulation (6).

(8) In the case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his or her recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(9) It shall be the duty of the Registrar—

(a) to be the custodian of the records, the common seal, and such other property of the institution deemed to be University as the Executive Council shall commit to his or her charge;

(b) to issue all notices convening meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;

(c) to keep the minutes of all the meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;

(d) to conduct the official correspondence between the Executive Council and the Academic Council;

(e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the institution deemed to be University as soon as they are issued and the minutes of such meetings;

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025

Registrar
(Distt. South-East)
Delhi

(f) to represent the institution deemed to be University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depose his or her representative for the purpose;

(g) to perform such other duties as may be specified in the rules of the institution deemed to be University or as may be required from time to time by the Executive Council or the Vice-Chancellor, as the case may be;

(h) to enter into an agreement, sign documents, and authenticate records on behalf of the institution deemed to be University;

(i) to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be University; and

(j) to conduct the official correspondence on behalf of the authorities of the institution deemed to be University.

G. **Finance Officer.**—(1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of the institution deemed to be University.

(2) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of the Finance Officer:

Provided that, the Finance Officer shall retire on attaining the age of sixty-two years.

(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time.

(4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(5) The Finance Officer shall be ex-officio Secretary of the Finance Committee but shall not be deemed to be a member of such Committee.

(6) The Finance Officer shall—

(a) exercise general supervision over the funds of the institution deemed to be University and shall advise it as regard its financial policy; and

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

(b) perform such other financial functions as may be assigned to him/her by the Executive Council or as may be prescribed by the rules of the institution deemed to be University.

(7) Subject to the control of the Executive Council, the Finance Officer shall—

(a) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted;

(b) be responsible for the preparation of annual accounts and the budget of the institution deemed to be university and for their presentation to the Executive Council;

(c) keep a constant watch on the state of the cash and bank balances and on the state of investments;

(d) watch the progress of the collection of revenue and advice on the methods of collection employed;

(e) ensure that the registers of buildings, land, furniture, and equipment are maintained and up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, departments, schools, faculties, centers and specialised laboratories;

(f) bring to the notice of the Vice-Chancellor un-authorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault;

(g) call for from any office, department, school, faculty, centre, laboratory, etc. maintained by the institution deemed to be University any information or returns that he or she may consider necessary for the performance of his or her duties; and

(h) work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.

H. **Controller of Examinations.**— (1) The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of the institution deemed to be University.

(2) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re- appointment by following the procedure prescribed for the appointment of Controller of Examination:

MEMBER, GOVERNING COUNCIL
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MEMBER, GOVERNING COUNCIL
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MEMBER, GOVERNING COUNCIL
NIET

MEMBER, GOVERNING COUNCIL
NIET

Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.

Amended as on 31/01/2025

Registrar Of Society)
(Distt. South-East)
Delhi

(3) The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by the Executive Council from time to time.

(4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(5) The Controller of Examination shall arrange for and superintend the examinations of the institution deemed to be University in the manner as may be prescribed by the rules of the institution deemed to be University.

(6) The Controller of Examinations shall be a permanent invitee to the Academic Council.

(7) The Controller of Examinations shall ensure that all the specific directions of the Executive Council, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

I. **Dean.**— (1) The Departments dealing with allied subjects may be grouped into faculties or schools, etc., and every faculty shall be headed by a Dean.

(2) Every Dean of the school or faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the school or faculty, by rotation, for a period of two years:

Provided that if there is only one Professor or no Professor in a school or faculty, the Dean shall be appointed, for the time being, from amongst the Professor, if any, and the Associate Professors in the school or faculty.

(3) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his or her office, the duties of the office shall be performed by the senior-most Professor or Associate Professor, as the case may be, in the School.

(4) The Dean shall be the Head of the school or faculty or centre and shall be responsible for the conduct and maintenance of the standards of teaching and research in the school or faculty or centre and shall have such other functions as may be prescribed by the rules of the institution deemed to be University.

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER, GOVERNING COUNCIL
NIELIT

(5) The Dean shall have the right to present and speak at any meeting of the Board of Studies or Committees of the school or faculty or centre, as the case may be, but shall not have the right to vote there unless he is a member thereof.

Amended as on 31/01/2025

Registrar Of Society)
(Distt. South-East)
Delhi

J. **Head of the Department.**— (1) There shall be a Head of the Department or chairperson of the centre for each of the department or centre in the institution deemed to be University, who shall be appointed by the Vice-Chancellor from amongst the Professors of the department or centre:

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

(2) The term of the Head of the department or chairperson of the centre shall normally be two years and he or she shall be eligible for re-appointment for one more term by following the procedure prescribed for appointment of the Head of the department or chairperson of the centre.

(3) The powers and functions of the Head of the department or chairperson of the centre shall be prescribed by the rules of the institution deemed to be University.

23. Admission and fees structure.—

A. **Admission.**— Admission of students to the institution deemed to be University, public or self-financing, shall be strictly based on merit in the entrance exam conducted by a Government Testing Agency or the institution deemed to be University and as prescribed by the appropriate statutory authority, wherever applicable and in case of no entrance examination, the admission of students to the institution deemed to be University may be made in the manner specified in the prospectus.

B. **Fee structure.**— (1) Donation or capitation fee in whatever nomenclature or form, either directly or indirectly, is strictly prohibited.

(2) The institutions deemed to be Universities shall follow the rules and regulations regarding fee structure, number of seats, etc., issued by the relevant statutory bodies and in case an institution deemed to be University offers different courses which come under the regulatory ambit of different statutory bodies, namely the University Grants Commission, the All India Council of Technical Education, National Medical Council etc., the rules and regulations regarding fee structure, number of seats, etc., issued by such statutory body concerned shall be applicable.

MEMBER GOVERNING COUNCIL

MEMBER, GOVERNING COUNCIL
NIELIT

MEMBER GOVERNING COUNCIL
NIELIT

MEMBER GOVERNING COUNCIL
NIELIT

Amended as on 31/01/2025
(3) The fee shall be fixed transparently, keeping in view non-profiteering or non-commercial aspects.

Registrar Of Society
(Distt. South East)
Delhi
(4) The fee shall be collected as declared in the prospectus of the institution deemed to be University and with a proper receipt for such payment and the prospectus shall also state that donation or capitation fee in whatever nomenclature or form, either directly or indirectly, shall not be collected from the student or parent and in case of any grievance, the student or parent may submit their complaint to the institution deemed to be University.

(5) The institution deemed to be University may provide fee concession or scholarships or may allocate some seats to meritorious students belonging to socially and economically deprived groups of the society.

(6) The institution deemed to be University shall abide by all the University Grant Commission notifications, guidelines regarding the refund of fees and return of original certificates, as may be issued from time to time.

(7) Every institution deemed to be University shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.

(8) The institution deemed to be University shall make available the prospectus on its website at least sixty days before the commencement of admissions, including fee structure, refund policy, number of seats in a programme, eligibility qualifications, admission process, etc.

(9) The institution deemed to be University shall not retain any original certificates of the students, faculty members, and staff.

24. Institution deemed to be University open to all.— (1) The institution deemed to be University shall be open to the persons of all genders and of whatever caste, creed, race or class, and it shall not be lawful for the institution deemed to be University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him or her to be appointed as a faculty member of the institution deemed to be University or to hold any other office therein or to be admitted as a student in the institution deemed to be University or to graduate there at or to enjoy or exercise any privilege thereof:

Provided that nothing in this section shall be deemed to prevent the institution deemed to be University from making special provision for the employment or admission of women persons with disabilities, or of persons belonging to the weaker section of the

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NIELT

Amended as on 31/01/2025

Registrar Of Society
(Distt. South-East)
Delhi

society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens.

(2) All policies and procedures, in matters of admission, fee, and employment as applicable to the university level public funded and self-financing institutions, respectively, shall apply.

25. Institution deemed to be University to be unitary.— The institution deemed to be University shall be unitary in nature and shall not affiliate any other institution.

26. Reservation policy.— Institution deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with the provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

27. Online or distance education.— Institution deemed to be University may offer courses online or distance courses or degrees in accordance with the regulations notified by the Commission from time to time.

28. Power to conduct enquiry and consequences for violation of regulations.— (1) Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an institution deemed to be University has violated any of the provisions of these regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the institution deemed to be University.

(2) The Commission may also cause an inspection, to be made by experts in matters of academics, administration, and finance regarding academic outcomes or any matter connected with the administration or finances of the institution deemed to be University for the purpose of an enquiry.

(3) Based on the enquiry or through procedures mentioned in these regulations, if the Government or the Commission, as the case may be, is satisfied that the regulations have been violated, the institution deemed to be University shall be subjected to such action as provided in these regulations.

