

Guidelines  
On  
Upgradation  
Of  
Government ITIs  
of  
Gujarat State  
Through

Public Private Partnership Mode  
Under

State Sponsored Scheme

Labour and Employment  
Department  
6<sup>th</sup> floor  
Block No. 5  
New Sachivalay  
GANDHINAGAR

## **SELECTION OF ITI AND INDUSTRY PARTNER**

### **1. Selection of ITI and Industry Partner:**

For each ITI to be covered under this Scheme, one Industry Partner will be associated to lead the process of upgradation in the ITI. The Industry Partner will be identified by the State Government, DET in consultation with Industry Associations after getting expression of Interest from Industry through Advertisement. Minimum criteria for Industry Partner will be as per (Annexe-1). However SIC in consultation with SSC will finalise the Industry Partner to act as Chairperson.

### **2. Formation of IMC and Its registration as a society:**

a) An Institute Management Committee (IMC) will be constituted/reconstituted for each selected ITI. The IMC will be converted by the State Government (DET) into a Society under relevant Societies Registration Act. The IMC registered as a society will be entrusted with the responsibility of managing the affairs of the ITI under the Scheme.

b) The IMC will be lead by the Industry Partner. In the IMC, the members will be as follows:

- Industry Partner or its representative as Chairperson
- Four other members from the local industries nominated by Director of Employment and Training, in such a way that the IMC is broad based.
- Five members nominated by the DET, [i) District Employment Officer, ii) One representative of the State Directorate dealing with ITIs, iii) One expert from local academic circles, iv) One senior faculty member, v) One representative of the students].
- Principal of the ITI, as ex -officio member secretary of the IMC Society.

### **3. Signing of Memorandum of Agreement:**

a) A Memorandum of Agreement (MOA) will be signed among the Principal ITI on Behalf of Director Employment & Training, Government of Gujarat and the Industry Partner in which the terms and conditions for participating in this Scheme and the roles and responsibilities of different parties will be set out. This MOA will be signed by the Industry Partner or its representative on behalf of the IMC also as its Chairman. The MoA shall be effective for five years.

b) Fund of up to Rs. 2 crore will be given by the State Government/DET directly to the IMC for upgradation of the ITI into a Centre of Excellence in phase manner. and Rs. 2 crore for Machinery, Equipments and Miscellaneous Expenditure. In case of since there is Building available with Institute total of Rs. 50 lakh for refurbishing additions and alteration and procurement of latest and replacement of machineries and Rs. 50 lakh for miscellaneous Expenditure for 5 year so total of Rs.100 lakh per is proposed for upgradations. The specific functions and responsibilities of the IMC for upgradation of the ITI will be spelt out in the MOA and included in its Memorandum of Association and Rules and Regulations while registering it as a society.

### **4 ROLE OF INDUSTRY PARTNER**

Industry partner will assess the need of the surrounding industry. Find out the Skill Gap and accordingly workout the plan to fulfill the skill Gap. It will chalk out long-term and short term plan of Infrastructure Development. Make MoUs for Skill upgradation and Development for the various sectors with local industries. Increase linkage with Industries for imparting training improving quality of Training and Placement of Trainees. It will facilitate to provide training to the faculty members and on the job training to the students of the ITI and experts on various subjects to deliver lectures. Though financial contribution by the Industry Partner will not be a pre condition to participate in the Scheme, however it will be desirable if Industry Partner contributes financially in the upgradation of the ITI. The Industry Partner may contribute machinery and equipment which may be instrumental in furthering the objectives of this Scheme.

## **5      ROLE OF STATE GOVERNMENT/DET**

The administrative control of the staff of the ITI will remain with the State Government/DET and it shall continue to pay their salaries and other emoluments. The State Government/DET will be required to ensure that the sanctioned strength of the instructors in the ITI is always filled up. It has to ensure provision of funds to meet office, administrative and other running expenses of the ITI. The State Government/DET, as the owner of the ITI, will continue to regulate admissions and fees. SSCSIC will monitor progress regularly and is empower to change the members of IMC including Chairperson on the Recommendation of SIC.

## **6      MONITORING AGENCIES**

To monitor implementation of the Scheme at the State level, the State Government will set up a State Steering Committee (SSC) with adequate representation from the Industry. The SSC will be assisted by a State Implementation Cell (SIC) with sufficient staff for management, monitoring and evaluation of the Scheme at State level staff to implement & monitor will be outsourced.

## **7      INSTITUTE DEVELOPMENT PLAN**

The fund will be released to the IMC directly on the basis of an Institute Development Plan (IDP) prepared by it. The IDP should be developed in such a way that it leads to upgradation of the ITI as a whole. Simultaneous upgradation in a particular trade sector or all trades may also be taken up. The IDP will define the long term and short term goals of the Institute, the issues and challenges facing the Institute and the strategies for dealing with them. It will set targets for institutional improvement, define Key Performance Indicators and detail the financial requirement with year-wise break up to meet the needs. The IDP will be submitted to the State Steering Committee (SSC) through SIC, which will scrutinize it for release of funds.

## **8 CONDITIONS FOR USE OF FUNDS OF IMC**

The fund received by the IMC shall be kept in a separate bank account in a nationalized bank will be opened in the name of the IMC which will be registered as Society under Society registration Act. Any private contributions, special grants received from State Government and revenue generated by the IMC shall also be deposited in this bank account. The fund may be used for procurement of machinery and equipment and for other activities directly related to upgradation of training infrastructure in the ITI. Any deviation from this pattern of use of funds has to be justified by the IMC and prior approval obtained from the SIC and SSC. For separate guidelines will be issued by SIC in consultation with SSC.

## **9 BOOKS OF ACCOUNTS**

The IMC will maintain regular books of accounts get them audited and prepare annual reports and statements of accounts as required under the relevant Societies Registration Act. The State Government/DET may call for its books of accounts, vouchers, documents, etc. relating to any accounting year and also authorise an officer for their inspection.

