

Netaji Subhash Chandra Bose Institute of Higher Learning
(NSCBIHL)
RULES AND REGULATIONS

1. SHORT TITLE

- a. These Rules and Regulations may be called “Rules and Regulations of Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL)”.

b. DEFINITIONS

- i. Unless and until otherwise specified the terms “Administration” means the Administration of Andaman and Nicobar Islands.
- ii. “Central Government/Central Govt.” means the Government of India.
- iii. “President, General Body” means the President of the General Body of the Society.
- iv. “Vice-President, General Body” means the Vice-President of the General Body of the Society.
- v. “Chairman, Managing Committee” means the Chairman of the Managing Committee of the Society.
- vi. Unless and until otherwise specified the “Act” shall mean the Societies Registration Act, 1860 (Act XXI 1860) as in force in the Union Territory of A&N Islands.
- vii. “NSCBIHL” means Netaji Subhash Chandra Bose Institute of Higher Learning, Port Blair.
- viii. “General Body” (GB) means the General Body of NSCBIHL.
- ix. “Managing Committee” (MC) means the Managing Committee of the NSCBIHL.

2. AUTHORITIES OF THE Society

- i. The General Body (GB)
- ii. The Managing Committee (MC)
- iii. The Executive Committee (EC)
- iv. Any other standing committee of committees or sub-committees, which the President, General Body/ General Body, Chairman, Managing Committee / Managing Committee may set up for discharging any one or more of their functions.

In the following Rules and Regulations words indicting singular and masculine include plural and feminine gender respectively according to the context.

3. GENERAL BODY

- a. The General Body shall be the Supreme Authority of the Institute. It shall constitute the Society.
- b. Since the tenure of the members are over the revised composition of General Body shall be as under:

	Name	Address	Occupation	Designation
1		Raj Niwas Port Blair	Lt. Governor, A&N Islands	President & Chancellor of University
2		Secretariat, Port Blair	Chief Secretary, A & N Admn.	Vice-President
3		Secretariat, Port Blair	Principal Secretary (Fin), A & N Admn.	Member
4		Secretariat, Port Blair	Commissioner- cum-Secretary (Edn) A & N Admn.	Member
5		Secretariat, Port Blair	Secretary (Power), A & N Admn.	Member
6		Secretariat, Port Blair	Secretary (APWD) A & N Admn.	Member
7		Secretariat, Port Blair	Secretary (TW), A & N Admn.	Member
8		Secretariat, Port Blair	Secretary (Finance), A & N Admn.	Member
9		Secretariat, Port Blair	Secretary (Law), A & N Admn.	Member
10		Secretariat, Port Blair	Secretary (Social Welfare), A & N Admn.	Member
11		Secretariat, Port Blair	Secretary (Hr. Edn), A & N Admn.	Member
12		Secretariat, Port Blair	Director (Hr. Edn), A & N Admn.	Member Secretary
13			Eminent Educationist in the field of Engineering	Co-opted Member
14			Eminent Educationist in the field of General Education	Co-opted Member
15			Eminent Educationist in the	Co-opted Member

			field of Law Education	
16			Eminent Educationist in the field of Medical Education	Co-opted Member

Provided that the Andaman & Nicobar Administration, may at any time appoint other person or persons to be member or members of the General Body.

4. ROLE OF MEMBERS OF GENERAL BODY

The Society shall keep a roll of members of the General Body, giving their addresses and occupations and every member shall sign the same. If a member changes his address, he shall notify his new address to Member Secretary who shall thereupon, enter his new address. The address in the roll of member shall be deemed to be his address. No person shall be deemed to a member unless he has signed the membership roll.