29. Consideration of proposals under previous regulations.—All the applications for the declaration of an institution as an institution deemed to be a University, or for the approval for establishing off-campus centres or off-shore campuses, that have been received by the Government or are pending or under process

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NIELIT

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NIELIT

Amended as on 31/01/2025

in the Commission prior to the date of publication of these regulations, as the case may be, shall be processed under the provisions of these regulations:

Provided that the applicant may submit an undertaking in writing that such an application may be processed in terms of the regulations of the Commission governing an institution deemed to be University as were in force on the date of such application, and that, subject to the approval of the application under those regulations, the applicant shall comply with the provisions of these regulations within a period of six years from the date of approval, as the case may be, failing which the status of the applicant as an institution deemed to be University or status of the off-campus or off-shore campus shall be withdrawn.

30. Funds, Accounts, Audit, and Annual Report.— (1) The books of accounts of the institution deemed to be University shall be maintained, managed, and operated in the name of the institution deemed to be University and not in the name of the sponsoring body or any other body; and, shall be kept in such form as may be specified by the Executive Council and conform to the rules or regulations, if any, prescribed by the Commission, in this regard.

(2) Funds shall not be diverted at any time from the accounts of the institution deemed to be University to any other accounts, including to the accounts of the sponsoring body or to any other body.

(3) The institution deemed to be University shall get its books of accounts audited annually, separately published and uploaded on the website of the institution; and if such institution is funded by Central Government or through its Agencies fully or partially, then the accounts of such institution deemed to be University shall be open for examination by the Comptroller and Auditor General of India and the accounts of institution deemed to be University shall also, where required, be open for inspection by the Commission.

(4) The annual financial statements and accounts shall be audited by a qualified professional, a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institution deemed to be University:

Provided that, the Commission may, on receipt of information regarding financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institution deemed to be University; or of fees being collected against the provisions of these regulations, issue a notice directing the Institution deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were

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NIELIT

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NIELIT

Amended as on 31/01/2025

sufficient grounds to proceed further, cause an inspection by a team of the Commission or may direct a forensic audit; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be deemed fit, under these regulations including the recommendation for withdrawal of Institution deemed to be University status, to the Government.

(5) Annual Reports, Annual Financial Statements, and Audit Reports shall be uploaded on the Institution deemed to be University website and also on the Commission's portal, after due approval by the Executive Council and the Institution deemed to be University managed or controlled or funded by the Central Government shall submit a copy of the annual report, Annual Financial Statements and annual audit report to the respective Government.

31. Miscellaneous.— (1) The Institution deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than one hundred and eighty days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.

(2) The Institutions deemed to be University shall compulsorily create Academic Bank of Credits (ABC), identities of their students and upload their credit scores in digital lockers and ensure that the credit scores are reflected in ABC portal and adopt Samarth e-Gov.

(3) No Institution deemed to be University shall at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organisation for establishing, maintaining, or operating the off-campus or off-shore campus or constituent units or course or programme of study or department or school or faculty of the Institution deemed to be University except in the following cases, namely:—

(a) the Institution deemed to be University, which is eligible under sub-regulations (1) and (2) of regulation 8 may enter into an agreement or arrangement, if—

(i) the establishment, maintenance, or operation of such institution is permitted under any Act of Parliament or the rules or regulations made there under; and

(ii) it has made an application under sub-regulation (3) of regulation 8, after following the procedure specified in these regulations

(b) the campus to be established under such agreement or arrangement shall be—

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NIELIT

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NIELIT

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NIELIT

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NIELIT

(i) treated as an off-campus centre of the Institution deemed to be University as long as such agreement or arrangement remains valid under such law; and

(ii) subject to similar standards of audit and disclosure as a not-for-profit entity as that of the Institution deemed to be University;

(c) the Institution deemed to be University, which is eligible under regulation 8 may enter into an agreement or arrangement for practical training of students of a skill-oriented vocational courses, if such course is approved by the University Grants Commission or any other body established under any Act of Parliament.

(d) twinning Programmes, Joint Degree Programmes, and Dual Degree Programmes shall be offered in accordance with the provisions stipulated in the University Grants Commission (Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree, and Dual Degree Programmes) Regulations, 2022.

(e) the income and property of the Institution deemed to be University shall be utilised solely for promoting the objectives of the Institution deemed to be University.

(f) the Commission shall have the power to issue directions to an Institution deemed to be University for implementation of any public policy of the Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by the Institution deemed to be University.

(g) no portion of the income and property of the Institution deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise how so ever by way of profit to the persons who were at any time or are members of the institution deemed to be University or to any of them or any persons claiming through them:

Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or another person as consideration for any service rendered to the Institution deemed to be University or for traveling or other allowances and such other charges.

(h) in consultation with the Commission, the Government shall have the power to impose such other conditions, not inconsistent with these regulations, in the notification, and the same shall be binding on the Institution deemed to be University.

(i) where an Institution deemed to be University wishes to surrender its status of "Institution deemed to be University", it may do so with the prior permission of the Government; and similarly, withdrawal of any constituent units or off-campus or off-

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NIELIT

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NIELIT

Amended as on 31/01/2025

shore campus of the Institution deemed to be University from the purview of an Institution deemed to be University, shall require the sponsoring body to take the prior permission of the Government:

Registrar Of Society
(Distt. South-East
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Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Institution deemed to be University or its constituent units, as the case may be, have been accorded the opportunity to qualify for the completion of the programme of study and award of degree.

(j) the Institution deemed to be University shall furnish to the Central Government or the Commission such returns or other information with respect to its property or activities as the Central Government or the Commission may, from time to time, require, within such period as may be specified by the Central Government or Commission.

(k) convocations of the Institution deemed to be University for conferring the degrees or for other purposes shall be held in such manner as may be prescribed by the rules of the Institution deemed to be University.

(l) the Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree of academic distinction conferred on, or any certificate or diploma granted to, any person by the Institution deemed to be University for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him or her to show cause within such time as may be specified in the notice as to why such a resolution shall not be passed and until his or her objections, if any, and any evidence he or she may produce in support of them, have been considered by the Executive Council.

(m) in the event of conflict of opinion with regard to the interpretation of these regulations, the opinion of the Commission shall be final.

(n) with regard to Institutions deemed to be University, the provisions contained in these regulations shall prevail in case of any inconsistency or conflicting provisions in any other regulations issued by the Commission under the provisions of the Act.

32. Legal proceedings.— (1) The Registrar may sue or be sued for the purpose of any legal proceedings against Institution deemed to be University, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Institution deemed to be University, and have the powers to exercise such powers and perform such duties under the provisions of these regulations.

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NIELIT

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NIELIT

Amended as on 31/01/2025

(2) No suit or legal proceedings shall lie against the Government or the Commission in respect of any thing done or purported or intended to be done in pursuance of any of these regulations.

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33. Consequences of the violations of regulations.— Where an Institution deemed to be University is found to have violated the provisions of these regulations or any other applicable regulations of the Commission, it may be subjected to one or more of the following actions, namely:—

(a) for violation of these regulations established by the enquiry committee set up by the Commission or Government, the Institution deemed to be University shall be warned in writing with public notice or barred from any expansion in terms of diversification to new courses or programmes of study or departments and establishment of off-campus or off-shore campuses, for a period of three years or as recommended by the enquiry committee, whichever is higher;

(b) continuous violation of regulations established by the enquiry committee set up by the Commission or the Government may result in closure of the courses or programmes of study or Departments and off-campus or constituent institutions or off-shore campuses or may result in withdrawal of the status of Institution deemed to be University;

(c) in order to protect the interests of students in case of surrender or withdrawal of the status, as the case may be, shall take effect only after the last batch of students on the rolls of the Institution deemed to be University or its constituent units, has been accorded opportunity to qualify for the completion of the programme of study and award of degree.

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31/01/2025

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National Institute of Electronics & Information Technology (NIELIT)

**BYE-LAWS
Of**

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

A DEEMED TO BE UNIVERSITY

As per University Grants Commission (Institutions Deemed to be Universities) Regulations, 2023

1. SHORT TITLE:

The Bye-laws shall be called the Bye-laws of NIELIT Deemed to be University.