## **KEY PERFORMANCE INDICATORS**

leading to better employability, all the two parties will jointly agree and finalise Key Performance Indicators (KPIs) as yearly targets for next five years, for improving the internal as well external efficiency of the ITI against the With the broad objective of improving the quality of training base line information. These parameters will be used to evaluate the success of the scheme during and after the project period. The agreed KPIs signed by the IMC and the State Government/DET will be appended to the MOA.

## **10 MONITORING MECHANISM**

The IMC will be required to submit quarterly report about the implementation of the Scheme to the SIC/SSC. In case of unsatisfactory performance in achieving the KPIs, the IMC will submit a detailed report to the SIC/SSC within 30 days of receipt of a notice in this regard, inter lia, indicating the reasons for failure and measures required to be taken. The SIC/SSC will fix responsibility for such failure and ensure that necessary corrective action is taken.

## **Financial and Administrative Power**

**As per Government of India guide lines accepted by Govt. of Gujarat for the Public Private Partner Scheme.**

### **RELEASE OF FUND**

Fund will be released to IMC Society once SSC approves the IDP and approves the project.

### **Steps for Operationalisation**

The various steps required for functioning of the state sponsored PPP scheme will be as under.

**Step: 1** For each ITI covered under the same scheme one Industry partner is to be identified by the Directorate of Employment & Training in consultation with the Industry Association. The ITIs Identified for up gradation under the scheme should be affiliated to NCVT or GCVT.

**Step: 2** If IMC does not exist in the selected ITI, It has to be constituted as per the composition given in the memorandum of agreement. If IMC already exists, it may have to be reconstituted in view of the fact that under this scheme, the chairperson of the IMC will be industry partner or Its representative. The other four members (including one women member) from the industry are also nominated by the Directorate of Employment and Training in such a way that the IMC is broad based. The five members to be nominated by the Directorate of Employment & Training are as follows.

- 1) District employment office.
- 2) One representative of state directorate.
- 3) One senior faculty member of the ITI.
- 4) One representative of trainees.

**Step: 3** once the IMC is constituted reconstituted, it has to be got registered as a society under the society's registration Act applicable in the state for registration of the society.

**Step:4** After registration of the IMC as a society the memorandum of agreement (MOA) has to be signed between the State Government DET and the representative of industry partner (who will sign on behalf of industry partner as well as on behalf of the IMC as its chairman), Simultaneously a bank account is to be opened in the name of IMC society in a conveniently located nationalized bank having CBS or RTGS facility so that the fund sanctioned to the IMC may be directly deposited in it. The IMC society should obtain a PAN TAN from the income tax department.

**Step: 5** State governments will delegate power to the IMC as mentioned in Para 4(c) A section B of the MOA.

**Step: 6** The State steering committees (SSC) constituted in State Government and State implementation cell (SIC) existing in the state will look after management, monitoring and evaluation of this scheme as provided in the memorandum of agreement.

**Step: 7** The newly constituted reconstituted IMCs under the leadership of the industry partner have to prepare an institute development plant (IDP) and have to decide their long term and short term targets, key performance indicators (KPIs) for next five year as per Memorandum of Agreement. The IDP shall contain details about how much money is to be utilized for different components such as civil works, purchase machinery equipment and other miscellaneous activities. The year wise break up for these components is also required to be given. IDP should be prepared after careful consideration of the available resources, requirement of the I.T.I. and manpower requirement in surrounding industries.

**Step: 8** The IMC have to prepare & send the IDP to the SICState steering Committee who will examine them in terms of their feasibility and overall requirement of the state. The target KPI for next five years also have to be examined by the SSC. The target KPI for each ITI is to be jointly signed by the IMC and the State government/DET in the format of memorandum of agreement and appended to the already signed agreement. On the base of IDP and KPI submitted to the State Steering Committee fund may be granted to IMC society by SIC in consultation with SSC.

**Step: 9** The IDP and KPI target are scrutinized and approved by the State Government and the sanctioned fund will be released to the IMC society directly by DET.

**Step: 10** The released amount is utilized by the IMC for up gradation of their ITI and the courses in the upgraded facilities are started from the academic session commencing next to the financial year in which the fund is released.

**Step: 11** The utilization of funds and performance of the ITIs is monitored regularly as per the monitoring mechanism set out in the memorandum of agreement.



## **Minimum Eligibility Criteria for Industry as Partner for ITI**

1. Industry partner should be within the district or 100 km radius in adjoining districts.
2. Industry partner should be a manufacturing unit or service sector unit or Infrastructure Company or information technology company with a minimum annual turn over of Rs. 10 crores.
3. Industry partner should have been operational for at least 5 years period and employ minimum 25 people.
4. The partner Industry should give an undertaking that they will appoint their Chairman or Managing Director or Director of the Company or Head of Local Unit of that Company as the Chairman of Institutional Management Committee of the ITI adopted under the PPP Mode.
5. Preference will be given to such Industry those who are engaged in activity related to socio-economic upliftment of people, as a Corporate Social Responsibility.

MEMORANDUM OF AGREEMENT

between

DET/PRINCIPAL  
of

THE GUJARAT STATE  
and

INDUSTRY PARTNER

NAMELY .....

IN CONNECTION WITH

“UPGRADATION

of

GOVERNMENT INDUSTRIAL TRAINING INSTITUTES

through

PUBLIC PRIVATE PARTNERSHIP”

under

STATE SPONSORED SCHEME

***Name of ITI .....***

## MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is made on this ..... day of ..... between the Governor of Gujarat, Gujarat State, acting through Director, Employment and Training Block No. 1, Third Floor, Dr. Jivraj Mehta Bhavan, **Gandhinagar** (hereinafter called '**THE FIRST PARTY**') and the Industry Partner namely Ms ..... through Shri Smt.....(designation)(who also acts as IMC Chairperson)  
.....(complete address)(hereinafter called '**THE SECOND PARTY**').

