

ACKNOWLEDGEMENT

The new amended Rules and Regulations of Defence Institute of Advanced Technology Pune, filed alongwith C.R.No. 722/18 and Misc. application under the Society Registration Act, 1860 hereby approved on dtd 07/03/2018 at Ex. No. 7.

Date : 07/03/2018
Place : Pune



[Handwritten Signature]
07/3/18
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CERTIFIED COPY OF THE

REVISED
MEMORANDUM OF ASSOCIATION
OF



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DEFENCE INSTITUTE OF ADVANCED
TECHNOLOGY (DIAT)

[Institution deemed to be University]
Girinagar, Pune-411025



Defence Institute of Advanced Technology

[Institution deemed to be University], Girinagar Pune – 411025

REVISED MEMORANDUM OF ASSOCIATION OF DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY (DIAT)

[Institution deemed to be University]

1. Definitions:

In these Rules and Regulations, the following words and abbreviations shall have the meaning given against them unless there is anything contrary in the subject of context:-

- (a) 'Society' means the 'DIAT Society'
- (b) 'The Institute' means 'Defence Institute of Advanced Technology'
- (c) 'General Body' means the General Body of the Society.
- (d) 'Chancellor' means the Chancellor of the Institute.
- (e) 'Governing Council' means the Governing Council of the Institute.
- (f) 'Board of Management' means Board of Management of the Institute
- (g) 'Vice Chancellor' means the Vice Chancellor of the Institute
- (h) 'Academic Council' means the Academic Council of the Institute.
- (i) 'Authorities' means the Authorities of the Institute.
- (j) 'Officers' means the Officers of the Institute.
- (k) 'Central Government' means the Government of India.
- (l) 'Chairperson' means the Chairperson of Authorities of the Institute.
- (m) 'Employee' means any person appointed by the Institute and includes teachers and other staff of the Institute.
- (n) 'Deans' mean the Dean (Technology), Dean (Applied Sciences) and Dean (Student Affairs) of the Institute.
- (o) 'Departments' mean the Academic Departments at the Institute.
- (p) 'Finance Committee' means the Finance Committee of the Institute.
- (q) 'Registrar' means the Registrar of the Institute.
- (r) 'Finance Officer' means the Finance Officer of the Institute.
- (s) 'Head' means the Head of the Department of the Institute.
- (t) 'Librarian' means the Librarian of the Institute.
- (u) 'Ordinances' means the Ordinances of the Institute.
- (v) 'Regulations' means the Regulations of the Institute.
- (w) "Financial Year" shall mean the accounting year commencing from 1st April and ending on 31st March.
- (x) "Campus" means Campus of the Institute at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city /town /village in India.
- (y) 'Off-Campus centre' means an approved (by the Central Government) centre of the Institute beyond its Campus in the country. Headquarters includes all the campuses situated in the same city.
- (z) "Commission" means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate the institute under any law for the time being in force.
- (aa) "Committee of Experts" means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.
- (bb) "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.

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- (cc) "Constituent Unit" means those units of the Institution which were existing at the time of submission of proposal to be declared as an Institution Deemed to be University.
- (dd) "Government" means the Central Government, unless the context so specifies.
- (ee) "Institution" means an institution for higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.
- (ff) "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing an application that shall include onsite visits of Expert Committees of the Commission. The Commission shall prescribe the processing fee and revise it from time to time.
- (gg) "Notification" means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the Act.
- (hh) "Sponsoring body" means DDR&D, MoD, Gol.
- (ii) "Statutory body/authority/council" 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 and bodies known as All India Council for Technical Education (AICTE) for the purposes of these Regulations

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2. Name of the Society

The name of the Society shall be the 'Defence Institute of Advanced Technology',

2.1 Membership of the DIAT Society (In Ex-Officio capacity)

The DIAT Society shall consist of the following members:

Sr. No.	Name	Designation
1	Hon'ble Raksha Mantri Govt. of India, Ministry of Defence, S Block, New Delhi	President Ex-Officio
2	Secretary, Department of Defence R&D DRDO Bhavan, New Delhi – 110011	Vice – President Ex-Officio
3	DG(HR), DRDO DRDO Bhawan, New Delhi – 110011	Member Ex-Officio
4	Addl. FA & JS, DRDO HQ Rajaji Marg, New Delhi -110011	Member Ex-Officio
5	Chief of Integrated Defence Staff to the Chairman, CISC, IDS New Delhi – 110011	Member Ex-Officio
6	Director, HRD, DRDO DRDO Bhavan, New Delhi -110011	Member Ex-Officio
7	Vice Chancellor DIAT (DU), Pune – 411025	Member Secretary Ex-Officio

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2.2 Cancellation of Membership

- (a) Where a member became a member by reason of the office of appointment he holds, his membership shall terminate when he ceases to hold the office of appointment.
- (b) A member shall cease to be a member, if he shall die, resign, become of unsound mind, become insolvent or be convicted on a criminal offence involving moral turpitude or if he is removed by the Government of India from the membership.

2.3 General body, its powers and functions

- (a) The General Body shall consist of members mentioned in Para 2.1.
- (b) The General Body shall do all such things and perform all such acts as may be the aims and objectives of the Institute and shall lay down the broad general policy for guidance of the Governing Council. The General Body shall also go through accounts, appoint auditors and examine major expenditure.
- (c) The General Body shall meet at least once a year and the meeting shall be held at such time, date and place as may be determined by the President of the Society.

2.4 Notice of Quorum for General Body Meeting

- (a) For every meeting of General Body, 21 days' notice shall be given and the Chairman of the Society or in his absence, the Vice Chancellor of the Institute shall preside over the meeting.
- (b) Five members shall form the quorum at any time.

2.5 Special General Body Meeting and its Functions/Duties.

- (a) Special General Body meeting shall be called by the Vice Chancellor of the Institute on direction of the Chairman of the Governing Council or on the request of at least half the members of the General Body.
- (b) Any request made by members for a Special meeting of General Body, shall express the object of the meeting proposed to be called.
- (c) At any special general body meeting, no subject other than that stated in the notice for requisition shall be discussed except when specially authorised by the Chairman of the General Body.