Name of the Institution Deemed to be University, its approved constituent units/off-campus/off-shore campuses

Name of the Institution Deemed to be University: National Institute of Electronics and Information Technology (NIELIT)

Approved Main campus: NIELIT, Ropar

Approved constituent Units:

- i. NIELIT, Aizawl
- ii. NIELIT, Agartala
- iii. NIELIT, Aurangabad
- iv. NIELIT, Calicut
- v. NIELIT, Gorakhpur
- vi. NIELIT, Imphal
- vii. NIELIT, Itanagar
- viii. NIELIT, Kekri (erstwhile Ajmer district)
- ix. NIELIT, Kohima
- x. NIELIT, Patna
- xi. NIELIT, Srinagar

I. **Approved off-campus:** NIL

II. **Approved off-shore campuses:** NIL

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2 **DEFINITION:**

- In these regulations, unless the context otherwise requires,

1. **"Academic Council"** means the academic council of the Institution deemed to be University;
2. **"Act"** means the University Grants Commission Act, 1956 (3 of 1956);
3. **"Affiliated College"** means a college recognised by, associated with and admitted to the privileges of a University;
4. **"Board of Studies"** means the Board of Studies of a Department of the Institution deemed to be University;
5. **"Campus"** means campus (single or multiple locations within the city) of the Institution deemed to be University wherein its facilities, faculty, staff, students, and Academic Departments are situated;
6. **"Centre"** means a centre of studies of the Institution deemed to be University;
7. **"Chancellor", "Pro-Chancellor", "Vice-Chancellor" and "Pro Vice-Chancellor"** means the Chancellor, Pro-Chancellor, Vice-Chancellor and Pro Vice-Chancellor of the Institution deemed to be University, respectively;
8. **"College"** means any institution whether affiliated college or constituent college, known as such or by any other name and provides undergraduate or postgraduate or Ph.D. programmes or all together, for obtaining any qualification from a University, in accordance with the rules and regulations of such University, which has been recognised as competent by the University Grants Commission to provide such programmes or courses of study;
9. **"Constituent College"** means a college operating under the administrative, academic, and financial control of the sponsoring body;
10. **"Constituent Unit"** means an academic unit (Schools or Centres or Departments) of the institution existing on the date of submission of a proposal to declare an institution to be an Institution deemed to be University;
11. **"Court"** means court of the University
12. **"Department"** means a department of studies of the institution deemed to be University;
13. **"Distinct Category"** means an existing institution or an institution starting from the beginning with the focus on teaching or research in the unique disciplines or addressing the strategic needs of the country or engaged in the preservation of Indian cultural heritage or preservation of the environment or dedicated to skill development or dedicated to sports or languages or any other discipline, as so determined by the Expert Committee approved by the Chairman of the Commission;

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Amended as on.....

Registrar Of Society)
(Distt. South-East)

14. **"Executive Council"** means the executive council of the Institution deemed to be University;
15. **"Government"** means the Department in the Ministry of Education in the Central Government dealing with the higher education;
16. **"Institution"** means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher level;
17. **"Institution Deemed to be University"** means an Institution of higher education so declared by the Central Government by notification under section 3 of the UGC Act, 1956 on the advice of the Commission;
18. **"Main Campus"** means the campus of the Institution deemed to be University, where its major facilities, faculty, staff, students, academic departments and administration are situated;
19. **"NAAC"** means the National Assessment and Accreditation Council;
20. **"NBA"** means the National Board of Accreditation;
21. **"necessary infrastructure"** means the infrastructure required under the norms of the concerned statutory body or the Commission, as the case may be;
22. **"NEP"** means the National Education Policy, 2020;
23. **"NIRF"** means the National Institutional Ranking Framework;
24. **"Notification"** means a notification issued by the Central Government in the Official Gazette declaring an institution of higher education, as an Institution deemed to be University under section 3 of the Act;
25. **"Off-Campus"** means the premises of the Institution deemed to be University, approved by the Government, other than the main campus or the campuses;
26. **"Off-Shore Campus"** means the premises of the Institution deemed to be University, approved by the Government, outside India, other than the main campus in India;
27. **"School" or "Faculty"** means a school or faculty of studies of the Institution deemed to be University;
28. **"Sponsoring Body"** means a body being a charitable or a not-for-profit society or trust or a company under section 8 of the Companies Act, 2013 (18 of 2013), submitting an application for declaring an institution under its administrative, academic and financial control as an Institution deemed to be University;
29. **"Standing Committee"** means a committee consisting of academics and other experts from other fields and includes representatives of the statutory bodies and approved by the Chairman of the Commission;
30. **"Statutory Body"** means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education, including the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Indian Nursing Council (INC), the National Council for Teacher Education (NCTE) and the National Medical

Amended as on.....

Commission (NMC) or any other statutory body established under an Act of Parliament;

31. **"Teacher"** means professors, associate professors, assistant professors and such other academic staff as may be appointed for imparting instructions or conducting research in the Institution deemed to be University including the adjunct faculty or professor of practice or visiting faculty; and the words and expressions used in these regulations and not defined, but defined in the Act shall have the same meanings respectively assigned to them.

3. The Court:

3.1 The Court of the University shall consist of the following persons:-

- a. Chancellor – Hon'ble Minister of Electronics & IT;
- b. Pro Chancellor - Hon'ble Minister of State for Electronics & IT
- c. Secretary (MeitY) to Government of India ex-officio;
- d. Vice-Chancellor;
- e. GC-HRD / Additional Secretary (MeitY) to Government ex-officio;
- f. Five eminent persons in the disciplines of basic and applied research, digital technology, sciences, engineering, technology and management, nominated by the MeitY/ Government;
- g. A representative of the University Grants Commission;
- h. A representative of All India Council for Technical Education established under the All India Council for Technical Education Act, 1987 (52 of 1987);
- i. Registrar of the University.

3.2 The term of office of the nominated members of the Court, other than ex-officio members, shall be three years.

3.3 Where a person has become a member of the Court by reason of the office or appointment he holds, his membership shall terminate when he ceases to hold that office or appointment.

3.4 A member of the Court shall cease to be a member if he resigns or becomes of unsound mind, or becomes insolvent or is convicted of a criminal offence involving moral turpitude.

MEMBER, GOVERNING COUNCIL
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NIELIT

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NIELIT

A member, other than the Vice-Chancellor, shall also cease to be a member if he accepts a full time appointment in the University; or if he not being an ex-officio member fails to attend three consecutive meetings of the Court without the leave of the Chancellor.

3.5 A member of the Court other than an ex-officio member may resign his office by a letter addressed to the Chancellor and such resignation shall take effect as soon as it has been accepted by him.

3.6 Any vacancy in the Court shall be filled by nomination by the respective nominating authority and on expiry of the period of the vacancy; such nomination shall cease to be effective.

The Court is an advisory body and it has the following powers and functions namely:

- a. To review from time to time the broad policies and programmes of the University and to suggest measures for the improvement and development of such policies and programmes.
- b. To consider and pass resolutions on the annual report and the annual accounts together with the audited report of the University.
- c. To advice the Chancellor in respect of any matter which may be referred to it for advice, and
- d. To exercise all the powers of the University not otherwise provided in this bye laws.
- e. At all meetings of the Court two fifths of the members shall form a quorum.

4. RESIDUARY CONDITIONS OF SERVICE:

- 4.1 The Executive Council shall determine any matter relating to the conditions of service of the employees for which no provision is made in these rules. In exceptional circumstances, Vice Chancellor may take decisions. All such matters should be placed before the Executive Council at its next meeting for ratification.
- 4.2 These Rules and Regulations shall not affect adversely the service conditions already being enjoyed by the employees of the Deemed to be University on the date of Notification issued by UGC.

5. POWER TO RELAX:

Notwithstanding anything contained in these rules, the Vice Chancellor, NIELIT Deemed to be University may relax any of the provisions of these rules. Relaxation shall, however, be in very exceptional and rare circumstances for reasons to be recorded in writing.

MEMBER, GOVERNING COUNCIL
NIELIT

Page 5 | 38
MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on.....

Registrar Of Society
(Distt. South-East
Delh

6. **INTERPRETATION:**

In the matter of interpretation of any rules/orders, the decision of the Vice Chancellor shall be final unless otherwise, specifically included in these rules.

7. **POWER, FUNCTIONS AND DUTIES OF THE COUNCIL**

The Executive Council shall be the apex policymaking body of the Deemed to be University, for fulfillment of the objectives set forth for the NIELIT Deemed to be University.

8. **EXECUTIVE COUNCIL MEETINGS AND PROCEDURES**

8.1 **Meetings:** The Executive Council shall meet at least four times a year (minimum two in one semester), with prior notice not less than seven days' given before every meeting of the Executive Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.

8.2 In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there is no Pro-Vice-Chancellor in an Institution deemed to be University, a member chosen by the other members of the Executive Council present at the meeting, shall preside over the meeting.

8.3 Every member of the Executive Council including the Chairperson, shall have one vote and the decisions at the meetings of the Executive Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.

8.4 Any business, which may be urgent in nature, may be carried out by circulation amongst its members.

8.5 A copy of the minutes of each meeting shall be furnished to the Chancellor of the Institution deemed to be University, as soon as possible after the convening of the meeting.

8.6 **Place of meeting:** Meetings of the Executive Council shall be held at Deemed to be University Main Campus at Ropar unless the Vice Chancellor otherwise directs.

8.7 **Notice of a meeting:** Notice of a meeting shall be given to the members at least seven days before the day of the meeting. In case of an extraordinary meeting, at least seven days' notice shall be given.

8.8 **Quorum and Procedure:** One-third of the total number of members of the Executive Council shall form the quorum for the meeting and all issues shall be

MEMBER, GOVERNING COUNCIL
NIELIT
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NIELIT

decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.

8.9 **Adjourned meeting:** If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Vice Chancellor may fix. No quorum shall be necessary for such an adjourned meeting.

8.10 **Chairperson of the meeting:** The Chairperson of the Executive Council shall preside all meetings of the Council. In the absence of the Chairperson (i.e. Vice-Chancellor), the Pro-Vice Chancellor shall preside over the meeting; and where there is no Pro Vice-Chancellor in an Institution deemed to be University, a member chosen by the other members of the Executive Council present at the meeting, shall preside over the meeting.