WHEREAS it has been the policy of THE FIRST PARTY that skills imparted by the Industrial Training Institutes ( ITIs) must keep pace with the qualitative and technological demands of the industry & expanding universe of knowledge;

AND WHEREAS in pursuance of the aforementioned policy, it is proposed to take up a Scheme for “**Upgradation of Government ITIs through Public Private Partnership**” **UNDER STATE SPONSORED SCHEME (hereinafter called THE SCHEME)** with the main objective of improving the quality of training leading to better employability of trainees.

AND WHEREAS all the two above named PARTIES commit to upgrade the Industrial Training Institute..... (name and full address) ( hereinafter called **THE ITI**) into a Centre of Excellence under this SCHEME.

**THE PARTIES HEREOF AGREE AS FOLLOWS:**

**SECTION A:     ROLE OF THE FIRST PARTY**

1. THE FIRST PARTY shall provide fund Rs -----crore to the Institute Management Committee of THE ITI, as referred in Para 1 of Section B, based on the Institute Development Plan(hereinafter called THE IDP) developed by the Institute Management Committee and approved by the State Steering Committee (hereinafter called THE SSC). The IDP forwarded to SSC will be examined and the funds will be released on receipt of the proposal.

**SECTION B:             ROLE OF THE FIRST PARTY:**

1. To participate in THE SCHEME, THE FIRST PARTY has constituted reconstituted an Institute Management Committee (hereinafter called THE IMC) in THE ITI and registered it as a Society under the relevant Societies Registration Act. THE IMC has been entrusted with the task of managing the affairs of THE ITI according to the terms and conditions set out in this Memorandum of Agreement and spelled out in the Memorandum of Association and Rules and Regulations of the Society so formed.
2. THE IMC Society consists of the following members :
  - i) A representative nominated by THE Director of Employment & Training to act as the Chairperson
  - ii) Four other members from the local industries nominated by Director of Employment and Training.
  - iii) Five other representatives nominated by Director of Employment & Training
  - iv) The Principal of the ITI, as the ex-officio Member Secretary.

3. THE IMC acts as the Governing Council of the Society. It may associate additional members in the society as per need.

4. Having undertaken the activities as per above mentioned paras, THE FIRST PARTY now agrees and undertakes to:

a) Establish THE SSC with the following composition:

(i) The Secretary/Principal Secretary/Additional Chief Secretary, Department of Labour as the Chairperson;

(ii) Financial Advisor Financial Controller/ any other authority dealing with the finances of the concerned Department, as member;

(iii) Chief Engineer of the State PWD or other State approved agency for construction works or his nominee not below the rank of a Superintending Engineer, as member;

(iv) Three industry representatives nominated by major industry associations, as members;

(v) Three members having knowledge, expertise and interest in vocational training nominated by the State Government, as members.

(vi) The State Director dealing with ITIs shall be the ex-officio member, and shall act as Secretary of THE SSC.

b). Establish and maintain a State Implementation Cell (hereinafter called 'THE SIC'), with adequate staff to discharge its functions.

The SIC will be of following composition.

c). Delegate to THE IMC adequate administrative and financial powers to

- i) assess emerging skill requirements in the region and suggest changes in training courses being run in THE ITI.
- ii) start short-term training courses and charge suitable fees for the same;
- iii) review training needs and approve training of instructors and of administrative office staff;
- iv) facilitate placement of ITI graduates;
- v) generate, retain and utilize the revenue;
- vi) appoint contract faculty as per need.
- vii) make recommendations to THE FIRST PARTY on the funds provided by it to The ITI out of its Annual Budget.
- viii) make expenditure out of the fund received from THE FIRST PARTY under THE SCHEME as per the prescribed terms and conditions.

- d) Encourage and provide all assistance to THE IMC to establish training-cum-production centre and to start a second /third shift in THE ITI.
- e) As the owner of the ITI, continue to regulate admissions and fees for the regular training courses.
- f) Assist the IMC in any other manner to help achieve the objectives of improving quality of training and thereby provide better employment opportunities to the trainees.
- g) Ensure that the sanctioned strength of instructors in THE ITI is always filled up and in no case the vacancies shall exceed 10 percent of the sanctioned strength at any point of time.
- h) Ensure that all additional positions required by THE ITI in accordance with its IDP are sanctioned and filled up on priority.
- i) Continue to have administrative control over the staff of THE ITI and pay their salary and other emoluments.

## **SECTION C: ROLE OF THE SECOND PARTY**

**1** To participate in THE SCHEME, THE SECOND PARTY has:

- i) nominated a representative as a member of THE IMC to act as Chairperson.
- ii) ensured that THE IMC has at least one woman industry representative as member.

**2.** Having undertaken the above actions, THE SECOND PARTY agrees to provide training to faculty members and on the job training to trainees of THE ITI in industrial establishments.

**3** The SECOND PARTY may contribute financially and or in terms of machinery and equipment which may be instrumental in furthering the objectives of THE SCHEME.

## **SECTION D: THE ROLE OF THE IMC**

**1.** THE IMC agrees and undertakes to, interalia,

- i) develop, THE IDP for THE ITI. THE IDP shall define the long-term and short term goals of the institute, the issues and challenges facing the institute and the strategies for dealing with them. It shall set targets for institutional improvement, define key performance indicators, and detail the financial requirement with year wise break up to meet the needs.
- ii) obtain short term, medium term and long term requirement of skilled work force and take steps to produce graduates accordingly.
- iii) identify training needs of faculty and depute them for training in associated industries other institutes;
- iv) ensure implementation of various activities of the scheme in time bound manner so as to adhere to the time schedule agreed in the IDP;
- v) Monitor the progress of implementation of the scheme at the Institute level and furnish periodical reports to the SSC.
- vi) set up suitable mechanism to obtain feedback from the trainees and industry about quality of training and use the feedback for improvement in the training delivery;



- vii) set up placement cells in THE ITI to guide/help the graduates in employment self employment and develop suitable sustainable mechanism to trace the careers of the graduates for at least three years; and,
- viii) furnish periodical reports with respect to the placement as mentioned in sub para (vii) above to THE SSC.