5. TENURE, RESIGNATION, VACANCIES OF GENERAL BODY

- i. When a person becomes a member of the General Body by reason of the office or appointment he holds his membership shall terminate when he ceases to hold that office or appointment.
- ii. A member nominated by the Administration or any other Organization shall continue to be a member at the pleasure of the nominating authority.
- iii. A member of the General Body shall cease to a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted on a criminal offence involving moral turpitude or if he is removed by the Administration from the membership of the General Body or if he does not attend three consecutive meetings of the General Body without proper leave of the President or if he is relieved from the services of the Administration on transfer.
- iv. A member of the General Body other than an ex-officio member, or a representative of the Govt. may resign his office by a letter addressed to the President, and such resignation shall take effect as soon as it has been delivered to the latter.
- v. Any vacancy in the General Body shall be filled either by appointment or nomination as the case may be, by the respective authority or association entitled to make such appointment. Such a vacancy will be filled for the unexpired portion of the term of the member who has left.
- vi. The General Body shall function, notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the General Body shall be

invalidated merely by reason of the existence of a vacancy in the body or of any defect in the nomination or appointment of any of the member.

6. POWERS AND FUNCTION OF THE GENERAL BODY

- i. The General Body shall have the following powers and functions;
 - a. To consider and approve broad policies proposed by the Managing Committee ;
 - b. To consider and pass the resolutions on the annual reports and the annual accounts of the Society and audit reports in respect of such accounts;
 - c. To consider and approve rules and regulations, bye-laws and rules of procedure as proposed by the Managing Committee ;
 - d. To nominate a member on the Managing Committee ;
- ii. Subject to the provisions of the Societies Registration Act, 1860 (Act XXI of 1860) The General Body may alter, extend or abridge any of the purpose for which the society has been established.
- iii. Subject to the provisions of the Society Registration Act, 1860, the General Body may alter the Rules and Regulations of the Society at any time by a resolution passed by a majority of three fourths of the members present after voting at any meeting of the General Body which shall have been convened after giving notice of such alteration will be affective after the approval of the President of the General Body of the Society.
- iv. Subject to the provisions of these rules and regulations, the General Body may do such other acts as may be necessary for the maintenance and performance of the functions of the society.
- v. All the decision taken by the Managing Committee shall be placed before the President of the General Body for information/intervention, wherever required.

7. MEETINGS OF GENERAL BODY

- i. The General Body shall ordinarily meet at least once in every calendar year.
- ii. The meeting of the General Body shall be called by the President of the General Body either on his absence by the Vice-President, General Body either on his own or at the request of not less than 4 members of the General Body.
- iii. For every meeting of the General Body, 15 days' Notice shall be given and the Chairman of the General Body shall preside over the meetings of the General Body. In case of absence of both, the Chairman for conducting that meeting shall be elected from amongst the members present.
- iv. One third of the members of the General Body shall form the quorum for any meeting of the General Body provided that if a meeting is

adjourned for want of quorum, it shall be held on the same day in the next week, at the same time and place or such other day and such other time and place as the Chairman may determine and if in such a meeting, quorum is not present within half an hour from the fixed for holding the meeting, the members present shall constitute the quorum.

- v. In case of difference of opinion among the members, the opinion of the majority shall prevail.
- vi. Should any member of the General Body representing the Government be unable to attend the meeting of the General Body due to his absence on account of unavoidable reasons, he shall be at liberty to appoint and authorise a representative to take his place at the meeting of the General Body and such representative shall have all rights and privileges of a member of the General Body for that meeting.

8. MANAGING COMMITTEE

- i. The general superintendence, direction and control of the affair(s) of the NSCBIHL shall be vested in the Managing Committee.
- ii. The Managing Committee of NSCBIHL shall consist of the following members:

S.N	Name	Address	Occupation	Designation
1		Secretariat, Port Blair	Chief Secretary, A & N Administration	Chairman
2		Secretariat, Port Blair	Principal Secretary (Education)/Commissioner- cum-Secretary (Education), A & N Admn.	Vice Chairman
3		Secretariat, Port Blair	Principal Secretary (Fin)/Commissioner-cum- Secretary(Health),A & N Admn.	Member
4		Secretariat, Port Blair	Secretary (Edn), A & N Admn.	Member
5		Secretariat, Port Blair	Secretary (Power), A & N Admn.	Member
6		Secretariat, Port Blair	Secretary (APWD) A & N Admn.	Member
7		Secretariat, Port Blair	Secretary (TW), A & N Admn.	Member
8		Secretariat, Port Blair	Secretary (Finance), A & N Admn.	Member
9		Secretariat, Port Blair	Secretary (Law), A & N Admn.	Member