8.11 **Nature of business of the meetings:**

The Executive Council shall meet to consider the reports about the activities of the Deemed to be University (Annual Plans and programmes, Annual Budget, Annual Accounts etc.). The Executive Council shall consider and pass the detailed Annual Budget Estimates as well as, Revised Estimates, Annual Accounts etc. submitted by the Finance Committee with their recommendations and to consider such matters, as may be brought before the Council with the permission of the Chairperson.

8.12 **Minutes:** The Secretary (ex-officio Registrar) of Deemed to be University shall keep the Minutes of the meetings of the Executive Council, and send a copy of the Minutes of every such meeting, as early as possible (preferably within a fortnight) at the address of every member indicating the authority to take action on each decision.

8.13 **Vacancy:** When a vacancy occurs in the Executive Council due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per UGC Norms.

9. **Other authorities of institution deemed to be University. —**

A. **Academic Council:** (1) The Academic Council shall be the principal academic body of the Institution deemed to be University and shall, subject to the provision of the rules of the Institution deemed to be University, co-ordinate and exercise general supervision over the academic policy of the Institution deemed to be University.

MEMBER, GOVERNING COUNCIL

MEMBER, GOVERNING COUNCIL
NIELIT

Amended as on.....

(2) The composition of the Academic Council shall be as under—

(i) Vice Chancellor - Chairperson;

(ii) Pro Vice-Chancellor (wherever applicable);

(iii) Deans of faculties of the schools and heads of the departments or centres;

(iv) up to ten Professors (excluding those who are Deans of schools and heads of departments or centres) by rotation, to be nominated by the Vice-Chancellor giving due regard to the representation of different schools or departments or centres;

(v) up to five Associate Professors from departments or centres other than the heads of the departments or centres, by rotation, to be appointed by the Vice-Chancellor;

(vi) up to five Assistant Professors from the departments or centres other than the heads of the departments or centres, by rotation, to be appointed by the Vice-Chancellor;

(vii) six persons of repute from amongst the educationists or experts for their specialised knowledge, who are not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor; and

(viii) the Registrar, who shall be the ex-officio Secretary of the Academic Council.

(3) The representation of different categories shall be through rotation and not through an election and the term of members, other than the ex-officio members, shall be three years and the Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

B. Powers and Functions of Academic Council: Subject to the provisions of these regulations and rules of the Institution deemed to be University, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely: —

(a) to exercise general supervision over the academic policies of the Institution deemed to be University and to give directions regarding methods of instruction, co-ordination of teaching among departments or faculties or schools or centres, evaluation of research and improvement of academic standards;

(b) to bring about and promote inter-departmental, inter-faculty, inter-school, inter-center co-ordination and to establish or appoint such committees or boards, as may be deemed necessary for the purpose;

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- (c) to consider matters of general academic interest either on its own initiative, or on a reference by a department or faculty or school or centre or the Executive Council, and to take appropriate action thereon;
- (d) to prescribe courses or programmes of study leading to degree and diploma of the Institution deemed to be University;
- (e) to make arrangements for the conduct of examinations in conformity with the rules and bye-laws of the Institution deemed to be University;
- (f) to maintain proper standards of the examination;
- (g) to recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institution deemed to be University;
- (h) to institute Fellowships, Scholarships, Medals, Prizes, etc.;
- (i) to frame rules covering the academic functioning of the Institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.;
- (j) to take a periodical review of the activities of the departments or centres and to take appropriate action to maintain and improve the standards of instruction;
- (k) to recommend the institution of teaching posts (Professors, Associate Professors, and Assistant Professors) to the Executive Council;
- (l) to make recommendations to the Executive Council for the establishment or abolition of departments or centres or schools or faculties, etc.
- (m) to make recommendations to the Executive Council; and
- (n) to exercise such other powers and to perform such other duties, as may be conferred or imposed upon it by the rules of the Institution deemed to be University.

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C. **Meeting of Academic Council.** — (1) The Academic Council shall meet as often as necessary but not less than four times (at least two times in a semester) during an academic year with not less than seven days prior notice being given before every meeting of the Academic Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.

MEMBER, GOVERNING COUNCIL
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Page 9/38
MEMBER, GOVERNING COUNCIL
NIELIT

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(2) One-third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

(3) Each member, including its Chairperson, shall have one vote, and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.

(4) Any business that may be necessary for the Academic Council to perform, which may be urgent in nature, may be carried out by circulation amongst its members.

9.2 Place of meeting: Meeting of the Academic Council shall be held at the Headquarters of the Society unless the Chairperson otherwise directs.

9.3 Notice of a meeting: Notice of a meeting shall be given to the members at least seven days before the day of the meeting.

9.4 Quorum and Procedure: 1/3rd of the total membership of the Academic Council shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.

9.5 Chairperson of the meeting: The Chairperson of the Academic Council shall preside at all meetings of the Academic Council. In the absence of the Chairperson, the members present shall elect a Chairperson to preside over the meeting.

9.6 Adjourned meeting: If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

9.7 Nature of Business: The legitimate role of this body would be to provide a thrust, suggest new areas of academic and orient programmes in the desired direction. The Academic Council would also exercise critical judgment of the academic activities of the Society and give directions for international scientific collaboration and Academic Schemes.

9.8 Minutes: The Director General shall nominate an officer of the Society who shall coordinate the activities of the Academic Council and shall also keep the minutes of the meetings of the Academic Council, and send a copy of the minutes of every such meeting, as early as possible to the address of every member.

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Registrar Of Society)
(Distt. South-East)
Delhi

9.9 Vacancy: When a vacancy occurs in the office of the nominated members of the AAC through death, resignation, or for any other reason, such vacancy shall be filled with the approval of the Chairperson of the Academic Council on recommendation of Director General.

9.10 Vacancy not to affect proceedings: If any vacancy in the office of a member of the Academic Council has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Academic Council shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member.

10. **Finance Committee.** — (1) The composition of the Finance Committee shall be —

(i) Vice Chancellor - Chairperson;

(ii) Pro Vice-Chancellor (wherever applicable);

(iii) one person nominated by the society or trust or company, as the case may be (wherever applicable);

(iv) three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council;

(v) one representative of the Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by the Central Government or is receiving funds more than or equal to fifty percent. of their annual receipt from the Central Government directly or through its Agencies; and in all other institutions deemed to be Universities, the Commission shall nominate a representative;

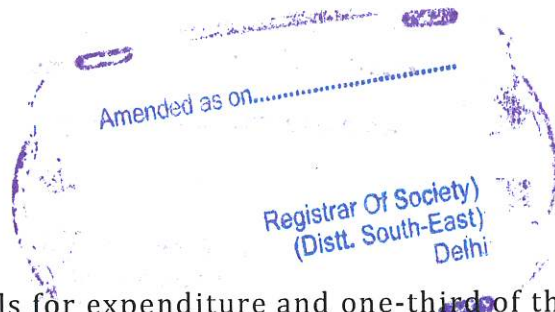
(vi) three persons to be nominated by the Chancellor;

(vii) Finance Officer-Secretary- ex officio

(2) The institution deemed to be University may consider or co-opt one representative of the State Government.

(3) All members of the Finance Committee other than ex-officio member shall hold office for a term of three years.

(4) The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinize the



proposals for expenditure and one-third of the total number of members of the Finance Committee shall form the quorum for a meeting.

(5) All proposals relating to the creation of posts and those items which have not been included in the Budget, shall be examined by the Finance Committee before the Executive Council considers them and to decide waiver in fees, the establishment of scholarships, freeship and any other financial benefits.

(6) The annual accounts and financial estimates of the institution deemed to be University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter the same shall be submitted to the Executive Council for approval.

(7) The Finance Committee shall recommend limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the institution deemed to be University.

11. **Board of Studies.** — (1) There shall be one Board of Studies for each department or school of the Institution deemed to be University. The composition of the Board of Studies shall be—

- (i) Dean of school or Head of the department - Chairperson;
- (ii) all Professors of the school or department;
- (iii) two Associate Professors of the school or department, by rotation;
- (iv) two Assistant Professors of the school or department, by rotation; and
- (v) two external experts to be co-opted for their specialized knowledge.

(2) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in such manner as may be prescribed by the rules of the institution deemed to be University regarding—

- (a) courses of studies;
- (b) appointment of supervisors for research; and
- (c) measures for the improvement of the standards of teaching and research.

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(3) The powers and functions of the Board of Studies shall be prescribed by the rules of the institution deemed to be University.

12. Selection Committee for appointment of teaching staff.—There shall be one or more Selection Committees constituted, for making recommendations to the Executive Council for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

13. Disqualification. — (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or being appointed as, and for being, an officer, of the institution deemed to be University if—

- (a) if he or she is of unsound mind; or
- (b) if he or she is an un-discharged insolvent; or
- (c) if he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
- (d) if he or she has not been appointed as per the provisions of these regulations.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned above, the question shall be referred to the Chancellor, and his or her decision shall be final and no suit or other proceedings shall lie in any civil court against such decision.