1.1 These responsibilities have been included in the Memorandum of Association and Rules and Regulations of THE IMC Society.

## **SECTION E: MONITORING MECHANISM**

All the two stakeholders shall be responsible for monitoring the implementation of the scheme. The responsibilities of all the PARTIES are as under:

- i) With the broad objective of improving the quality of training leading to better employability, all the two parties shall jointly agree and finalise Key Performance Indicators (KPIs) as yearly targets for next five years, for improving the internal as well external efficiency of THE ITI against the base line information. These parameters shall be used to evaluate the success of THE SCHEME. The agreed KPIs in format enclosed at **Annex ‘A’** and signed by the IMC Chairman on behalf of IMC and THE FIRST PARTY shall be appended to this Memorandum and shall be deemed to be an integral part of this Memorandum.
- ii) THE IMC shall develop monitoring mechanism to review the performance of THE ITI under THE SCHEME and submit quarterly reports to THE SIC SSC.
- iii) THE SIC/SSC shall also monitor the implementation of THE SCHEME on the basis of reports submitted by THE IMC on quarterly basis.

iv) In case of unsatisfactory performance in implementation of THE SCHEME, including achievement of KPIs, THE IMC shall submit a detailed report to THE SIC/SSC within 30 days of receipt of a notice in this regard, interalia indicating the reasons for failure and measures required to be taken.

## **SECTION F: RELEASE OF FUNDS, ITS UTILISATION**

1. The fund received by THE IMC shall be kept in a separate bank account opened in Nationalised Bank in the name of THE IMC. Any private contributions, special grants received from State Government and revenue generated by THE IMC shall also be deposited in this bank account.
2. The fund amount may be used for the following purposes :
  - i) AdditionAlteration of New Civil work decided by IMC and approved by SIC.
  - ii) For procurement of machinery and equipment.
  - iii) For Miscellaneous activities directly related to upgradation of training infrastructure under THE SCHEME such as, engaging consultants for preparation of IDPs, hiring contract faculty for running training courses, etc.
3. Any deviation from the above pattern of use of funds has to be justified in the IDP and has to be approved by THE FIRST PARTY on case to case basis.
4. In no case shall the fund will be used for paying salaries to faculty and staff for the existing courses and also meeting office, administrative and other running expenses related to existing facilities in the ITI such as electricity dues, water charges, municipal dues, etc.

5. The fund received by the IMC Society and any revenue earned by it shall be deposited in a nationalized bank only. The funds of the IMC Society shall not be utilized for acquiring any stocks, bonds or securities.
6. The FIRST PARTY shall have power to issue instructions in respect of utilization of funds of THE IMC.

#### **SECTION G: MISCELLANEOUS**

1. For effective implementation & monitoring of THE SCHEME as envisaged in the Memorandum, the State Director dealing with vocational training in the Government of **Gujarat** will be the Nodal Officer on behalf of 'THE FIRST PARTY' and the **Chairman, IMC Shri.....**  
( designation)..... and address.....  
will be the Nodal Officer on behalf of THE SECOND PARTY.
2. In order to ensure sustainability of THE SCHEME 'THE FIRST PARTY and THE IMC shall:
  - (a) ensure availability of sufficient funds for purchase of consumables and material for training.
  - (b) undertake measures to generate sufficient revenue for running of THE ITI under THE SCHEME.
3. THE IMC shall maintain regular books of accounts as required under THE SCHEME relevant Societies Registration Act. THE FIRST PARTY may call for its accounts relating to any accounting year and authorize an officer for inspection of its books.
4. This Memorandum of Agreement shall be effective for five years.

5. THE KPIs for the first five years have been set out in Section E of this Memorandum. However, THE KPI target may be set in agreement with THE IMC & THE SECOND PARTY in the block of next five years.
6. The efforts of all the parties shall be to resolve the issues, if any, amicably. However, in case of disagreement, the matter shall be placed before Minister for Labour and Employment, Government of Gujarat, whose decision shall be final & binding on all the two parties.
7. Through this MEMORANDUM OF AGREEMENT, all the two parties affirm their commitment to carry out the activities and achieve the objectives as mutually agreed upon herein in true letter and spirit.
8. For successful implementation of THE SCHEME, this Memorandum may be amended by deleting, adding or revising the clauses during implementation of THE SCHEME, in consultation with all the two parties.

Signed at GANDHINAR on..... .. this day of .....2011.

**For and on behalf of**

**Shri  
Director,  
Employment &  
Training Principal ITI**

Government of  
Gujarat

**For and on behalf of**

The Industry Partner  
and

**For and on behalf of  
IMC as Chairman**

(..... )  
(Shri .....)

### **Witnesses**

1.

2.

### **Witnesses**

1.

2

## **ANNEX- A**

### **Target Key Performance Indicators (KPIs)**

**This shall become a part of the Memorandum of Agreement signed amongst the State Government of Gujarat and Industry Partner once it is finalized by the two parties based on the Institute Development Plan (IDP) of the Institute Management Committee (IMC) of an ITI under the scheme for UPGRADATION OF GOVERNMENT INDUSTRIAL TRAINING INSTITUTES(ITIs) under STATE SPONSORED SCHEME**

We the following two parties have jointly agreed to year-wise targets of Key Performance Indicator (KPIs) mentioned below for the Industrial Training Institute \_\_\_\_\_ (name and address)

to be achieved under the scheme UPGRADATION OF GOVERNMENT INDUSTRIAL TRAINING INSTITUTES(ITIs) UNDER STATE SPONSORED SCHEME

Sl. No.	Key Performance Indicators	Base line in the year of release of FUND	Target				
			for the 1 <sup>st</sup> yr. year next to fund release year	for 2 <sup>nd</sup> year	for 3 <sup>rd</sup> year	for 4 <sup>th</sup> year	for 5 <sup>th</sup> year
1.	% of applications as compared to no. of seats						
2.	% of enrolments as compared to						

	no. of seats						
3.	% of dropout as compared to no. of enrolments						
4.	% of students passed out compared to enroll students						
.	% of passed out students employed self employed within one year of pass out						
6.	Average monthly income of the employedself employed students.						

