

INSTITUTE OF CATERING TECHNOLOGY AND APPLIED NUTRITION

(DELHI) SOCIETY

R U L E S

Definitions 1. In these rules-

- (a) 'Society' means the Institute of Catering Technology and Applied Nutrition (Delhi) Society;
- (b) 'Institute' means the Institute of Catering Technology and Applied Nutrition, Delhi;
- (c) 'Central Government' means the Government of India in the Ministry of Food & Agriculture (Department of Food);
- (d) 'Chairman' means, except where the context otherwise requires, the Chairman of the Society;
- (e) 'Principal' means the Principal of the Institute of Catering Technology and Applied Nutrition, Delhi;

Registered Office. 2.

The office of the Society shall be situated at Delhi.

Membership 3.

(1) The Society for the time being shall consist of the following members:-

- (a) A Chairman nominated by the Central Government.
- (b) Two representatives of the Delhi Administration, one being the Director of Employment and Training, Delhi Administration, ex-officio, or if there be no such person the officer who is for the time being the administrative head of the department which is in charge of technical education, whether in addition to other functions or otherwise.
- (c) Four representatives of the Central Government.
- (d) An expert on catering technology to be nominated by the Central Government.
- (e) A representative of the Hotel and Restaurant Association of Delhi Region to be nominated by the Central Government.

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- (f) A representative of the Federation of Hotel and Restaurants Associations of India, New Delhi to be nominated by the Central Government.
- (g) The Principal of the Institute, ex-officio.
- (ii) The Central Government may at any time appoint any other person to be a member of the Society.
4. The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his name, designation occupation and address. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.
5. If a member of the Society shall change his address, he shall notify his new address to the Principal; but if he fails to notify his address, the address in the roll of members shall be deemed to be his address.
6. Should any member of the Society (other than the Chairman, the expert on catering technology nominated by the Central Government and the Principal, Institute of Catering Technology & Applied Nutrition, Delhi) be prevented from attending a meeting of the Society, he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the Society and such representative shall have all the rights and privileges of a member of the Society including the right to vote for that meeting.

Tenure of Members. 7

- (i) When a person becomes member of the Society by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
- (ii) A member of the Society representing the Central Government or the Delhi Administration shall continue to be a member during the pleasure of the Central Government or the Delhi Administration as the case may be.

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(iii) The members of the Society representing the Hotel and Restaurant Association of Delhi Region and the Federation of Hotel and Restaurant Associations of India respectively shall cease to be members of the Society as soon as they are removed from the membership of the Society ~~as soon as they are removed from the membership of the Society~~ by the Central Government upon a request to that effect being made by the Association represented.

(iv) Every member (including the Chairman) not covered by sub-rules (i) and (ii) of this rule shall cease to be a member on the expiry of three years from the date of his appointment or nomination but shall be eligible for re-appointment or re-nomination, as the case may be.

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Memberships.

A member of the Society shall cease to be a member of the Society, if he shall die, resign, become of unsound mind, be adjudged or adjudicated an insolvent or be convicted of a criminal offence involving moral turpitude or if he is removed from the membership of the Society or if he (other than the Principal) accepts a full-time appointment in the Institute, or if he does not attend three consecutive meetings of the Society without leave of the Chairman.

Resignations. 9.

(i) The Chairman may resign his office by a letter addressed to the Central Government and his resignation shall take effect from the date it is accepted by the Central Government.

(ii) A member may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.

Vacancies. 10.

Any vacancy in the Society shall be filled by either appointment or nomination by the respective authority entitled to make such appointment or nomination and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he has been appointed

or nominated.

11. The Society shall function, notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members; and no act or proceeding of the Society shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

Meetings of 12.
the Society.