3. Name and address of the Institution Deemed to be University

The registered office of the Institute shall be situated in Pune at the following address:

Defence Institute of Advanced Technology
Girinagar, Sinhagad Road,
Pune - 411 025

4. Aims and objectives of the Institute.

The aims and objectives of the Institute shall be as follows:

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- a) To provide for higher education, training and research in various fields of science and technology having a bearing on Defence requirements in general and weapon systems in particular, for officers of Ministry of Defence, Public Sector/Industrial undertakings and for the general public;
- b) To develop in students and research scholars:
 - (i) Knowledge of techniques and developments in regard to armaments and weapons system and associated technologies,
 - (ii) Skills in regard to planning, designing, developing armaments & weapon systems and in regard to other technologies useful to Defence
- c) To generally promote and disseminate knowledge on science and technology of interest to Defence;
- d) To carry out research, design and development activities as applicable to or of interest to Defence;
- e) To maintain close liaison with the Headquarters of Armed Forces, Defence Research and Development Organisation (DRDO) and other Government bodies regarding courses sponsored by them or of interest to them; and
- f) To maintain an active interaction and liaison with Universities and other Scientific and Defence Institutions in the Country and abroad for to and fro exchange of knowledge and scientific personnel.

5. Institute Open to all

- a) The Institute shall be open to all persons of whatever race, religion, creed, caste, class and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers, workers or in any other connection whatsoever.
- b) No benefaction that involves conditions and obligations opposed to the spirit and objects of the Institute shall be accepted by the Institute

6. Powers & Functions of the Institute

The powers and functions of the Institute shall be in consonance with the aims and objectives of the Society, as laid down in the Memorandum of Association and fulfilling the requirements notified by the UGC from time to time:

- (a) To administer and manage the Defence Institute of Advanced Technology and such other centres for research, extension and instruction as are necessary for the furtherance on the objectives of the Institute.
- (b) To further the objectives of the Institute laid down in 'Aims and Objectives of the Institute' (in the Society part) and establish such other posts/authorities as may become necessary.
- (c) To prescribe and conduct courses in all branches of science and engineering of interest to Government of India and of particular interest to Ministry of Defence.
- (d) To organize and undertake extra-mural teaching and extension services.



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- (e) To prescribe/determine minimum qualifications and other criteria for admission to programmes/ courses conducted by the Institute.
- (f) To prescribe selection procedures (tests, examinations etc.) for admission to various programmes/ courses at the Institute, to carry out selections and to accept selections carried out by University selection Boards.
- (g) To admit and train students from foreign countries, cleared by the Government of India, Ministry of Defence in the disciplines of the Institute.
- (h) To provide residential accommodation to the employees of the Institute, without discrimination.
- (i) To prescribe regulations for and to hold examinations to declare results; and to award degrees, diplomas, certificates and other academic destinations or titles and to withdraw any such degree, diploma, certificate or other academic distinction for good and sufficient cause.
- (j) To fix, demand and receive fees and other charges wherever applicable.
- (k) To manage halls and hostels for the residence of students and scholars and to recognize, supervise and control halls/hostels, not maintained by the Institute and other accommodation for the students and to withdraw such recognition.
- (l) To regulate and enforce discipline among the students and scholars and to take such disciplinary measures in this regard as may be deemed necessary.
- (m) To make arrangements for promoting health and general welfare of the students and scholars and for the cultural and corporate life.
- (n) To Institute and award fellowships, scholarships, prizes and medals.
- (o) To provide for printing, reproduction and publication of research and other works and to organize exhibitions.
- (p) To sponsor & undertake research in all aspects, in consonance with the institute objectives in the area of Defence technology in particular & related areas in general.
- (q) To provide within the Institute's premises or elsewhere, such class rooms and halls as the Institute may consider necessary and adequate; to furnish the same and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the Institute.
- (r) To give up and cease from carrying on the running of the Institute or particular classes or departments thereof.
- (s) To maintain and manage necessary facilities like transport fleet, laboratories, workshops, library etc.
- (t) To co-operate with any other organizations in the matter of education, training and research in consonance with the Institute objectives in the area of Defence Technology in particular and related areas in general purpose as may be agreed upon on such terms and conditions, as may, from time to time, be prescribed.

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- (u) To co-operate with institutions of higher learning in any part of the world having objectives wholly or partly similar to those of the Institute, by exchange of teachers and scholars and generally in such manner as may be conducive.
- (v) To determine the number, order and pay of academic, technical, administrative and other posts, to create and abolish the academic, technical, administrative and other posts, and to fix emoluments and terms and conditions of service of the employees of the Institute and also to fix special terms wherever required with prior approval of the Board of Management of the Institute.
- (w) To appoint all academic, technical, administrative and such other staff as may be needed on prior approval of Board of Management of the Institute.
- (x) To make rules for the conduct of meeting and affairs of the Institute and to adopt and vary them from time to time.
- (y) To regulate the expenditure and to manage the accounts of the Institute subject to the approval by the concerned authority of the Institute.
- (z) To receive grants, subscriptions, donations and gifts for the purpose of the institute provided that no subscriptions, donations or gifts shall be accepted if they are accompanied by conditions inconsistent or in conflict with the satisfactory running of the Institute or with the objects for which the Institute is established.
- (aa) To maintain and manage necessary facilities like buildings and all associated student amenities, estate management, faculty facilities, hostels etc.
- (ab) To make such rules and such regulations as may from time to time, be considered necessary for regulating the affairs and the management of the Institute and to alter, modify and to rescind them.
- (ac) To constitute, for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the regulations such as pension, insurance, provident fund and gratuity, as it may deem fit and to make such grants as it may think fit for the benefit of any employee of the Institute and to aid in the establishment and support of associations, institutions funds, trusts and conveniences calculated to benefit the staff and the students of the Institute.
- (ad) To make such rules and regulations, from time to time, as may be considered necessary for regulating the affairs and the management of the Institute and to alter, modify and to rescind them: and do all such other acts and things as the Institute may consider necessary, conducive or incidental to the attainment or enlargement of aforesaid objects or any one of them.
- (ae) The Institute may start a new Department dealing with a subject which is not in the field of its specialization or in an allied field. It may do so only if that field is covered under the objective for which the Institute was established, and with the prior approval of the University Grants Commission (UGC).
- (af) The Institute may be allowed to operate beyond its approved geographical boundaries and start Off-Campus(es) with the approval of Governing Council and Chancellor as per UGC Guidelines.