Signed at GANDHINAGAR on..... this day of .....2011

**For and on behalf of  
The Governor of GUJARAT**

**The IMC Chairman  
of ITI**

\_\_\_\_\_

**(For and on behalf of IMC)**

**(Shri  
DIRECTOR,/Principal ITI**

**(.....)**

**Employment & Training  
Government of Gujarat**

**(Model)**

**Memorandum of Association**  
**of the**  
**“IMC of ITI-----”**

1. **NAME OF THE SOCIETY :**

The name of the Society shall be "IMC of ITI-----".

2. **REGISTERED OFFICE OF THE SOCIETY :**

The Registered Office of the Society shall be situated at \_\_\_\_\_.(full Address)

3. **AIMS AND OBJECTIVES :**

**A. Aims of the Society**

- i) The main aim of the Society is to assist in improvement of standard of vocational training and skill development in the country as a whole.
- ii) The Society has been formed with the specific aim of upgradation of the Industrial Training Institute (ITI)----- into a centre of excellence in such a way that the training provided in the ITI is improved and becomes demand driven leading to better employability of the passing out graduates.
- iii) In general the Society shall function 'on no profit-no loss' principle. However its affairs shall be managed in such a way that it becomes self supporting in due course and is able to meet all its expenses and liabilities on its own.

**B. The main objects to be pursued by the Society are :**

- i) To manage the affairs of the ITI, \_\_\_\_\_ according to the terms and conditions set out in a Memorandum of Agreement to be signed among the, State Government and Industry Partner. The representative of the Industry Partner shall sign this Memorandum of Agreement on behalf of the Society also as its chairman.
- ii) To develop an Institute Development Plan (IDP) for the ITI \_\_\_\_\_. The IDP shall, interalia, define long-term goals of the institute, the issues and challenges facing the institute and the strategies for dealing with them. It shall set targets for institutional improvement, key performance indicators, and detail the infrastructural & financial requirement with year wise break up to meet the needs.
- iii) To assess emerging skill requirements in the region and suggest changes in the training courses being run in the ITI.
- iv) To obtain short term, medium term and long term requirement of skilled work force and take steps to produce graduates in the ITI accordingly.
- v) To identify short-term training courses, which can be offered in the ITI, develop infrastructure for the same, organise and run the courses and charge suitable fees for the same.
- vi) To review training needs of instructors and administrative office staff of the ITI and arrange for their training programme.
- vii) To plan & establish such production service centres in the ITI which help the trainees develop learn their skills and also generate funds for the Society to be used in the task of upgradation.
- viii) To adopt innovative measures like providing consultancy advisory services to the industry so as to generate revenue which can be utilized, for development of training activities in the ITI.
- ix) To appoint contract faculty as per need and as per rules and regulations of the Society.
- x) To assess the requirement of funds for the ITI and make recommendations to the State Government on the funds provided by it to the ITI out of its Annual Budget.



- xi) To make expenditure out of the funds of the Society, including fund received from the State Government under the Scheme 'Upgradation of Government it is of Gujarat State through Public Private Partnership' mode under State Sponsored Scheme as per the prescribed terms and conditions.
- xii) To set up Placement Cell in the ITI to guide help the graduates in employment self employment.
- xiii) To network, interact, establish and maintain working relations with other institutes within and outside Vocational Training System and participate in related activities so as to increase awareness in trainees and trainers in the area of Vocational training.
- xiv) To network and interact with local industry chambers, other industry associations, employment exchanges, lead banks, other Government departments and undertake measures, like job fairs, so as to increase the employability of ITI graduates.
- xv) To undertake measures to achieve target Key Performance Indicators set out in the Two Tripartite Memorandum of Agreement as referred in the para (i) above.
- xvi) To organise skill competitions in the ITI, take part in other skill competitions including State National World Skill competitions.
- xvii) To undertake publicity and other measures, like organising seminars in schools for potential candidates for ITIs, to increase awareness about vocational training and also to create a better image of vocational training courses.
- xviii) To promote measures so as to increase the capacity of ITI by organising second & third shift in the ITI.

**C. The objects incidental or ancillary to attainment of Main objects of the Society:**

- i) To make provision in the ITI, so that any of the services as mentioned in the main objects may be rendered.
- ii) To set up suitable mechanism for getting information on long term, medium term and short term skill requirement in the region and provide the same to the State and Central Government.
- iii) To institute and award prizes, medal and fellowships, in accordance with the rules and regulations of the Society .
- iv) To award certificates to those having successfully completed their respective training courses other than courses under NCVT & GCVT.
- v) To maintain a fund to which the funds provided by State Govt. and any other amount received in the form of aids, grants, and gifts, donations, benefactions, bequeath or transfers, fees,

charges etc will be credited in accordance with the rules and regulations of the Society.

- vi) To ensure implementation of various activities of the Scheme refereed in Para 3B(xi) in time bound manner so as to adhere to the time schedule agreed in the IDP;
- vii) To monitor the progress of implementation of the above Scheme at the institute level and furnish periodical reports to the authorities as per the decided schedule.
- viii) To set up suitable mechanism to obtain regular feedback from trainees and industry about quality of training and using the feedback for improvement in the training delivery;
- ix) To develop suitable sustainable mechanism to trace the careers of the graduates for at least three years after passing out.
- x) To advise State Govt. to create administrative, technical, ministerial and other posts in accordance with the agreed Institute Development Plan.
- xii) To solicit, receive and accept funds, aids, grants, services and contributions in kind from individuals, companies, foundations, governmental departments and agencies, other agencies and sources and in accordance with the rules and regulations of the Society, in furtherance of the aims and objects of the Society, subject to the applicable laws.
- xiii) To acquire, purchase, hire, take on lease, exchange, construct or acquire in any other manner property movable or immovable which maybe necessary or convenient for the objects of the Society.
- xiv) To borrow and raise monies on mortgages, promissory notes or other securities founded or based upon all or any of the properties and assets of the Society or without any securities provided that prior approval in writing of the State Government is obtained in that behalf.
- xv) To open and operate bank accounts in Public Sector Bank, draw, accept, endorse, discount and negotiate cheques, bills of exchange, promissory notes and other negotiable instruments.
- xvi) To invest funds of the Society in such manner, as proposed by the Society and in accordance with its rules and regulations.
- xvii) To create depreciation fund, sinking fund, insurance fund, whether for depreciation or for repairing, improving, replacing, renewing, financing, extending, or maintaining any of the properties of the Society or for any other purpose whatsoever deemed beneficial to the Society and as per rules and regulations of the Society.
- xviii) To pay all expenses preliminary or incidental to formation and registration of the Society and for its management and administration out of its fund.