10		Secretariat, Port Blair	Secretary (Social Welfare), A & N Admn.	Member
11		NSCBIHL	Vice Chancellor	Member
12			Eminent Educationist in the field of Engineering	Co-opted Member
13			Eminent Educationist in the field of Arts	Co-opted Member
14			Eminent Educationist in the field of Law	Co-opted Member
15			Eminent Educationist in the field of Sciences	Co-opted Member
16			Eminent Educationist in the field of Commerce	Co-opted Member
17			Eminent Educationist in the field of Management	Co-opted Member
18		All constituent colleges	Chairman of the Advisory Committee / BoG of all the colleges	Members
19			JS (Hr.Edn.)/Director (Hr. Edn), A & N Admn.	Member Secretary

9. TENURE, RESIGNATIONS, VACANCIES OF MANAGING COMMITTEE

- i. The term of the office of the Chairman, Managing Committee shall be terminus with the appointment as Chief Secretary of the A & N Administration.
- ii. When a member of the Managing Committee becomes a member by reason of the office on appointment he holds, his membership shall terminate when he ceases to hold that office on appointment.
- iii. A member nominated by Government or any other Organization shall continue to be a member at the pleasure of the nominating authority.
- iv. A member of the Managing Committee shall cease to a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted on a criminal offence involving moral turpitude or if he is removed by the Government from the membership of the Managing Committee or if he does not attend three consecutive meetings of the Managing Committee without proper leave of the President.
- v. A member of the Managing Committee other than an ex-officio member, or a representative of the Govt. may resign his office by a letter addressed to the Chairman, and such resignation shall take effect as soon as it has been delivered to the latter.
- vi. Any vacancy in the Managing Committee shall be filled either by appointment or nomination as the case may be, by the respective authority or association entitled to make such appointment / nomination. Such a vacancy will be filled for the unexpired portion of the term of the member who has left.

- vii. The Managing Committee shall function, notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the Managing Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies in the body or of any defect in the nomination or appointment of any of the member.

10. POWERS AND FUNCTIONS OF THE MANAGING COMMITTEE

- A. The Managing Committee shall have the following powers and functions:
- i. To exercise the executive authority of the Society subject to policy directives of the General Body, University Grants Commission and/ or the A&N Administration/ Government and/or the Statutory Bodies concerned.
 - ii. To be responsible for the supervision and control of the work of the Society and of its office;
 - iii. To consider and prepare new developmental programmes of the Society and specific projects for the consideration and approval of the General Body and/ or Govt.;
 - iv. To consider and approve the annual budget of the Society on the recommendation of the Finance Committees;
 - v. To prepare the annual reports and accounts for the consideration of the General Body and/ or Govt.;
 - vi. To appoint Auditors to audit the assets of the Society including balance sheet and income and expenditure account;
 - vii. To incur all expenditure subject to the provision of the approved budget and according to the rules prescribed from time to time and policy directives of the General Body and Andaman & Nicobar Administration;
 - viii. To create such posts as it may considered necessary for carrying on the work of the Society and NSCBIHL and to prescribe the terms and conditions of service and appointment to these posts in accordance with the provisions of law relating to creation of such posts present in the University concerned, wherever applicable;
 - ix. To make appointment to all posts in the NSCBIHL;
 - x. To frame bye-laws which may provide inter-alia for all or any of the following matters, viz.;
 - xi. Fixing fees to be charged for courses of studies in the NSCBIHL and for admission to the examination for conferment of Degrees/Diploma by the NSCBIHL;
 - xii. Approving of recruitment rules classification and method of appointment and determination of the terms and conditions of service in respect of all posts under the control of the NSCBIHL;
 - xiii. Constituting pension as applicable, provident fund and health care schemes for the benefits of the officers, faculty and other staff of the Institute, with the approval of GB;