14. Miscellaneous matters relating to different authorities. — (1) If any question arises, as to whether any person, other than Government nominated or appointed, has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the institution deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

(2) Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar, and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Executive Council, as the case may be.

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Registrar Of Society)
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Delhi

(3) Sudden vacancies among the members of any authority or any Committee of the institution deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.

15. Officers of institution deemed to be University. —

A. Chancellor & Pro Chancellor: (1) The Chancellor shall hold office for a period of five years from the date of assuming office and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of the Chancellor:

Provided that the Chancellor in the institutions deemed to be Universities managed or controlled or receiving funds more than or equal to fifty per cent of their annual receipt from the Central Government or its Agencies, shall be appointed by the respective Government and for other institutions deemed to be Universities, the Chancellor shall be appointed by the sponsoring body.

(2) The Chancellor shall, by virtue of his or her office, be the head of the institution deemed to be University and shall, if present, preside at the Convocations of the institution deemed to be University held for conferring degrees.

(3) In the case of Government controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt, the Chancellor shall not be removed from office except by an order of the appropriate Government.

(4) **Pro Chancellor**, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

B. Vice-Chancellor: (1) The Vice-Chancellor shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

(2) The qualifications of the Vice-Chancellor shall be in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

(3) The procedure for composition of Search-cum-Selection-Committee (SCSC) for the selection of Vice- Chancellor shall be as under—

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Registrar Of Society)
(Distt. South-East)
Delhi

(a) the Vice-Chancellor in the institution deemed to be University managed or controlled or receiving funds more than or equal to fifty per cent of their annual receipt from the Central Government or its Agencies shall be appointed by Central Government, as the case may be.

(b) in case of other institutions deemed to be Universities, the composition of the Search-cum-Selection Committee shall be as under—

(i) a nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee;

(ii) a nominee of the Chairman, University Grants Commission; and

(iii) an academician, with not less than ten years' service as Professor, nominated by the Executive Council.

(4) The Vice-Chancellor shall hold office for a term of five years from the date on which he or she enters upon his or her office or until he or she attains the age of seventy years, whichever is earlier and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Vice-Chancellor:

Provided that notwithstanding the expiry of the said period of five years, he or she shall continue in office until his or her successor is appointed and enters upon his or her office, however, in no case, the Vice-Chancellor shall hold office beyond the age of seventy years:

Provided further that the Chancellor may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.

(5) In the case of Government controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt, the respective Government may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.

(6) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he or she is unable to perform his or her duties due to ill health or any other cause, the Pro-Vice- Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is unavailable, the Chancellor shall appoint the senior most Professor who shall perform the duties of the Vice-

MEMBER, GOVERNING COUNCIL

MEMBER, GOVERNING COUNCIL
Page 15/38

Amended as on.....

Chancellor, until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his or her office, as the case may be.

Provided further that, in the case of Central Government or State Government controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt, if the Pro-Vice-Chancellor is unavailable, the Government shall appoint the senior most Professor or any other eminent academician to perform the duties of the Vice-Chancellor initially for a period of six months or until a new Vice Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his or her office, as the case may be.

C. Powers and duties of Vice-Chancellor. — (1) The Vice-Chancellor shall be the Principal Executive Officer and academic officer of the institution deemed to be University and shall exercise general supervision and control over the affairs of the institution deemed to be University and give effect to the decision of all authorities of the institution deemed to be University.

(2) The Vice-Chancellor may, if he or she is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the institution deemed to be University by or under these regulations and shall report to such authority at its next meeting the action taken by him or her on such matter:

Provided that, if the authority mentioned in this sub-regulation is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the institution deemed to be University who is aggrieved by the action taken by the Vice-Chancellor under this regulation shall have the right to represent against such action to the Executive Council within ninety days from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

(3) The Vice-Chancellor, if he or she is of the opinion that any decision of any authority of the institution deemed to be University is beyond the power of the authority conferred by the provisions of these regulations or that any decision taken is not in the interest of the institution deemed to be University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final.

(4) The Vice-Chancellor shall be the ex-officio Chairperson of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees to the students.

(5) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the institution deemed to be University, but shall not be entitled to vote unless he or she is a member of such authority or body.

(6) It shall be the duty of the Vice-Chancellor to see that these regulations are duly observed and implemented and he or she shall have all the powers necessary to ensure such implementation.

(7) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the institution deemed to be University, and he or she may delegate any such powers to such person or persons, as he or she may deems fit.

(8) The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council, the Finance Committee, and other authorities.

D. Removal of Vice-Chancellor.— (1) Where there are reasons to believe that the Vice-Chancellor of an institution deemed to be University does not possess the qualifications as required under the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, or is not appointed as per the procedure stipulated in these regulations or has committed any financial or administrative impropriety, the Chairman of Commission shall constitute an enquiry committee consisting of academic, administrative or financial experts to enquire into the matter.

(2) On the directions from the Commission, the Chancellor shall place the Vice-Chancellor under suspension, pending an enquiry.

(3) The enquiry committee shall give an opportunity of hearing to the Vice-Chancellor before submitting its report to the Commission and where the report of the enquiry committee confirms the ineligibility or procedural violations or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice-Chancellor by following due procedure:

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Provided that, in respect of the Vice-Chancellor of institution deemed to be University managed or controlled or receiving funds more than or equal to fifty per cent. of their annual receipt from the Central Government or State Government, the concerned Government shall constitute an enquiry committee which shall provide an opportunity of hearing to the Vice-Chancellor before submitting its report to the Government and in the interregnum period, the Government shall place the Vice-Chancellor under suspension, pending enquiry and the Vice-Chancellor shall be removed only by the concerned Government.

(4) Notwithstanding anything contained in these regulations, the Chancellor may, at any time after the Vice-Chancellor has entered upon his or her office, by order in writing, remove the Vice-Chancellor from office on the grounds of incapacity, misconduct or violation of these regulations:

Provided that the Chancellor shall make no such order unless the Vice-Chancellor has been given a reasonable opportunity of showing cause against the action proposed to be taken against him:

Provided further that the Chancellor may, at any time before making such order, place the Vice-Chancellor under suspension, pending an inquiry.

(5) In case of an institution deemed to be University managed or controlled or receiving funds more than or equal to fifty per cent. of its annual receipt from the Central or State Government or its Agencies, the actions referred to in sub-regulations (1) to (4) shall have the approval of the appropriate Government.

E. **Pro-Vice-Chancellor.** — (1) On the recommendation of the Vice-Chancellor, the Executive Council shall appoint a Professor as Pro-Vice-Chancellor to discharge the duties of the Pro-Vice-Chancellor in addition to his or her duties as a Professor:

Provided that in case of Government controlled or managed or receiving funds more than or equal to fifty per cent. of their annual receipt, the Vice-Chancellor shall seek approval of the appropriate Government before appointing Pro-Vice-Chancellor:

Provided further that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Chancellor, who may either appoint the Professor recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend name of another Professor for re-consideration by the Executive Council.

(2) The term of office of the Pro-Vice-Chancellor shall be such as may be decided by the Executive Council, but it shall not, in any case, exceed five years

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or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

Provided that the Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment by following the procedure prescribed for the appointment of Pro-Vice-Chancellor:

Provided further that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor, continue in office, notwithstanding the expiration of his or her term of office as Pro-Vice-Chancellor, until the Vice-Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be:

Provided also that, in any case, the Pro-Vice-Chancellor shall retire on attaining the age of sixty-five years.

(3) The Pro-Vice-Chancellor shall have the powers and duties as may be prescribed by the rules of the institution deemed to be University.

(4) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor on this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him/ her by the Vice-Chancellor.

F. **Registrar.** — (1) (a) The Registrar shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Executive Council on the recommendations of the selection committee consisting of the following: —

- (i) Vice-Chancellor - Chairperson;
- (ii) one nominee of the Chancellor;
- (iii) two members of the Executive Council nominated by it; and
- (iv) one expert not in the service of the University to be nominated by the Executive Council.

(b) The meeting of the selection committee shall be fixed after prior consultation with, and subject to the convenience of the Chancellor's nominee and the experts nominated by the Executive Council and the proceedings of the selection committee shall not be valid unless at least three of the Chancellor's nominees or persons nominated by the Executive Council attended the meeting.

MEMBER, GOVERNING COUNCIL

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Registrar Of Society)
(Distt. South-East)
Delhi

(2) The Registrar shall hold office for a term of five years from the date of assuming office and shall be eligible for re-appointment for a second term by following the procedure prescribed for Registrar:

Provided that, the Registrar shall retire on attaining the age of sixty-two years and the emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the rules of the institution deemed to be University.

(3) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(4) The Registrar shall be ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of any of these authorities.

(5) The Registrar shall be directly responsible to the Vice-Chancellor and work under his or her direction.

(6) The Registrar shall have the power to take disciplinary action against employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him or her.

(7) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-regulation (6).