- xix) To pay out of the funds of the Society or out of any particular part of such funds all expenses for carrying out any of the objects of the Society including payments of salaries and payments to persons employed or hired, if any.
- xx) To impose and recover fees and charges for the services rendered by the Society.
- xxi) To meet expenses of the Society out of its funds to buy materials store that may be required to maintain the services of the Society as mentioned in the main objects as well as building and equipment belonging to the Society.
- xxii) To negotiate and enter into contracts on behalf of the Society and vary or rescind such contracts and sign, execute and deliver such contracts, deeds and instruments as may be necessary.
- xxiii) To constitute such committee or committees as it may deem fit for the disposal of any business of the Society and tendering advice in any matter pertaining to the Society.
- xxiv) To delegate any of its powers to the Governing Council of the Society or any of the committee or committees constituted by it.
- xxv) To promote, support, take-over, affiliate, amalgamate or merge with any other institution or body having object wholly or in part similar to those of the Society, with the prior approval of the State Government.
- xxvi) To make rules and regulations and bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind them from time to time.
- xxvii) To print, publish, distribute reports, studies and brochures and other publications pertaining to the activities of the Society.
- xxviii) To promote or associate with any other person, authority or body whether incorporated or otherwise for attainment of the objects herein stated and on that behalf also to invest funds of the Society.
- xxix) To subscribe money for any national, charitable and benevolent object useful for general public or for any exhibition or to any institution, club, Society or fund, but not intended for any political party or class with prior approval of State Government.
- xxx) To institute, conduct, defend or compromise legal proceedings by or against the Society or its officers or employees in respect of any matters affecting the Society directly or indirectly.
- xxxi) To do all such other lawful things as are conducive or incidental to the attainment of any or all of the above objects and for furthering the purposes and growth of the Society or its resources.

### **3. INCOME AND PROPERTY OF THE SOCIETY**

The income and property of the Society, howsoever derived, shall be applied towards the promotion of the aims and objects thereof as set forth in this Memorandum of Association. No portion of the income and property of the Society shall be paid or transferred as dividends, bonus or by way of profits or otherwise, to any person who at any time are or have been members of the Society or to any one claiming through them, provided that nothing herein contained shall prevent the payment in good faith of honoraria, perquisites,, facilities of any nature to the officers and employees as the Governing Council thinks fit in return of any services rendered to the Society.

### **4. GOVERNING COUNCIL:**

The Governing Council of the Society shall be the Council constituted in accordance with the Rules and Regulations of the Society. The names, addresses, occupations and designations of the members of the first Governing Council to which the management of the Society shall be entrusted as required under the Act are furnished in

The names, addresses, occupations and designations of the members of the first Governing Council:

## **Rules and Regulations**

### **of the Society –**

### **“IMC of IIL....”**

- 1.The Society shall be known as ‘IMC of IIL.....’
- 2.The address of the registered office of the Society shall be .....
- 3.The Society was formed on
- 4.The Society is within the jurisdiction of the Registrar of Societies,.....
- 5.The business hours of the Society shall be between .... a.m to ..... p.m on all working days except Sundays and Government Holidays.
- 6.These rules may be called “Rules of the Society -IMC of IIL....”
- 7.The aims and main objects of the Society shall be as set out in the Memorandum of Association.
- 8.In these Rules and Regulations, the language shall be interpreted according to its ordinary meaning provided, however, that unless the context necessarily indicates otherwise.
- 9.**Definitions:** For the purpose of these Rules and Memorandum of Association of the Society;
  - i)“Rule” means any of the Rules, regulations and bye laws of the Society, set out herein or in Memorandum of Association..
  - ii) ‘Society’ means the “IMC of IIL....” as registered under .....
  - iii)‘Act’ means the ..... Societies Registration Act,(as relevant)
  - iv)‘Governing Council’ means Committee in terms of The .....Societies Registration Act,..... to which the management of the affairs of the Society “IMC of IIL...” shall be entrusted.
  - v)‘General Body’ of the Society shall mean the body consisting of the members of the Governing Council together with other categories of members mentioned hereinafter.
  - vi)‘Chairman’ means the Chairman of the Governing Council who shall also be the ex-officio President of the Society.
  - (vii)‘Vice Chairman’ means the Vice Chairman of the Governing Council who shall also be the ex-officio Vice President of the Society.
  - viii)‘President’ means President of the Society whose functions and powers shall be exercised by the Chairman of the Governing Council.
  - ix) **Secretary** means the **Principal** of the Industrial Training Institute (ITI) who shall also discharge the duties and responsibilities of the Secretary of the Society and the Governing Council and as such shall be referred to as **Secretary** hereinafter in the relevant context.
  - x)‘Central Government’ means Government of India and ‘State Government’ means the Government of the State of GUJARAT
  - xi)‘Industry Partner’ means the Industry organization selected by the State Government for associating with the task of upgradation of Industrial Training Institute -----, under the Central Government

Scheme “ Upgradation of Government IIs of Gujarat State through public private partnership” Mode under State Sponsored Scheme

xii) ‘ IIT’ means the Industrial Training Institute -----.

xia) “ ” means the Industrial Training Centre -----.

xiii) ‘Annual General Meeting’ means the meeting of the members of the Society held once in a Year within six months after closing of the Financial year of the Society for adopting the accounts of the Society, appointing auditors and discussing such other issues as may be brought before the meeting.

xiv) ‘Registrar’ means the Inspector General of Registration (as applicable under the relevant Act)

xv) ‘Special Resolution’ means resolution passed by a majority of not less than three fourth of Society members present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than .... days specifying the intention to propose the resolution as been duly given.

xvii) ‘SSC’ means ‘State Steering Committee’ a body at State level for guiding the implementation and monitoring of Government Scheme “ Upgradation of Government IIs of Gujarat State through public private partnership” mode under State Sponsored Scheme,, as defined in Memorandum of Agreement to be signed among, State Government and Industry Partner.