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(ag) An off-Campus Centre shall be established by an Institute with the prior recommendation of the Governing Council and the Chancellor with the approval of the UGC.

(ah) To propose setting up and managing off campus centre of the institute

7. Working Jurisdiction

All over India.

8. Dates of Accounting Year

The accounting year shall be from 1st April to 31st March

9. Governance System

THE DEFENCE MINISTER, UNION OF INDIA, SHALL BE THE CHANCELLOR (EX-OFFICIO) OF THE INSTITUTE.

Following shall be the authorities for the purpose of management of the affairs of the Institute.

- Governing Council (GC)
- Board of Management (BoM)
- Academic Council (AC)
- Finance Committee (FC)
- Planning and Monitoring Board (PMB)
- Board of Studies (BoS)
- Such other Authorities as may be declared by the Rules, to be the Authorities of the Institute.

10 Governing Council

10.1 Members of Governing Council:

There shall be a Governing Council of the Institute which shall consist of the following members:-

S. No.	Name	Designation
1	Secretary Department of Defence R&D	Chairman
2	DG, R&D, DRDO, HQ Rajaji Marg, New Delhi - 110011	Member
3	Addl. FA (SM) & JS, DRDO, HQ Rajaji Marg, New Delhi -110011	Member
4	Chief of Personnel (CoP), IHQ of MoD (Navy) New Delhi	Member
5	Air Officer in charge Personnel (AOP) Air Force Hqs New Delhi	Member
6	DCIDS(DOT), IDS Hq, New Delhi	Member
7	DCOAS / Rep, IHQ of MoD (Army), New Delhi	Member
8	Two Eminent Academicians Nominated by the Chancellor	Members
9	Vice Chancellor, of the Institute	Member Secretary

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10.2 Membership Roll

- (a) The Institution shall keep a roll of members of the Governing Council stating therein their rank or occupation and address and every member shall sign the same. No person shall be deemed to be a member or be entitled to exercise rights and privileges of a member unless he has signed the Membership Roll.
- (b) If a member of the Governing Council changes his address, he shall notify his new address to the Vice Chancellor, who shall thereupon enter his new address in the Roll of Members; but if the member fails to notify his new address, the address in the Roll of Members shall be deemed to be his address.

10.3 Chairman of the Governing Council.

- (a) The Secretary, Department of Defence R&D, Government of India, shall be the Chairman of the Governing Council.
- (b) The Chairman shall preside over the meetings of the Governing Council, and in his absence, a person nominated by the Chairman.

10.4 Term of Office of Members of Governing Council.

- (a) Where a member of the Governing Council becomes a member by reason of the office of appointment he holds, his membership shall terminate when he ceases to hold the office of appointment.
- (b) The term of office of the members (by name) of the Governing Council shall be three years.
- (c) A member of the Governing Council shall cease to be a member, if he shall die, resign / become of unsound mind, become insolvent or be convicted on a criminal offence involving moral turpitude or if he is removed by the Government of India from the membership of the Governing Council or if he shall not attend three consecutive meetings or the Governing Council without proper leave of absence approved by the Chairman.
- (d) Members appointed by the Government of India shall hold office for such period as may be prescribed by the Government at the time of their appointment or any time thereafter. Unless their membership of the Governing Council is previously terminated as provided in the sub-rules of this rule, members of the Governing Council shall relinquish their membership on the expiry of three years or earlier as the case may be from the date on which they became members of the Governing Council but shall be eligible for re-nomination or re-appointment as the case may be.

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10.5 Regulations

A member of the Governing Council other than an ex-officio member, or a representative of the Government of India, may resign his office by a letter addressed to the Chairman and such resignation shall take effect as soon as it has been accepted by the Chairman.

10.6 Vacancies among Members of the Governing Council



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- (a) Any vacancy in the Governing Council 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 being filed for the unexpired portion of the term of the member who has left.
- (b) The Governing Council shall function, notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the Governing Council 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 members.

10.7 Powers of the Governing Council

The Governing Council shall:

- (i) Review the broad policies and programmes of the Institute and suggest measures for the improvement and development of the Institute.
- (ii) Consider and pass the resolutions on the annual reports and the annual accounts of the institute and the audit reports on such accounts, and
- (iii) Perform such other functions as may be prescribed by rules, powers and functions of institute and as per aims and objectives defined in MoA of the society.

10.8 Meetings of the Governing Council.

- (a) The Governing Council shall meet at least once a year.
- (b) Meeting of the Governing Council shall be carried by the VC on directions of the Chairman or on request by at least half of the number of Members on roll.
- (c) For every meeting of the Governing Council, 21 days' notice shall be given and the Chairman of the Governing Council or in his absence, the Vice Chancellor of the Institute shall preside over the meetings of the Governing Council.
- (d) One third of the members of the Governing Council shall form the quorum at any time.
- (e) In case of difference of opinion among the members, the opinion of the majority shall prevail.
- (f) Each member shall have one vote and if there be equality of votes on any question to be determined by the Governing Council, the Chairman shall, in addition, can exercise a casting vote.
- (g) Any business which may be necessary for the Governing Council 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 resolution had been passed at a meeting of the Governing Council provided that at least one third of the members of the Governing Council have expressed their views on the resolution.

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11. Board of Management

The highest governing body of the deemed to be university shall be a Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of fifteen members.

The Board of Management of the institution shall be independent of the sponsoring Society and managing Society with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Sponsoring Society on the Board of Management shall be limited to a maximum of four.

The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.