(8) In the case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his or her recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(9) It shall be the duty of the Registrar—

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Registrar Of Society
(Distt. South-East)
Delhi

(a) to be the custodian of the records, the common seal, and such other property of the institution deemed to be University as the Executive Council shall commit to his or her charge;

(b) to issue all notices convening meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;

(c) to keep the minutes of all the meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;

(d) to conduct the official correspondence between the Executive Council and the Academic Council;

(e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the institution deemed to be University as soon as they are issued and the minutes of such meetings;

(f) to represent the institution deemed to be University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his or her representative for the purpose;

(g) to perform such other duties as may be specified in the rules of the institution deemed to be University or as may be required from time to time by the Executive Council or the Vice-Chancellor, as the case may be;

(h) to enter into an agreement, sign documents, and authenticate records on behalf of the institution deemed to be University;

(i) to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be University; and

(j) to conduct the official correspondence on behalf of the authorities of the institution deemed to be University.

G. **Finance Officer.** — (1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of the institution deemed to be University.

(2) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of the Finance Officer:

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Registrar Of Society)
(Distt. South-East)
Delhi

Provided that, the Finance Officer shall retire on attaining the age of sixty-two years.

(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time.

(4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(5) The Finance Officer shall be ex-officio Secretary of the Finance Committee but shall not be deemed to be a member of such Committee.

(6) The Finance Officer shall—

(a) exercise general supervision over the funds of the institution deemed to be University and shall advise it as regards its financial policy; and

(b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the rules of the institution deemed to be University.

(7) Subject to the control of the Executive Council, the Finance Officer shall—

(a) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted;

(b) be responsible for the preparation of annual accounts and the budget of the institution deemed to be university and for their presentation to the Executive Council;

(c) keep a constant watch on the state of the cash and bank balances and on the state of investments;

(d) watch the progress of the collection of revenue and advice on the methods of collection employed;

(e) ensure that the registers of buildings, land, furniture, and equipment are maintained and up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, departments, schools, faculties, centers and specialized laboratories;

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(f) bring to the notice of the Vice-Chancellor un-authorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault;

(g) call for from any office, department, school, faculty, centre, laboratory, etc. maintained by the institution deemed to be University any information or returns that he or she may consider necessary for the performance of his or her duties; and

(h) work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.

H. **Controller of Examinations.** — (1) The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of the institution deemed to be University.

(2) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re- appointment by following the procedure prescribed for the appointment of Controller of Examination:

Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.

(3) The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by the Executive Council from time to time.

(4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(5) The Controller of Examination shall arrange for and superintend the examinations of the institution deemed to be University in the manner as may be prescribed by the rules of the institution deemed to be University.

(6) The Controller of Examinations shall be a permanent invitee to the Academic Council.

(7) The Controller of Examinations shall ensure that all the specific directions of the Executive Council, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

MEMBER, GOVERNING COUNCIL
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MEMBER, GOVERNING COUNCIL
NIELIT
Page 23 | 38

Amended as on.....

Registrar Of Society)
(Distt. South-East)
Delhi

I. **Dean.** — (1) The Departments dealing with allied subjects may be grouped into faculties or schools, etc., and every faculty shall be headed by a Dean.

(2) Every Dean of the school or faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the school or faculty, by rotation, for a period of two years:

Provided that if there is only one Professor or no Professor in a school or faculty, the Dean shall be appointed, for the time being, from amongst the Professor, if any, and the Associate Professors in the school or faculty.

(3) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his or her office, the duties of the office shall be performed by the senior-most Professor or Associate Professor, as the case may be, in the School.

(4) The Dean shall be the Head of the school or faculty or centre and shall be responsible for the conduct and maintenance of the standards of teaching and research in the school or faculty or centre and shall have such other functions as may be prescribed by the rules of the institution deemed to be University.

(5) The Dean shall have the right to present and speak at any meeting of the Board of Studies or Committees of the school or faculty or centre, as the case may be, but shall not have the right to vote there unless he is a member thereof.

J. **Head of the Department.** — (1) There shall be a Head of the Department or chairperson of the centre for each of the department or centre in the institution deemed to be University, who shall be appointed by the Vice-Chancellor from amongst the Professors of the department or centre:

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

(2) The term of the Head of the department or chairperson of the centre shall normally be two years and he or she shall be eligible for re-appointment for one more term by following the procedure prescribed for appointment of the Head of the department or chairperson of the centre.

(3) The powers and functions of the Head of the department or chairperson of the centre shall be prescribed by the rules of the institution deemed to be University.

16. BUSINESS BY CIRCULATION OF PAPERS

The Council/Board may dispose of urgent matters by circulation of papers in such cases where the decision cannot wait for formal convening of the meeting.

17. Finance Committee. — (1) The composition of the Finance Committee shall be —

- (i) Vice Chancellor - Chairperson;
 - (ii) Pro Vice-Chancellor (wherever applicable);
 - (iii) one person nominated by the Institution deemed to be University;
 - (iv) three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council;
 - (v) one representative of the Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by the Central Government or is receiving funds more than or equal to fifty per cent. of their annual receipt from the Central Government directly or through its Agencies; and in all other institution deemed to be Universities, the Commission shall nominate a representative;
 - (vi) three persons to be nominated by the Chancellor;
 - (vii) Finance Officer-Secretary- ex officio
- (2) In case the institution deemed to be University is controlled or managed or funded by the Central Government, one representative of such Government.
- (3) All members of the Finance Committee other than ex-officio member shall hold office for a term of three years.
- (4) The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinize the proposals for expenditure and one-third of the total number of members of the Finance Committee shall form the quorum for a meeting.
- (5) All proposals relating to the creation of posts and those items which have not been included in the Budget, shall be examined by the Finance Committee before the Executive Council considers them and to decide waiver in fees, the establishment of scholarships, freeship and any other financial benefits.

MEMBER, GOVERNING COUNCIL
NIELIT

Page 25 | 38
MEMBER, GOVERNING COUNCIL
NIELIT

(6) The annual accounts and financial estimates of the institution deemed to be University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter the same shall be submitted to the Executive Council for approval.

(7) The Finance Committee shall recommend limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the institution deemed to be University.

18. **Board of Studies.** — (1) There shall be one Board of Studies for each department or school of the institution deemed to be University. The composition of the Board of Studies shall be—

- (i) Dean of school or Head of the department - Chairperson;
- (ii) all Professors of the school or department;
- (iii) two Associate Professors of the school or department, by rotation;
- (iv) two Assistant Professors of the school or department, by rotation; and
- (v) two external experts to be co-opted for their specialised knowledge.

(2) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in such manner as may be prescribed by the rules of the institution deemed to be University regarding—

- (a) courses of studies;
- (b) appointment of supervisors for research; and
- (c) measures for the improvement of the standards of teaching and research.

(3) The powers and functions of the Board of Studies shall be prescribed by the rules of the institution deemed to be University.

1. Selection Committee for appointment of teaching staff.—There shall be one or more Selection Committees constituted, for making recommendations to the Executive Council for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the

Amended as on.....
Register of Teachers
(Distt. Sources)
Delhi

University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

2. **Disqualification.** — (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or being appointed as, and for being, an officer, of the institution deemed to be University if—

- (a) if he or she is of unsound mind; or
- (b) if he or she is an un-discharged insolvent; or
- (c) if he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
- (d) if he or she has not been appointed as per the provisions of these regulations.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned above, the question shall be referred to the Chancellor, and his or her decision shall be final and no suit or other proceedings shall lie in any civil court against such decision.

3. **Miscellaneous matters relating to different authorities.** — (1) If any question arises, as to whether any person, other than Government nominated or appointed, has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the institution deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

(2) Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar, and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Executive Council, as the case may be.

(3) Sudden vacancies among the members of any authority or any Committee of the institution deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.

19. **Reservation policy.** — Institution deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with the provisions of the

Amended as on

Registrar Of Society
(Distt. South-East)

Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

20. Online or distance education. — Institutions deemed to be Universities may offer courses online or distance courses or degrees in accordance with the regulations notified by the Commission from time to time.

21. Power to conduct enquiry and consequences for violation of regulations. — (1) Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an institution deemed to be University has violated any of the provisions of these regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the institution deemed to be University.

(2) The Commission may also cause an inspection, to be made by experts in matters of academics, administration, and finance regarding academic outcomes or any matter connected with the administration or finances of the institution deemed to be University for the purpose of the enquiry.

(3) Based on the enquiry or through procedures mentioned in these regulations, if the Government or the Commission, as the case may be, is satisfied that the regulations have been violated, the institution deemed to be University shall be subjected to such action as provided in these regulations.

22. Consideration of proposals under previous regulations. — All the applications for the declaration of an institution as an institution deemed to be a University, or for the approval for establishing off-campus centres or off-shore campuses, that have been received by the Government or are pending or under process in the Commission prior to the date of publication of these regulations, as the case may be, shall be processed under the provisions of these regulations:

Provided that the applicant may submit an undertaking in writing that such an application may be processed in terms of the regulations of the Commission governing an institution deemed to be University as were in force on the date of such application, and that, subject to the approval of the application under those regulations, the applicant shall comply with the provisions of these regulations within a period of six years from the date of approval, as the case may be, failing which the status of the applicant as an institution deemed to be University or status of the off-campus or off-shore campus shall be withdrawn.