#### **GENERAL BODY OF THE SOCIETY**

10. The General Body of the Society shall be composed of members of the Governing Council together with such persons, from public and private bodies and individuals of ability or experience, subscribing to the aims and objects of the Society as may be nominated by the Governing Council and approved by the State Government, provided, however, that it will also be open for the State Government to nominate any individual as a member of the Society.

11. The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.

12. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.

13. Should any ex-officio or institutional member of the Society be unable to attend or prevented from attending a meeting of the Society, the respective parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.

14(a) When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall

terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at anytime from membership of the Society and appoint others in his place.

(b) Member of the Society shall hold the office for such a period not more than three years or as maybe prescribed by the Society at the time of their appointment or at any time thereafter.

(c) The Society may, notwithstanding anything contained in sub-rule (b) above, terminate the membership of any member or one and the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rule. The members, whose membership is so terminated, shall be eligible for reappointment.

15. A members of the Society shall loose his/her membership on the following grounds and reasons and the Governing Council is empowered to take such decisions:

i) If he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the Chairman;

ii) If he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;

iii) If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.

iv) If he/she is hindrance in the achievements of the aims and objects of the Society.

16. The resignation of a member shall be tendered to the Society through the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

17. (a) A vacancy in the membership caused by any of the reasons mentioned in rule 15 may be filled up by the Society.

(b) The members whose membership is terminated for the reasons mentioned in rule 15 (iii) shall be eligible for reappointment.

#### **MEEIINGS OF THE SOCIETY**

18. There shall be two meetings of the Society, namely:

i) Annual General Meeting.

ii) Extra Ordinary General Meeting

19. a) The Annual General Meeting of the Society shall be held not later than six months after the expiry of each financial year at such date and time and place as may be determined by the President in consultation with the Governing Council.

b) The business of the Annual General Meeting shall be:

i) To receive and adopt the audited statements of accounts prepared for the preceding financial year and the annual report of the Society;

ii) To consider the budget estimates and the action plan of the Society for the next financial year prepared by the Secretary and approved by the Governing Council, and to adopt the same;

iii) To appoint auditors of the Society; and

iv) To transact such other business which may be brought before the meeting by the Governing Council.



20. The President can at any time summon an extra ordinary general meeting of the Society, if considered necessary for transacting business of important nature or if so requisitioned by not less than five members of the Society by request in writing and specifying the reasons for the requisition within one month from the date of request of requisition.
21. Except as otherwise provided in these Rules and Regulations, all meetings of the Society shall be called by notice under the hand of the Secretary who shall act in accordance with the directions of the Chairman in this regard.
22. a) Every notice calling meetings of the Society under Rule 18 shall state the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 10 clear days before the day appointed for the meeting.
- b) The accidental omission to give or non-receipt of such notice by any member shall not invalidate the proceedings of any such meeting.
- c) A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members.
- d) Any notice so served by post shall be deemed to have been served on 4<sup>th</sup> day following that on which the envelope containing the same was posted and prove that the envelope containing such notice was properly addressed and duly posted.
23. Every meeting of the Society shall be presided over by the President/Vice President and in their absence, by a member chosen to preside over that particular meeting,
24. One-third of the total members of the Society present in person shall form a quorum at every meeting of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an Hour following the adjournment. No quorum shall be necessary for such adjourned meeting.
25. Subject to provisions contained in Rule 78 supra, all disputed questions at the meeting of the Society shall be determined by majority of votes.
26. a) Each member of the Society shall have one vote,
- b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote.

27. a) The Society shall cause minutes of all proceedings of its Annual General Meetings, and of its Extra Ordinary General Meetings to be entered in a Minute Book kept for the purpose.

b) Any such minutes, if purporting to be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, shall be evidence of the proceedings.

c) The minutes book shall be kept at the Registered Office of the Society and shall during business hours be open to inspection of any member free of charge.

28. a) In respect of the following business of the Society a special resolution as defined in Section..... of the Act would be required to be passed:

i) Amendment of the Memorandum of Association and Rules & Regulations;

ii) Change in the name of the Society, subject to approval of the Registrar.

iii) Amalgamation and division of the Society:

iv) Manner of distribution of any property left undistributed on dissolution of the Society.

b) A copy of the special resolution shall be filed with the Registrar within ..... days from the date of passing of such resolution signed by the **Secretary** of the Society.

#### **GOVERNING COUNCIL**

29. a) The affairs of the Society shall be administered, directed and controlled by a Governing Council in accordance with its Rules and Regulations.

b) The members of the Governing Council shall become ipso facto members of the Society on their admission.

c) The members of the Governing Council shall not be less than .... and more than .....

#### **COMPOSITION OF THE GOVERNING COUNCIL AND TENURE OF OFFICE**

30. The Governing Council of the Society shall have the following members:

i) A representative nominated by the Industry Partner as the Chairman

ii) Four other members from local industries nominated by Director Employment & Training, one of whom to be nominated as the Vice Chairman.

iii) Five representatives nominated by the Director of Employment & Training.