11.1 Membership of the Board of Management

There shall be a Board of Management consisting of the following: -

- (i) Vice-Chancellor.....Chairperson.
- (ii) Pro Vice-Chancellor (wherever applicable).
- (iii) Deans of Faculties not exceeding three (by rotation based on seniority).
- (iv) Three eminent academics, nominated by the Chancellor, who shall have worked at the rank of professor and shall neither be from the Institution or the sponsoring body nor be their relatives.
- (v) A representative of Central Government (DDR&D, MoD, GoI) who shall be an eminent academic not below the rank of Professor/equivalent.
- (vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority
- (vii) One teacher by rotation of the rank of Assistant Professor.
- (viii) Maximum of four nominees of the sponsoring Society
- (ix) The Registrar, who shall be the Secretary

11.2 Terms of Office of Members of BoM.

The term of membership of the Board of Management shall be,

- (a) All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.
- (b) Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is earlier.

11.3 Resignation

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A member of the Board of Management other than an ex-officio members or a representative of the Government of India may resign his office by letter addressed to the Chairman and such resignation shall take effect as soon as it has been delivered to the latter.

11.4 Termination of Membership:

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the institute or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

11.5 Vacancies among Board of Management:

Vacancies of the board of management, other than Ex-officio positions will be filled by nomination.

11.6 Powers of the Board of Management:

The Board of Management shall be the principal organ of Management and principal executive body and shall have the following powers, namely:

- i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution and to allocate areas of study, teaching and research to them;
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Sponsoring Agency
- iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution in consultation with the Academic Council;
- v) To provide for appointment of Visiting fellows / Visiting Professors and Adjunct Faculty
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution;
- viii) To regulate and enforce discipline among the employees of the institution and to take appropriate disciplinary action, wherever necessary;
- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution;

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x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;

xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;

xii) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;

xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;

xiv) To advise the Society (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution

xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institute, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);

xvi) To transfer or accept transfers of any movable property on behalf of the institution; Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution without the approval of the sponsoring Society.

xvii) To execute in consultation with the Society (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institute or to be acquired for the purposes of the institute;

xviii) To issue appeals for funds for carrying out the objectives of the institute and, consistent with the provisions of the objectives, to receive grants, donations, contributions gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;

xix) To raise and borrow in consultation with the Society (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution, all expenses incidental to the raising of money and to repay and redeem the money borrowed;

xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;

xxi) To maintain a fund to which shall be credited:

(a) all moneys provided by the Sponsoring body / Central Government /University Grants Commission;

(b) all fees and other charges received by the institution

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(c) all money received by the Institute as grants, gifts, donations, benefactions, bequest or transfers and

(d) all money received by the institution in any other manner or from any other source;

xxii) To open account or accounts of the institution with anyone or more scheduled banks and to lay down the procedure for operating the same;

xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;

xxiv) To invest the funds of the Institute or money entrusted to the institution in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;

xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-Laws;

xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution and for that purpose to appoint such agent or agents as it may deem fit;

xxvii) To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the institution;

xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution;

xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution and to rescind such recognition;

xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;

xxxi) To appoint in order to execute an instrument or transact any business of the institution, any person as attorney of the Institute with such powers as it may deem fit;

xxxii) To appoint Auditor(s) for the ensuing year;

xxxiii) To select an emblem and to have a common seal for the institution and to provide for the custody and use of such seal;

xxxiv) To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the institution or any other person;

xxxv) To conduct all administrative affairs of the institution not otherwise specifically provided for;

xxxvi) To take all necessary decisions for the smooth and efficient functioning of the institution

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11.7 Meetings of the Board of Management:

- (i) The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.
- (ii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.
- (iii) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- (v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution as soon as possible after the meeting.

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11.8 Constitution of Standing Committee and Ad-hoc Committee by the Board of Management:

- (a) Subject to the provision of the Rules of the Institution the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the Institute or for inquiring into, reporting and advising upon any matter of the Institution.
- (b) The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

11.9 Delegation of Powers of the Board of Management:

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer of the institution of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

12. Academic Council (AC):

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the Institute and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.





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12.1 Composition of the Academic Council:

The Academic Council shall consist of the following persons, namely:

- 1) Vice Chancellor Chairperson
- 2) Pro Vice-Chancellor (if any)
- 3) Dean(s) of Faculties
- 4) Heads of the Departments
- 5) All Professors other than the Heads of the Departments.
- 6) Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
- 7) Two Assistant Professors from the Departments by rotation of seniority
- 8) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution who are not in the service of the Institution, nominated by the Vice-Chancellor
- 9) Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
- 10) The Registrar, who shall be the Secretary of the Academic Council

Note: *The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council*

12.2 Term of Membership:

The term of members other than the ex-officio members shall be two years.

12.3 Powers and Functions of the Academic Council:

The Academic Council shall have the following powers and duties, namely

- (i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
- (ii) To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- (iii) To promote research within the institution, acquire reports on such researches from time to time;
- (iv) To prescribe courses of study leading to degrees and diplomas of the institution

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- (v) To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- (vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- (vii) To maintain proper standards of the examinations;
- (viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institution;
- (ix) To suggest measures for departmental co-ordination;
- (x) To make recommendations to the Board of Management on:
- Measures for improvement of standards of teaching research and training;
 - Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - To recommend to the Board of Management, the establishment or abolition of departments/centres; and
 - To frame rules covering the academic functioning of the institution, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- (xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- (xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- (xiii) To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- (xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- (xv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

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12.4 Meeting of the Academic Council:

- The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.



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- (iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

13. Planning and Monitoring Board

The Planning & Monitoring Board shall be the principal Planning Body of the Institute and shall be responsible for the monitoring of the development programmes of the Institute.

13.1 Composition of Planning and Monitoring Board

The Planning and Monitoring Board shall be composed of:-

Vice Chancellor	Chairman
One UGC Nominee	Member
One Eminent Academic nominated by the Vice Chancellor	Member
Chief Construction Engineer (R&D) West, EMU, Pashan,	Member
Deans	Members
3 HoDs, to be nominated by the Vice Chancellor	Member
Finance Officer, the Institute	Member
Registrar, the Institute	Secretary

- 13.2 The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the institutions Institute.