- (1) The Society shall meet whenever the Chairman thinks fit, provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than four members, specifying the subject of the meeting proposed to be called.
- (ii) For every meeting of the Society fifteen days' notice shall be given provided that the Chairman may, for reasons to be recorded, call a special meeting on such notice as he may deem fit.
- (iii) Five members of the Society including any representative authorised under Rule 6 shall constitute a quorum at any meeting.
- (iv) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- (v) Each member of the Society, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Society the Chairman or member presiding shall have an additional or casting vote.
- (vi) Every meeting of the Society shall be presided over by the Chairman and, in his absence, by a member chosen by the members present to preside on the occasion.
- (vii) Any business which it may be necessary for the Society to perform, except such as may be placed before its meetings, may be carried out by circulation among all its members in India 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 Society; PROVIDED that at least five members of the

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Society have recorded their views on the resolution.

Board of Governors-Composition Powers, Meetings etc. 13. The general superintendence, direction and control of the affairs of the Society and its income and property shall

be vested in the Governing Body of the Society which shall be called the Board of Governors, Institute of Catering Technology and Applied Nutrition, Delhi, hereinafter called the Board.

14. The members of the Board shall be the same as the members of the Society.

15. Should any member of the Board (other than the Chairman, the expert on catering technology nominated by the Central Government and the Principal of the Institute of Catering Technology and Applied Nutrition, Delhi) be prevented from attending a meeting of the Board he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the Board and such representative shall have all the rights and privileges of a member of the Board including the right of vote for that meeting only.

16. The Board shall function, notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members; and no act or proceeding of the Board shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

17. (1) The Board may frame bye-laws to provide for all or any of the following matters, viz.,

- (a) the formation of Departments of teaching;
- (b) the fees to be charged for courses of study in the institute and for admission to the examinations for conferment of the awards;
- (c) the institution of fellowships, scholarships, exhibitions, loans, prizes and medals;
- (d) the classification and method of appointment and the determination of the terms and conditions.

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ions of teachers and other staff of the institute;

(e) the constitution of pension and provident funds for the benefit of the officers, teachers and other staff of the Institute;

(f) the establishment and maintenance of halls and hostels;

(g) the conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges; and

(h) other matters of relevance and importance in the administration of educational institutions.

(ii) The Board may by resolution, appoint such committees for such purposes and with such powers as the Board may think fit; the Board may co-opt such persons to these committees as it considers suitable.

(iii) The Board may, by resolution, delegate to a committee or the Chairman such of its powers for the conduct of its business as it may deem fit, subject to the condition that action taken by any committee or the Chairman under the powers delegated to them by this rule shall be reported for confirmation at the next meeting of the Board.

(iv) The Board may pass such resolution or resolutions as it may deem fit on the annual report, the annual accounts and the financial estimates.

18.(i) Ordinarily, the Board shall meet once in every six months and fifteen days' notice shall be given of each such meeting and a copy of the proceedings of such meeting shall be furnished to the Central Government as soon as possible after the meeting; provided that the Chairman may, whenever he thinks fit, and shall, on the written requisition of not less than two members, call a special meeting.

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- (ii) Five members of the Board, including any representative authorised under Rule 15 shall constitute a quorum at any meeting of the Board.
- (iii) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- (iv) Each member of the Board, including the Chairman, shall have one vote and, if there shall be an equality of votes on any question to be determined by the Board, the Chairman or member presiding shall have an additional or casting vote.
- (v) Every meeting of the Board shall be presided over by the Chairman and, in his absence, by a member chosen by the members present to preside on the occasion.
- (vi) Any business which it may be necessary for the Board to perform, except such as may be placed before its meetings, may be carried out by circulation among all its members in India 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 Board; PROVIDED that at least five members of the Board have recorded their views on the resolution.

Executive 19. (1) Out of the members of the Board of Governors the following Committee-Composition, Powers, Meetings etc. shall constitute an Executive Committee:-

- (a) The Director of Employment and Training, Delhi Administration or if there be no such person the officer who is for the time being the administrative head of the department which is incharge of technical education, whether in addition to other functions or otherwise;
- (b) Two of the representatives of the Central Government to be specified by the Central Government;
- (c) the expert nominated by the Central Government to the Board of Governors; and

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(d) the Principal of the Institute. (e) *no Refr. of Model Secd.*

(11) The Director of Employment and Training, Delhi Administration, or if there be no such person the officer who is for the time being the administrative head of the department which is incharge of technical education, whether in addition to other functions or otherwise shall be the convener of the Executive Committee.