- xiv. Subject to the provisions, of these Rules and Regulations, to do any and all such other acts as may in its opinion be necessary for the proper management of the affairs of the NSCBIHL or which may be assigned to it by the General Body and/or by the Andaman & Nicobar Administration/ GoI.
- xix. The Managing Committee shall be responsible to the General Body and to the Andaman & Nicobar Administration.
- xx. The Managing Committee may by resolution, constitute such standing committees or appoint such ad-hoc committees for such purposes and with such powers as the Managing Committee may think fit for exercising any powers or discharging any function of the NSCBIHL or enquiring into, reporting or advising upon any matter of the NSCBIHL.
- xxi. The Managing Committee may co-opt such persons to ad-hoc committee as it may consider necessary and may permit them to attend the meeting of the Managing Committee.
- xxii. The Managing Committee shall have the powers to make bye-laws for the regulation and the proceedings of the meetings of Managing Committee, the Academic Council, the Finance Committee and of the other committee which might be constituted in accordance with the rules.
- xxiii. The Managing Committee shall provide a seal and also provide its safe custody. The seal shall never be used except by the authority of the Managing Committee previously given Member Secretary of the Managing Committee shall sign every instrument to which the seal is affixed.

11. MEETINGS OF THE MANAGING COMMITTEE

- i. The Managing Committee shall meet at least once in six months.
- ii. The meeting of the Executive, Council shall be called by the chairman, Managing Committee on his absence by the Vice-Chairman, Managing Committee either on his own or at the request of not less than 4 members of the General Body.
- iii. For every year meeting of the Managing Committee, 15 days' notice shall be necessary. However, a notice of 3 days be sufficient for an emergent meeting to be called to discuss specific issue/issues of urgent nature. The Chairman of the Managing Committee shall preside over the meeting. In the case of his absence, the Vice-Chairman of the Managing Committee shall preside over the meetings.
- iv. One third of the members of the Managing Committee shall form the quorum for any meeting of the Managing Committee provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week, at the time and place, or such other day and such other time and place as the Chairman/Presiding Officers may determine, and if in such a meeting, quorum is not present within half an hour from the appointed for holding the meeting, the members present shall constitute the quorum.
- v. In case of difference of opinion among the members, the opinion of the majority shall prevail.

- vi. Each member shall have one vote and if there be equality of votes on any question to be determined by the Managing Committee, the Chairman shall in addition have exercise a casting vote.
- vii. The minutes of the proceedings of every meeting shall be drawn up by the Member Secretary and after obtaining the approval of the Chairman, the same may be circulated to all the members present in India confirmation. However, action on the decision on any urgent issue may be taken after the approval of the minutes by the Chairman.
- viii. Any business which may be necessary for the Managing Committee to perform except such as may be placed before its meetings, may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such a resolution has been passed at a meeting of the Managing Committee provided that at least 4 members of the Managing Committee have recorded their views on the resolution.
- ix. Should any member of the Managing Committee representing the Andaman & Nicobar Administration/Government be unable to attend the meeting of the Managing Committee due to his absence on account of unavoidable reasons, he shall be at liberty to appoint and authorize a representative to take his place at the meeting of the Managing Committee and such representative shall have all rights and privileges of a member of the Managing Committee for that meeting.

12. DELEGATION OF POWERS

The Managing Committee may, by a resolution, delegate to the Member Secretary or to a Committee, such of it's as it may deem fit subject to the condition that the action taken by the Member Secretary or the Committee under the powers delegated to them by this rule shall reported at the next meeting of the Managing Committee.

13. OTHER SUB-COMMITTEES

Such Committees may be appointed by the President, General Body or the Managing Committee as are necessary for discharging any or more of their functions in accordance with their term of reference.

14. APPLICABILITY OF THE ACT

- i. In case the Society is dissolved for any reason whatsoever, the same would be as per provision in Sections 13 and 14 of the Act (Society Registration Act 1860).
- ii. The tenure of individual members notwithstanding, the list of Managing Committee shall be filed every year with the Registrar of

Societies under Section 4 of the Act (Society Registration Act 1860) by the Member Secretary of the Managing Committee.

- iii. All the provisions under all Sections of the Society Registration Act 1860 as applicable to the Union Territory of Andaman and Nicobar Islands shall apply to the Society.

Certified that this is the correct Copy of Rules and Regulations of the Netaji Subhash Chandra Bose Institute of Higher Learning (NSCBIHL)

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The above Rules and Regulations are issued in supersession of Rules and Regulations of ANILES, 2016.