- 13.3 The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

14. Finance Committee (FC)

14.1 Composition of the Finance Committee:

The Finance Committee shall consist of the following members:

1	Vice Chancellor	Chairperson
2	Pro Vice-Chancellor (if applicable)	Member
3	A person nominated by the Society.	Member
4	Two nominees of the Board of Management, one of whom shall be a member of the Board.	Members
5	A representative of DDR&D not below the rank of Under Secretary to the Government of India. UGC shall nominate a representative.	Member
6	Finance Officer- Secretary.	Secretary.



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14.2 Terms of Office of the Finance Committee:

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

14.3 Powers and Functions of the Finance Committee:

- (i) To consider the annual accounts and financial estimates of the institution and submit them to the Board of the Management for approval;
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution.

Note: No expenditure other than that provided in the budget shall be incurred by the institution without the approval of the Finance Committee.

14.4 Meetings of the Finance Committee:

- (i) The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure.
- (ii) Five members shall constitute the quorum for the meeting.

15. Board of Studies:

15.1 There shall be one Board of Studies for each Department of the institution.

15.2 The Board of Studies of each faculty/Department shall consist of:

- i. Dean of faculty/Head of the Department – Chairperson
- ii. All Professors of the faculty/Department
- iii. Two Associate Professors of the faculty/Department by rotation of seniority
- iv. Two Assistant Professors of the faculty/Department by rotation of seniority

Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned

15.3 The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution.

16. Selection Committee:

16.1 There shall be a Selection Committee for making recommendations to the board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the Institute Regulations, broadly based on UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2016 as amended from time to time.

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16.2 Every Selection Committee shall be constituted in accordance with the Institute Regulations, broadly based on UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2016 as amended from time to time.

16.3 Meetings of the Selection Committee:

- (a) The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.
- (b) Four members of the Selection Committee shall consisting of at least two experts shall form the quorum.
- (c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee

17. Academic Staff of the Institute.

The strength of the Academic Staff will be as approved by the Dept of Defence R&D, MoD, GoI, with the designations as per the UGC/ Institute Regulations on the subject.

18. Officers of the Institute

The following shall be the officers of the institute:

- a) Vice-Chancellor
- b) Pro Vice-Chancellor (if applicable)
- c) Registrar
- d) Finance Officer
- e) Controller of Examinations
- f) Dean of Faculties
- g) Heads of Department
- h) Such other officers as may be prescribed in the Rules of the institution

19. Chancellor:

(i) The institution shall have a Chancellor who shall, when present, preside over the convocations of the institution but shall not be the Chief Executive Officer.

(ii) The Raksha Mantri of the Union of India will be the Chancellor.

20. Pro Chancellor:

(i) The Sponsoring body of the Institution may also appoint a person as a Pro Chancellor (if required), 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.

(ii) The Pro Chancellor, if so appointed, shall hold office for a period co-terminus to that of the Chancellor and shall be eligible to hold the post for maximum two terms.

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21. Vice-Chancellor:

- (i) The Vice-Chancellor shall be a whole time salaried officer of the Institution and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

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

- (ii) The Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government.

Constitution:

- a) A nominee of Chancellor
b) A nominee of the Central Government; who shall be an eminent academic nominated by the Government in consultation with UGC
c) A nominee of Board of Management
- (iii) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

- (iv) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

- (v) The Vice-Chancellor shall not be a member of the sponsoring or managing Society and/or a close relative of the President or members of the sponsoring or managing society

21.1 Powers of the Vice-Chancellor:

- (i) The Vice-Chancellor shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the institute.
- (ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

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- (iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Institute.
- (iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the Institute under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above 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 if any person in the service of the Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the Institute are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- (vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice-Chancellor.
- (vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- (viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- (ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

21.2 Removal of Vice-Chancellor:

If the Vice-Chancellor of the Institute does not have the qualification as required under the Regulations as amended from time to time or not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Vice-Chancellor can be removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC, after due process. The Commission based on the report of enquiry committee will send its advice regarding removal of Vice-Chancellor to respective Ministries in Government of India

21.3 Pro Vice-Chancellor:

- (i) The post of the Pro Vice-Chancellor may be created with the approval of the Board of management and the Central Government.
- (ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.

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- (iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.
- (iv) The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the institution deemed to be university.

22. Registrar:

- (i) The Registrar shall be a whole time salaried officer of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 1. Vice Chancellor – Chairperson
 2. One nominee of the Chancellor
 3. One nominee of the Board of Management.
 4. One expert appointed by the Board of Management who is not an employee of the institute.
- (ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institute as amended from time to time, broadly in consonance with the Rules of MHRD / UGC.
- (iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- (vi) The following shall be the duties of the Registrar: -

- 1) To be the custodian of the records and the funds and such other property of the Institute as the Board of Management may commit to his/her charge;
- 2) To conduct the official correspondence on behalf of the authorities of the Institute;
- 3) To issue notices convening meetings of the authorities of the Institute and all Committees and sub-Committees appointed by any of these authorities;
- 4) To maintain the minutes of the meetings of all the authorities of the Institute and of all the Committees and sub-Committees appointed by any of these authorities;
- 5) To make arrangements for and supervise the examinations conducted by the Institute;





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- 6) To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- 7) To enter into agreement, sign documents and authenticate records on behalf of the Institute;
- 8) 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 Institute;
- 9) To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

23. Finance Officer:

- (i) The Finance Officer shall be a whole time salaried officer of the Institute and shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institute.
- (iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (iv) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) He/she shall be responsible for the management of funds and investments of Institute, subject to the control of Board of Management.

24. Controller of Examinations:

- (i) The Controller of Examinations shall be appointed by the Board of Management
- (ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institute.
- (iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- (iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.

25. Dean:

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.

26. Head of the Department:

There shall be a Head of the Department for each of the Departments in the institute

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who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

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

27. Academic Programmes

- Academic programs shall offer sufficient scope for interdisciplinary learning and research
- Delivery of program shall be based on innovative teaching and learning process and evaluation system shall be supported by adequate qualified [minimum] faculty as per the norms of UGC/concerned Statutory Council(s).
- The faculty shall be as per the norms and guidelines of the respective Statutory Council having the qualifications and pay scales prescribed by the Commission/respective Statutory Council together with the necessary supporting technical and ministerial staff as per the norms and standards laid down by the respective Statutory body.
- Provided that for the first three years after notification as a deemed university, instead of a Professor, the Institution may appoint an Associate Professor or Assistant Professor, keeping the overall number of faculty as a minimum of seven per Department.
- It shall have counselling facilities for weaker students and for students with different abilities and special teaching learning assistance programmes for such students

28. Joint Programmes

- (i) The institute may conduct joint academic programme(s) with other Universities/ institutions deemed to be universities in India and abroad with the prior approval of the Commission. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.