23. **Funds, Accounts, Audit, and Annual Report.**— (1) The books of accounts of the institution deemed to be University shall be maintained, managed, and operated in the name of the institution deemed to be University and not in the name of the sponsoring body or any other body; and, shall be kept in such form as may be specified by the Executive Council and conform to the rules or regulations, if any, prescribed by the Commission, in this regard.

(2) Funds shall not be diverted at any time from the accounts of the institution deemed to be University to any other accounts, including to the accounts of the sponsoring body or to any other body.

(3) The institution deemed to be University shall get its books of accounts audited annually, separately published and uploaded on the website of the institution; and if such institution is funded by Central or State Government or through its Agencies fully or partially, then the accounts of such institution deemed to be University shall be open for examination by the Comptroller and Auditor General of India and the accounts of institution deemed to be University shall also, where required, be open for inspection by the Commission.

(4) The annual financial statements and accounts shall be audited by a qualified professional, a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the institution deemed to be University:

Provided that, the Commission may, on receipt of information regarding financial impropriety or embezzlement or illegal diversion of funds from the accounts of the institution deemed to be University; or of fees being collected against the provisions of these regulations, issue a notice directing the institution deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission or may direct a forensic audit; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be deemed fit, under these regulations including the recommendation for withdrawal of institution deemed to be University status, to the Government.

(5) Annual Reports, Annual Financial Statements, and Audit Reports shall be uploaded on the institution deemed to be University website and also on the Commission's portal, after due approval by the Executive Council and the institution deemed to be Universities managed or controlled or funded by the Central or State Government shall submit a copy

of the annual report, Annual Financial Statements and annual audit report to the respective Government.

Amended as on.....
Registrar Of Society)
(Distt. South-East)
Delhi

24. DUTIES AND FUNCTIONS OF OFFICERS OF THE INSTITUTION DEEMED TO BE UNIVERSITY

24.1 Duties of the Vice Chancellor:

The Vice Chancellor shall be the Head of the Institution deemed to be University.

24.1.1 **Business of the Institution deemed to be University:** It shall be the duty of the Vice Chancellor to carry on the work of the Institution deemed to be University under the direction of the Executive Council in accordance with the Rules and Byelaws for the administration and management of the Institution deemed to be University. In case of an emergency, he/she may take such actions as may be necessary and get such decisions ratified by the Executive Council.

24.1.2. **Direction and control of the staff:** All members of the staff of the Institution deemed to be University shall be under the general control of the Vice Chancellor or an officer authorized by him/ her, who may issue Standing Orders / Office Orders on various subjects, as necessary, from time to time.

24.1.3 **Annual Report:** The Vice Chancellor shall submit the Annual Report and Audited Statement of Accounts of the Institution deemed to be University to the Executive Council in time each year.

24.2 Duties and Responsibilities of the Pro Vice-Chancellor/ Directors:

The Pro Vice-Chancellor / Director will be the Executive Head of the respective Constituent Units and be accountable for its performance and will function under the overall directions and guidance of the Vice Chancellor and within the Rules of the Institution.

24.3 Duties and Responsibilities of Registrar:

24.3.1 **Secretarial Work:** The Registrar shall act as Non-member Secretary to the Governing Council.

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NIELIT

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NIELIT

- Amended as on _____
Registrar of Societies
(Dist. South East)
Delhi
- 24.3.2 **Work under the general control of the Vice Chancellor:** In all matters concerning the Institution deemed to be University, he shall act under the general control and orders of the Vice Chancellor (VC).
- 24.3.3 **Correspondence:** The Registrar shall be in charge of correspondence relating to the Institution deemed to be University, subject to the instructions of the Vice-Chancellor.
- 24.3.4 **Office Management:** The Registrar will be in charge of the administration of the Institution deemed to be University and discharge responsibilities under the overall supervision of the Vice Chancellor.
- 24.3.5 **Maintenance of the premises:** The Registrar will look after the maintenance and upkeep of the premises and the property of the Institution deemed to be University.
- 24.3.6 **Human Resource Development:** The Registrar shall be responsible for all matters relating to the Human Resources Development policy of the Institution deemed to be University. He shall coordinate and implement all matters relating to recruitment, promotions, transfer and discipline of the employees of the Institution deemed to be University.

24.4 **Duties of Finance Officer (FO):**

The Finance Officer (FO) shall be responsible for all matters relating to the keeping and maintenance of accounts, management of funds, preparation of budgets, banking operations, audit of accounts and such other related matters of the Institution deemed to be University. He shall work under the overall supervision and control of the Vice Chancellor.

24.5 **Duties and Functions of the other staff Members:**

Heads of Administration in their respective Centres will perform duties similar to that of Director in their respective Centre. Deputy Finance Officer of the Centres will perform duties similar to that of Finance Officer (FO) and undertake responsibilities of their respective Centres. Duties and Functions of the officers and staff members will be decided by the Vice Chancellor (Director in his/ her Centre) or by any other officer so authorised.

25. **EXECUTION OF CONTRACTS ON BEHALF OF THE INSTITUTION**

- 25.1 **Contracts with Vice Chancellor:** All contracts between the Institute and the Vice Chancellor shall be signed by the person Chancellor of the Deemed to be University or any other person authorized by the Council for the purpose.

25.2

Contracts with others: All other contracts by or on behalf of the Institution shall be signed by the Vice-Chancellor or by an officer of the Institution authorized by the Vice-Chancellor Officer.. Contracts by or on behalf of a specific Constituent Units of the Institution shall be signed by the Pro-Vice Chancellor or Head of Administration or by an officer of the Centre authorized by the Executive Pro-Vice Chancellor / Director / Director-in-charge of the Centre.

25.3. Attendance at scientific / Academic conferences

Members of the Council, Committee and staff shall be allowed to attend scientific / academic conferences, seminar, workshop etc. and may be deputed for specialized training or for the work with the approval of Chancellor i) the in the case of the Vice Chancellor and Pro Vice Chancellor and (ii) by the Vice Chancellor in respect of the staff to whom the power has been delegated.

Members of the Committee and the staff of the Institution deemed to be University when deputed under the above bye-law shall be eligible for Daily and Traveling allowances as laid down by the Council from time to time. In addition, the members as deputed shall be entitled to draw salary, dearness pay and dearness allowances, and eligible for house rent, city compensatory allowances and other allowances etc.

25.4 Contribution to professional / technical journals / periodicals.

Contributions to technical journals resulting from work carried on in the Institution deemed to be University by members of the staff of the Society shall contain the Institution deemed to be University name and shall have prior approval of the Vice Chancellor. A copy of every such contribution shall also be sent to the Vice Chancellor as soon as it is published / presented. It shall be ensured and certified by the author that no classified / confidential material is contained in such contribution. Members of the staff of the Institution may, with the prior permission of the Vice Chancellor, accept invitations to deliver lectures in their field of work at universities or learned Societies, Scientific Conferences etc. and also act as expert members on the committees / bodies set up by Government of India or similar other agencies, provided that such assignment does not affect the work of the society

25.5 Intellectual Property Rights

25.5.1 Patents/Copyrights

Amended as on: 2023

All works of intellectual property nature whether in the form of reports, artistic work, charts, paper analysis, design, software or hardware or any other work under the Copyright Act and the Laws/Rules governing the Patent etc.; carried out by an employee shall be, owned by the Institution to be University without exception.

25.5.2. **Publishing of books and research papers**

No employee shall except with the previous sanction of the competent authority, publish or cause to be published any book or any similar printed matter of which he is the author, or deliver talk or lecture in any public meeting or otherwise provided that no such sanction is however, required, if such broadcast or contribution or publication is of a purely literary, cultural, spiritual, religious or social character and in no way is concerned with the nature of his job.

The Institution deemed to be University encourages publishing of books and research papers by employees in the areas of interest provided, the employee has acknowledged the sources used in the Institution deemed to be University and its contributions appropriately. Suitable and appropriate approvals from the Vice-Chancellor must be sought by the employee before publishing his work. The Institution deemed to be University is entitled to share the royalty or the honorarium received by the employee on publication of a book or a research paper within the mechanism and according to the guidelines as prevalent at the time, where the employee has used his work or activity involved in the society.

25.6 **Consultancy**

The Institution deemed to be University shall not permit its employees to engage in part-time consultancy / teaching with other organizations. The Consultancy Service shall be carried on Institutional basis only.

25.7 **Private Trading**

No employee shall directly / indirectly engage in any commercial business or pursuit either on his/her own account or as agent for others; nor shall he / she act as an agent for or canvass business in favour of another organization.

Explanation: Canvassing by an employee in support of the business of other or similar Information Technology Company or activities carried on or managed by a employee of his family shall be deemed to be a breach of this sub-rule.

Amended as on.....