20. It shall be the duty of the Executive Committee to see that the decisions taken by the Board of Governors are implemented.

21. The Executive Committee shall exercise all or any of the powers and functions of the Board of Governors, subject to the general superintendence, direction and control of the Board.

22. The Executive Committee shall function, notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members; and no act or proceedings of the Executive Committee shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

23. (i) The Executive Committee shall meet as often as necessary and at least once in three months, and 10 days' notice shall be given of each such meeting, and a copy of the proceedings of such meeting, shall be ~~given~~ furnished to the Board of Governors and to the Central Government as soon as possible after the meeting PROVIDED that the convener may, whenever he thinks fit, and shall, on the written requisition of not less than two members, call a special meeting.

(ii) Three members of the Executive Committee present in person shall constitute a quorum at any meeting of the Committee.

(iii) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.

(iv) Each member of the Executive Committee, including the Chairman who will be elected at each meeting of the Committee, shall have one vote; and if there shall be an equality of votes on any question to be determined by the Committee, the Chairman shall have an additional or casting vote.

(v) Any business which it may be necessary for the Executive Committee to perform, except such as may be placed before its meetings, may be carried out by circulation among all its

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members in India and any resolutions so circulated and approved by the majority of the members signing shall be as effectual and binding as if such resolution had been passed in a meeting of the Committee; PROVIDED that at least three members of the Committee have recorded their views on the resolution.

Principal. 24. (i) The Board shall, with the prior approval of the Central Government, appoint the Principal of the Institution; provided that the first Principal shall be appointed by the Central Government.

- (ii) The Principal shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and the maintenance of discipline. All other staff of the Institute shall be subordinate to the Principal.
- (iii) The Principal shall be the custodian of records, the funds of the Institute and such other property of the Institute as the Board may commit to his charge.
- (iv) The Principal shall act as Secretary of the Society, the Board, the Executive Committee and other committees of the Society or the Board.
- (v) The Principal shall have such other powers and shall perform such other duties as may be delegated to him by the Board.
- (vi) The Principal shall have the power to redelegate his powers to any of his subordinates with the approval of the Board.
- (vii) In the event of the occurrence of any vacancy in the office of the Principal or if the Principal is unable to discharge his functions owing to absence, illness or any other cause, it shall be open to the Board to authorise any person to exercise such powers, functions and duties of the Principal as the Board may deem fit.

Accounts, Audit and Reports. 25. Within six months of the closing of the previous financial year the Society shall submit to the Central Government for their approval Budget Estimates for the ensuing year, along with a report on the Working of the Institute and an audited Statement of Accounts showing the income and expenditure for the previous year, provided that the Budget Estimates for the first year will

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be submitted in accordance with such directions as the Central Government may issue in this respect.

Society to be
sued in the
name of the
Secretary.

26. For the purposes of Section 6 of the Societies Registration Act, 1860, (XXI of 1860), the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

27. All contracts for and on behalf of the Society shall be executed by the Principal of the Institute if the value of the contract is Rs.10,000 or less, and by the Principal of the Institute and the Convener of the Executive Committee if the value of the contract exceeds Rs.10,000. The Board may also authorise any person to enter into contracts on behalf of the Society subject to such restrictions and conditions as the Board may impose.

Alteration etc.
of purposes and
of rules.

28. (i) Subject to the prior approval of the Central Government the Society may alter, extend or abridge any purpose or purposes for which it is established, provided it carries out the procedure prescribed in that behalf by Act XXI of 1860.

(ii) These Rules may be altered with the consent of the Central Government at any time by a resolution passed by a majority of two-thirds of the members present at any meeting of the Society which shall have been duly convened for the purpose.

We, the following members of the Board of Governors, certify that the above is a correct copy of the rules of the Society.

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Director,
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(RAMASWAMY, R IYER)
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(J.C. LUTHER)
Deputy Secretary
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