Provided that no such permission shall be required in case the Institution goes for collaboration with industry or for research purposes.

- (ii) There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes.
- (iii) The joint programmes shall be subjected to mandatory assessment and accreditation.

29. Admissions and fees Structure

- 1) The Institute shall, for admission in respect of any course or programme of study conducted, accept payment towards admission fee and other fees and charges:-
 - (a) Which is a capitation fee or donation in whatever nomenclature or form;
 - (b) other than such fee or charges for such admission, which has been declared by it

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in the prospectus for admission against any such seat, and on the website of the Institute,

Provided if there are any fees prescribed in accordance with the Fee Regulations framed by the Government or by the Commission from time to time, then the fees or other charges for admission shall not exceed the same;

(c) Without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

- 2) (i) The Institute shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test:

Provided further that it shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.

(ii) In case an admitted student does not join the institution within 7 days of opening of the Institute, the Institute shall refund:

a) In case the student informs of his intention not to join the institution at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges, which shall not be more than Rs 10000/- or any other amount fixed by UGC. The same shall be refunded within 15 days of receipt of information from the student.

b) In case no such information is given by the student but the Institute is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges, which shall not be more than Rs 10000/- or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

c) In case no such information is given by the student and the Institute is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges, which shall not be more than Rs 10000/- or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

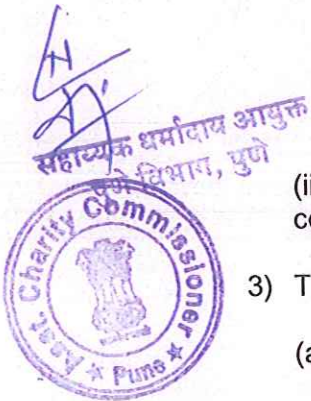
(iii) If a student joins the Institute, and then leaves it in mid-session then the entire fees collected shall be forfeited.

- 3) The Institute shall –

- (a) Maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;
- (b) Exhibit such records on its website; and
- (c) Be liable to produce such record, whenever called upon to do so by any statutory authority or by the Government under any law for the time being in force.

- 4) The Institute shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a

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prospectus containing the following for the purposes of informing those persons intending to seek admission and the general public, namely :-

(i) each component of the fee, deposits and other charges payable by the students admitted to the Institute for pursuing a course or a programme of study, and the other terms and conditions of such payment;

(ii) The percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from the institute before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;

(iii) The number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;

(iv) The conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;

(v) The educational qualifications specified by the relevant statutory authority/body, or by the institute, where no such qualifying standards have been specified by any statutory authority;

(vi) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;

(vii) Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such, member is on regular basis or visiting basis;

(viii) The minimum pay and other emoluments payable for each category of teachers and other employees;

(ix) The ranking of the Institution under National Institutional Ranking Framework for the last three years (if available)

(x) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institute;

(xi) Broad outline of the syllabus specified by the appropriate statutory body or by institute, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;

(xii) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institute, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.

Provided that the institute shall publish information referred to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general

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public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media;

Provided further that the institute may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

- 5) The Institute shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.
 - 6) The institute shall not directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
 - 7) No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in the institute.
 - 8) The institute has, in its possession or custody, any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission, shall not refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in the institute.
 - 9) In case a student, after having admitted to the institute, withdraws, it shall not refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of the institute.
 - 10) The institute shall not issue or publish-
 - (a) Any advertisement for inducing students for taking admission in the institute, claiming to be recognized by the appropriate statutory authority where it is not so recognized; or
 - (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institute knows to be false or not based on facts or to be misleading.
30. **Maintenance of Standards**
- (a) The Institute shall maintain standards, **higher than the minimum**, of instruction, academic and physical infrastructure, qualifications of teachers, etc. as prescribed by the Statutory / Regulatory body viz., All India Council for Technical Education (AICTE) and shall obtain their approval for running various programmes of study, wherever applicable. This shall be periodically monitored by the duly constituted Committee (s) of the Commission.
 - (b) There shall be a mandatory intensive external review of every deemed to be university once in every five years based on the criteria prescribed by the Commission from time to time.

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Provided that if an institution has been in the highest NAAC/NBA (for all eligible courses) grade for two continuous cycles, the review can be done by the Institution itself through external peer review mechanism.

- (c) The Institution shall give a regulatory compliance certificate every year in the format prescribed by UGC every year, which shall also be displayed on the subject to approval of the Government.
- (d) In case there have been found to be persistent or serious complaints being received against an institution, the UGC can order an inquiry against the institution, after taking approval of the Government, and take further action based on the result of the inquiry.

Provided that Government also can *suo-moto* ask UGC to initiate an inquiry in such cases of malfeasance, cheating, serious student/staff/faculty complaints, etc.

- (e) The Institution shall provide to the Government, or to the agencies designated by it, all required details regarding the Institution for the All India Survey of Higher Education or for posting of specified details on the Know Your College Portal of the Government or for any other study approved by the Government.
- (f) The Institution shall participate in the National Institutional Ranking Framework every year and publish the same on its website prominently.
- (g) The Institute shall ensure that degrees/diplomas/certificates/awards are given to the passing out students within 180 days of completion of their academic programme

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31. Institution deemed to be University to be Unitary

The Institute shall be Unitary in nature and shall not affiliate any other institution.

32. Reservation Policy

The Institute shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force.