25.8 Press, Publicity Coverage, etc.

Registrar Of Society
(Distt. South-East
Delhi)

Vice Chancellor/ Pro Vice Chancellor will be the spokesperson on behalf of the Institution for any Print or Electronic Media, except when explicit permission has been given to any employee to speak on its behalf.

25.9 Contribution to Newspapers, Radio, etc

No employee shall except with the previous sanction of the competent authority, own wholly or in part or conduct or participate in the editing or management of any newspaper or any other periodical/publication.

No employee shall except with, the previous sanction or except in the bonafide discharge of his/her duties, provided that such approval is taken from the Vice Chancellor, participate in any radio broadcast or TV programme or contribute any article or write any letter either his/her own name or anonymously or in the name of any other person to any newspaper or periodical or make public, or publish or cause to be published or pass on to others any document, paper or information which may come into his/her possession in his official capacity.

25.10 Official Language Implementation Act:

The instructions in regard to the Official Language Implementation Act will be followed as per the Government of India guidelines.

26. DELEGATION OF POWERS

With a view to facilitate smooth functioning of the Institution, powers will be delegated to authorities at various level. All Matters for which specific provision are not made shall be referred to Chairperson, Executive Council for approval.

27. POLICY MANUAL/STANDARD OPERATIVE PROCEDURE (SOP)

The policy manual/SOP spell out the administrative norms and procedure, service conditions, facilities and other information that the employees of the Institution should be aware of.

The Institution aims to promote efficiency, creativity, innovation and initiative. Institution lays greatest emphasis on flexibility, communication, participation, teamwork and infrastructure creation.

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28. **Miscellaneous.** — (1) The institution deemed to be University shall as soon as may be, after the completion of the academic programme, and in no case later than one hundred and eighty days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.

(2) The institutions deemed to be Universities shall compulsorily create Academic Bank of Credits (ABC), identities of their students and upload their credit scores in digital lockers and ensure that the credit scores are reflected in ABC portal and adopt Samarth e-Gov.

(3) No institution deemed to be University shall at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organisation for establishing, maintaining, or operating the off-campus or off-shore campus or constituent units or course or programme of study or department or school or faculty of the institution deemed to be University except in the following cases, namely: —

(a) the institution deemed to be University, which is eligible under sub-regulations (1) and (2) of regulation 8 may enter into an agreement or arrangement, if—

(i) the establishment, maintenance, or operation of such institution is permitted under any Act of Parliament or the rules or regulations made there under; and

(ii) it has made an application under sub-regulation (3) of regulation 8, after following the procedure specified in these regulations

(b) the campus to be established under such agreement or arrangement shall be—

(i) treated as an off-campus centre of the institution deemed to be University as long as such agreement or arrangement remains valid under such law; and

(ii) subject to similar standards of audit and disclosure as a not-for-profit entity as that of the institution deemed to be University;

(c) the institution deemed to be University, which is eligible under regulation 8 may enter into an agreement or arrangement for practical training of students of a skill-oriented vocational courses, if such course is approved by the University Grants Commission or any other body established under any Act of Parliament.

Amended as on.....

(d) twinning Programmes, Joint Degree Programmes, and Dual Degree Programmes shall be offered in accordance with the provisions stipulated in the University Grants Commission (Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree, and Dual Degree Programmes) Regulations, 2022.

(e) the income and property of the institution deemed to be University shall be utilised solely for promoting the objectives of the institution deemed to be University.

(f) the Commission shall have the power to issue directions to an institution deemed to be University for implementation of any public policy of the Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by the institution deemed to be University.

(g) no portion of the income and property of the institution deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise how so ever by way of profit to the persons who were at any time or are members of the institution deemed to be University or to any of them or any persons claiming through them:

Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or another person as consideration for any service rendered to the institution deemed to be University or for traveling or other allowances and such other charges.

(h) in consultation with the Commission, the Government shall have the power to impose such other conditions, not inconsistent with these regulations, in the notification, and the same shall be binding on the institution deemed to be University.

(i) where an institution deemed to be University wishes to surrender its status of "institution deemed to be University", it may do so with the prior permission of the Government; and similarly, withdrawal of any constituent units or off-campus or off-shore campus of the institution deemed to be University from the purview of an institution deemed to be University, shall require the sponsoring body to take the prior permission of the Government:

Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the institution deemed to be University or its

MEMBER, GOVERNING COUNCIL
NIELIT
MEMBER, GOVERNING COUNCIL
NIELIT

constituent units, as the case may be, have been accorded the opportunity to qualify for the completion of the programme of study and award of degree.

(j) the institution deemed to be University shall furnish to the Central Government or the Commission such returns or other information with respect to its property or activities as the Central Government or the Commission may, from time to time, require, within such period as may be specified by the Central Government or Commission.

(k) convocations of the institution deemed to be University for conferring the degrees or for other purposes shall be held in such manner as may be prescribed by the rules of the institution deemed to be University.

(l) the Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree of academic distinction conferred on, or any certificate or diploma granted to, any person by the institution deemed to be University for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him or her to show cause within such time as may be specified in the notice as to why such a resolution shall not be passed and until his or her objections, if any, and any evidence he or she may produce in support of them, have been considered by the Executive Council.

(m) in the event of conflict of opinion with regard to the interpretation of these regulations, the opinion of the Commission shall be final.

(n) with regard to institutions deemed to be Universities, the provisions contained in these regulations shall prevail in case of any inconsistency or conflicting provisions in any other regulations issued by the Commission under the provisions of the Act.

29. **Legal proceedings.** — (1) The Registrar may sue or be sued for the purpose of any legal proceedings against institution deemed to be University, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the institution deemed to be University, and have the powers to exercise such powers and perform such duties under the provisions of these regulations.

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NIELIT

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NIELIT

Amended as on

34/04/2025

(2) No suit or legal proceedings shall lie against the Government or the Commission in respect of anything done or purported or intended to be done in pursuance of any of these regulations.

30. **Consequences of the violations of regulations.** — Where an institution deemed to be University is found to have violated the provisions of these regulations or any other applicable regulations of the Commission, it may be subjected to one or more of the following actions, namely: —

(a) for violation of these regulations established by the enquiry committee set up by the Commission or Government, the institution deemed to be University shall be warned in writing with public notice or barred from any expansion in terms of diversification to new courses or programmes of study or departments and establishment of off-campus or off-shore campuses, for a period of three years or as recommended by the enquiry committee, whichever is higher;

(b) continuous violation of regulations established by the enquiry committee set up by the Commission or the Government may result in closure of the courses or programmes of study or Departments and off-campus or constituent institutions or off-shore campuses or may result in withdrawal of the status of institution deemed to be University;

(c) in order to protect the interests of students in case of surrender or withdrawal of the status, as the case may be, shall take effect only after the last batch of students on the rolls of the institution deemed to be University or its constituent units, has been accorded opportunity to qualify for the completion of the programme of study and award of degree.

Certified that this is a true copy of the byelaws of NIELIT Deemed to be University approved vide 6.1. No. L-17013/4/2022-HRD dated 04/03/2024

1.

2.

3.

I certify the aforesaid signatures.

Gazetted Officer

MEMBER, GOVERNING COUNCIL
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राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

No. NHQ-121/6/2024-NIELIT

Dated: 21st March 2024

To

The Registrar of Firms and Societies
Govt. of NCT of Delhi
1st Floor, SDM south East Office
Amar Colony, Lajpat Nagar 4
New Delhi, Delhi 110024

R & I BRANCH
O/o The DM (South East)
No. 4683
Date: 18-09-2024

Subject: Revision of Memorandum of Association, Rules and Regulations, Bye-Laws of NIELIT and Registration of MOA and Bye-laws for Deemed to be University status of NIELIT [Society Registration No. S-26940/1994] - Reg.


Dear Sir,

it is to inform that the approved **Memorandum of Association (MOA) and Rules & Regulations** in respect of NIELIT were last published during the year 2011. Since then, a number of changes have been made in the MOA & RRs with the approval of Chairperson, Governing Council, NIELIT and also vide Letter of Intent dated 24th November, 2023 from Department of Higher Education, Ministry of Education, Govt of India has issued National Institute of Electronics and Information Technology (NIELIT) for deemed to be University Status.

2. Accordingly, revised MOA /RRs/Bye-laws of NIELIT and new set (Two sets) of MOA & Bye laws are attached for Registration and return of one set duly signed and stamped please.

Thanking you

Yours faithfully


(Rajneesh Kumar Asthana)
Registrar

Encl: a/a

केन्द्र : अगस्तला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल
ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची रोपड़, शिमला, शिलांग, और श्रीनगर

विस्तार केन्द्र : बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंदपुर, डिब्रूगढ़, दीमापुर, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंगलेई, मंडी, माजुली
गुजफरपुर, पाली, पासीघाट, सेनापति, सिलचर, तेज, तेजपुर, और तुरा

Centres: Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati
Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar

Extension Centres: Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, Jammu, Jorhat, Kargil, Kokrajhar, Lucknow
Lunglei, Mandi, Majuli, Muzzafarpur, Pali, Pasighat, Senapati, Silchar, Tezu, Tezpur and Tura