33. Inclusion of other institutions under the ambit of Institute

- a. The Institute may apply, in the proforma prescribed by the Commission, for inclusion of institutions existing under the same management as its constituent institution/ unit after confirmation of its declaration as an Institute, as mentioned under article 8.12 8 of the Deemed to be University Regulations
- b. The Institute shall necessarily comply with the conditions that the Commission may insist upon in this regard from time to time, to prevent franchising of education.
- c. If the institution existing under the same management is affiliated to a university, it shall be included in the ambit of the Institute only on its disaffiliation from the affiliating university. The affiliating university shall also give its consent to the effect that the students of that particular institution who have already been enrolled under it, shall continue to pursue their courses under its affiliation for all purposes and that it shall also award degrees to these

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students upon successful completion of the courses they are presently pursuing at such institution(s).

- d. Such institution shall have accreditation with the highest grade offered, which is currently valid, either from National Assessment and Accreditation Council (NAAC) or all its eligible courses shall be accredited with the highest grade offered, which is currently valid, by National Board of Accreditation (NBA) or an accreditation agency recognized by the Commission from time to time.
- e. The Institute intending to bring an institution within its ambit as its constituent unit shall submit a proposal, in duplicate, in the proforma prescribed by the Commission, to the Secretary, Ministry of Human Resource Development (Department of Higher Education) Government of India, subject to the said institution fulfilling the eligibility criteria and other relevant conditions stipulated under these Regulations.
- f. The Ministry of Human Resource Development, Government of India shall refer one copy of the proposal to the Commission for advice.
- g. The Commission shall then adopt the procedure described under articles 8.05 to 8.07 8 of the Deemed to be University Regulations, to examine the proposal so received by it.
- h. The Commission shall verify all the relevant factors and aspects through its Expert Committee before making a suitable recommendation to the Ministry of Human Resource Development, Government of India.
- i. The inspection report as well as the recommendation of the Expert Committee along with the opinion / comments of the Statutory / Regulatory- body concerned and the views, if any, of the State Government concerned shall be examined by the Commission as per procedure before making recommendation to the Ministry of Human Resource Development, Government of India.
- j. If rejected, the Central Government shall inform the institution, accordingly.
- k. After taking the relevant steps of the procedure prescribed in article 8 of the Deemed to be University Regulations, the Central Government shall notify the inclusion of the institution under the ambit of the Institute on being satisfied that Institute has:
 - i. earned a reputation for excellent and innovative teaching, for meaningful and purposeful research, for practicing academic and examination reforms like modular structure, continuous internal evaluation, etc. and for extension activities; and
 - ii. a good track record of conforming to the relevant Regulations / norms of the Commission and the Statutory / Regulatory body concerned regarding minimum standards of instruction, qualifications of teachers, merit-based admission of students on an all India basis and reasonable fee structure.
- l. On an institution coming under the ambit of the Institute, the Institute shall award degrees only to the students enrolled in the institution after the institution concerned disaffiliates itself from the affiliating university. The students enrolled in such an institution prior to its inclusion under the ambit of the Institute, shall,

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receive their degrees from the university to which the institution was affiliated at the time of their enrolment.

- m. Once an institution comes under the ambit of an Institute, it shall be at par with an off-Campus of the institute, and all articles of these Regulations relating to off-Campus Centres of the Institute shall be applicable to it.
- n. The entire movable and immovable property as well as the existing manpower of the institution and its records (except those pertaining to the students who had already registered till they pass out of the institution) shall be transferred to the Institute before the notification.
- o. If an institution, not being under the same registered Society / Trust, is desirous of coming under the ambit of an Institute, it shall apply to the Society / Trust and become a part of the Society / Trust, as per procedure of Societies Registration Act or Trust Act, as the case may be. Thereafter, the Society / Trust shall follow these Regulations to bring it under the ambit of the Institute.
- p. If the application of an Institute for bringing an institution under its ambit is rejected for any reason whatsoever, the Institute shall be eligible to re-apply, but not before two years from the date of the rejection of its earlier such application.

34. Review of the Institute

The functioning of the Institute may be reviewed after a period of every 5 years or earlier if necessary, by a Committee appointed by the Commission.

35. Inspection of the Institute by the Commission:

- (i) The Commission may cause an inspection, to be made by such person or persons as it may direct, of the Institute, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the institution deemed to be university.
- (ii) The Commission shall, in every case, give notice to the Institute of its intension to cause an inspection or inquiry to be made and on receipt of such a notice, the institute shall have the right to make such representations to the Commission as it may consider necessary.
- (iii) Where an inspection or inquiry has been caused to be made by the Commission, the institute shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- (iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institute to the Vice-Chancellor who shall communicate the same to the Board of Management.
- (v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institute and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

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(vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

36. Tenure of Managing Committee and Method of Election of its Members.

As indicated under each of the Authorities.

37. Office Bearers of Managing Committee and their Functions

As indicated under each of the Authorities.

38. Notice for the Meeting of Managing Committee and Quorum

As indicated under each of the Authorities.

39. Rules for Election of Managing Committee.

As indicated under each of the Authorities.

40. Rules for Filling Vacant Posts on the Managing Committee

As indicated under each of the Authorities.

41. Society's Income, Property & Expenditure

The income and property of the Institute shall be utilized solely for promoting the objectives of the Institute.

42. Object wise Provision for Expenditure (in percentage)

The income and property of the Institute, howsoever derived, shall be applied towards the promotion of objects thereof as set forth in the Memorandum of Association.

43. Provision for Loans and Deposits

The Institute shall have the power:

- To issue appeals for the funds in furtherance of the objects of the Institute, to receive grants, subscriptions, donations and gifts for the purpose of the institute provided that no subscriptions, donations or gifts shall be accepted if they are accompanied by conditions inconsistent or in conflict with the satisfactory running of the institute or with the objects for which the institute or with the objects for which the institute is established.
- To enter into any agreement with Central, state or local government and university grants commission for receiving grants;
- To accept grants of money, securities or property of any kind on such terms as may seem expedient;

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44. Provision for Purchase and sale of immovable property.

- (a) All movable and immovable properties of the Institute or institutions that form the integral part of the Institute shall remain legally vested in the name of the Institute in the manner as recognized under the Transfer of Property Act, 1882 or any other law which may be in force.
- (b) The income and property of the institution, howsoever derived, shall be utilized only for the promotion of the objectives of the institution including its growth and development. No portion of the income/property of the institution shall be paid or transferred, directly or indirectly by way of profit, to the persons who were/are members of the institution, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or to any other person in return for any service rendered to the institution or for travelling, halting and other similar charges, and all such expenditure shall be appropriately reflected in the accounts of the institution, maintained for the purpose

45. Bank Account and its operation

As required by the Institute, bank account shall be opened by the Finance officer, as approved by the Finance Committee / Chairman, BoM, as the case may be.

The Bankers of the institute shall be, preferably a Nationalised Bank or such other Banks as may be approved by the FC/ BoM. All funds of the institute shall be paid into the institute's account and shall not be withdrawn except on a cheque signed by the Finance Officer or Registrar or such other officer as may be duly empowered in this behalf by the Vice Chancellor.

46. Delegation of Powers:

Subject to the provisions of these Regulations and Rules, any authority or officer of the Institute, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

47. Seniority List:

(a) Whenever in accordance with these Rules any person is to hold an office or to be a member of an authority of the Institute by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the institute in accordance with such other principles as the Board of Management may from time to time prescribe.

(b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these Rules apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

(c) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar

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may on his/her own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.

48. Dispute as to Membership:

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the Institute, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

49. Grievance Redressal Mechanism:

For individual grievances and complaints, the Institute shall have a Grievance Redressal Mechanism as may be prescribed by the UGC.

50. A Special Provisions:

The Institute shall have the following special provisions as per UGC norms:-

- i. Anti Ragging Cell
- ii. Anti discrimination Cell
- iii. Gender Sensitization Cell
- iv. Internal Complaints Committee for prevention of Sexual Harassment
- v. Barrier Free access in all places
- vi. Institution Deemed Universities shall be allowed to take credits earned from other institutions under Choice Based Credit System as per the norms of UGC.
- vii. Institution Deemed to be Universities shall review the syllabus every three years keeping in view the developments in the domains of knowledge.

51. Disqualification:

(a) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the Institute:

- i) if he/she is of unsound mind
- ii) if he/she is an un-discharged insolvent
- iii) if he/she has been convicted by a court of law of an offence involving moral turpitude.
- iv) if he/she has not been appointed as per the provisions of UGC Regulations.

(b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final.

52. Filling of Casual Vacancies:

Casual vacancies among the members (other than ex-officio members) of any authority or any Committee of the institution deemed to be university shall be filled as

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soon as it may be convenient by the such authority or the person who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person whose place he/she fills would have been a member.

53. Funds, Accounts, Audits and Annual Report:

- (i) The accounts of the Institute shall be maintained in the name of the Institute and not in the name of the sponsoring Society. The accounts of the Institute shall be kept in such forms as may be laid down by the Board of Management. The accounts shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the Commission.
- (ii) The annual financial statements and accounts shall be audited by the Chartered Accountant, appointed by the Institute.

Provided that in case of reasonably credible reports being received of financial impropriety or of embezzlement or of illegal diversion of funds from the accounts of the University / Managing Society or of fees being collected against the provision of the regulations, then the Commission may order an additional audit to be done by a Chartered Accountant selected by the Commission and take further action deemed fit under the Regulations based on the audit report.

- (iii) Annual Reports and the Audit Reports shall be submitted by the Institute to the concerned authorities.

54. Method of Keeping List

The Registrar of the Institute shall maintain a list of members of the Society which shall be filed once every year with the Registrar of Societies, as required under section 4 of Societies registration Act.

55. Rules of the Institute:

Subject to the provisions of the Regulations and the Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of the Institute that may provide for all or any of the following matters:

- (a) Establishment of Departments of teaching;
- (b) The course of study, study methods, evaluation & ranking methods to be laid down for all Degrees, Masters and Research programme of the Institute;
- (c) The grant of academic awards (such as Bachelor Degree, Master and Doctoral Degree) and Distinctions;
- (d) The admission of students to the Institute and their enrolment;
- (e) The fees to be charged for courses of study in the Institute and for admission to the examination, Degrees, Diplomas and Certificates of the Institute;





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- (f) The conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (g) The institution of the award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (h) The maintenance of discipline among the students;
- (i) The maintenance of discipline among the employees of the Institute;
- (j) The establishment of halls of residence and conditions of residence and health of students of the Institute;
- (k) The classification, emoluments, method of appointment, and the determination of the terms and conditions of service of the teaching staff of the Institute;
- (l) Such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (m) Constitution, powers and function of the Planning and Monitoring Board;
- (n) Powers and functions of the Board of Studies
- (o) Composition, powers and functions of the Grievance Redress Mechanism;
- (p) Prescribing persons as such other officers of the Institute;
- (q) Such other powers of the Director as are not specified elsewhere;
- (r) Emoluments, terms and conditions of service of the Registrar;
- (s) Emoluments, terms and conditions of service of the Finance Officer;
- (t) The constitution of Pension, Provident fund, Insurance, etc for the benefit of the officers, teachers, Academic Staff and other staff of the Institute;
- (u) The establishment of special Centres ;
- (v) The creation, composition and functions of any Committee or body which are considered necessary for the work of the Institute;
- (w) The procedure for preparation and submission of budget estimates;
- (x) The procedure for convening of meeting of any authority or Committee;
- (y) The laying down of procedures to be observed at any meeting of any authority or any Committees;
- (z) Constitution of any other body as an authority of the Institute;
- (aa) Delegation of powers to any authority or officer.

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(bb) All other matters by this Memorandum or the Rules may be provided but no Rule / Bye-laws shall be made affecting the condition of residence, health and discipline of students, admission or enrolment of students, conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study without consulting the Academic Council.

(cc) Details of the rules will be promulgated in the form of Statutes / Rules and Regulations Governing Service Conditions, from time to time.

56. Alteration, Amendments and Additions to the Rules governing the functioning of the Institute:

No Rule and Bye law governing the functioning of the institute may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations; and, no alteration, amendment or addition to the Rules and bye laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 or the relevant Public Trust Act as in force for the time being

57. Dissolution and Adjustment of Affairs

If on the winding up or dissolution of the Institute, 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 institute or any of them, but shall be dealt with in such a manner as the Government of India, Ministry of Defence, may determine.



Place: Pune
Date: /03/2018

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