- iv) The Principal of the III, as the ex-officio Member Secretary
31. The tenure of the Governing Council shall be for a period of not more than three years, and the outgoing members shall be eligible for reappointment.
32. The ex-officio and nominated members of the Governing Council shall hold their office by virtue of being the nominees on behalf of their respective parent organizations. Their membership of the Governing Council shall automatically terminate in case they cease to be in that office or appointment by reason of which they hold membership in the Society or if they are removed by their respective nominating organization from membership of the Society. The respective nominating organization shall have power to nominate others as their representative instead of the previous ones.
33. a) The members of the Governing Council, except the ex-officio members, shall lose his/her membership on the following grounds and the Governing Council is empowered to take such decision;
- i) if they do not attend three consecutive meetings of the Governing Council without sufficient cause or leave of absence granted to them by the Chairman;
  - ii) if they resign, become of unsound mind or insolvent and are convicted of a criminal offence involving moral turpitude;
  - iii) if in the opinion of the 'IMC of III----' continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect.
- b) Upon such termination of membership, the vacancies shall be filled in accordance with the relevant Rules and Regulations of the Society.
34. The resignation of a member of the Governing Council shall be tendered to the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

#### **POWERS, FUNCTIONS AND RESPONSIBILITIES OF THE GOVERNING COUNCIL**

35. With a view to attaining the aims and objects of the Society, the Governing Council shall discharge such duties and responsibilities, exercise such powers and undertake to carry out such activities as are considered essential in general and with particular reference to the following:
- i) To prepare and execute plans and programmes and to carry on the administration and management of the Society.
  - ii) To receive grants and contributions and to have custody of the funds of the Society.

- iii) To prepare the budget estimates of the Society each year and sanction expenditure within the limits of the budget approved by the Society at the Annual General Meeting.
- iv) To prepare and maintain accounts and other relevant records and annual statements of accounts including the Balance sheet of the Society.
- v) To fix, levy and receive such fees and other charges for service rendered by the Society.
- vi) To make, inform, adopt, amend, vary or rescind from time to time rules and byelaws with the approval of General Body of the Society for regulation of any purpose connected with the management and administration of affairs of the Society and for the furtherance of its aims and objectives.
- vii) To perform such additional functions and carry out such duties as may from time to time be assigned to it by the Society.
- viii) To establish procedure in respect of services and technical advice to be rendered by the Society and the levy and collection of charges for the same.
- ix) To institute and award scholarship, prizes and medals.
- x) To recommend to the State Government :
  - a) For creation of post and other infrastructure for the III as per IDP
  - b) For filling up of the posts
- xi) To co-operate with any other organization in the matters of education, training management and allied subjects.
- xii) To enter into arrangements for and on behalf of the Society.
- xiii) To sue and defend all legal proceedings on behalf of the Society.
- xiv) To appoint committee or committees for disposal of any business of the Society or for advice in any matter pertaining to the Society.
- xv) Subject to sub-rule (xvii), to delegate to such extent it may deem necessary any of its powers to any officer or committee of Governing Council.
- xvi) To consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the Society as it thinks fit.
- xvii) To delegate to such extent it may deem necessary any of its powers to any officer or committee of the Governing Council.
- xviii) To delegate powers as it may consider appropriate but not the powers for:
  - a) altering, extending or abridging the aims and objects of the Society;
  - b) amalgamating either wholly or partially with any other Society having same or similar aims and objects;
  - c) altering, extending or abridging the Rules and Regulation;
  - d) making capital investment exceeding the approved budget;
  - e) borrowing money except for working capital exceeding the approved budget;

- f)transferring byway of mortgage, pledge, hypothecation or otherwise any assets, movable or immovable, except as security for working capital;
- g)appointing bankers and auditors and
- h)generally anything extraordinary and of major importance.

36. The Governing Council shall abide by any instructions issued by the Central Government in respect of any matter related to upgradation of the III
37. a) In the event of any matter not being provided for herein, the Governing Council have the power to make bye-laws, as it deems necessary, with the approval of General Body of the Society.
- b) The Governing Council shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its ruling shall be final and binding.
38. Subject to the provisions of the Act, no member of the Governing Council shall be held personally liable for any loss damage or harm that may be caused by reason of any act or omission done by him in good faith, in course of discharging his functions and powers.
39. No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council with the approval of the Society.

#### **MEETINGS OF THE GOVERNING COUNCIL**

40. The meetings of the Governing Council shall be held as frequently as is considered necessary by the Chairman but in any case not less than one meeting every three months for considering the progress of the Society, solving problem, if any, that may arise in the way of achieving the desired aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action. However, during the first one year of the formation of the Society when the process of upgradation of the III is underway the Governing Council is expected to meet once every month.
41. The agenda for all meetings shall including confirmation of the minutes of the preceding meeting shall be prepared by the Secretary in consultation with Chairman of the Society.
42. a) Members of the Governing Council shall be served notice in writing ....days before the date of all the meetings. The Chairman shall have powers to reduce the notice period if the circumstances so warrant.

b)The notice of the meeting shall set out the date, time and venue of the proposed meeting of the Governing Council and shall be accompanied by the agenda of the meeting.

c)Any accidental omission and or non receipt of the notice for any meeting shall not itself invalidate the proceedings of any meeting of the Governing Council.

43.The Governing Council may frame such bye laws as it may deem necessary for holding and conduct of its meetings.

44 a)The Chairman shall preside over all the meetings of the Governing Council.

b) If the Chairman is unable to attend a meeting of the Governing Council, the Vice Chairman will preside over the meeting.

c)If there is no Chairman Vice Chairman or the Chairman Vice Chairman is not present within half an hour of the time appointed for the meeting, the members present shall choose one of themselves to function as acting chairman of that meeting.

45. a) All questions in the meeting of the Governing Council where unanimity cannot be reached, shall be decided by a majority of votes.

b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote in addition to his ordinary vote.

46.a)The quorum for all the meetings of the Governing Council shall be one third of the total number of its members.

b)Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such adjourned meeting.

47.The Chairman of the Governing Council may himself call or by resolution in writing signed by him require the member secretary to call a meeting of the Governing Council at any time.

#### **AUTHORITIES OF THE SOCIETY**

48.The following shall be the authorities of the Society:

i)The Chairman of the Governing Council, who shall also be ex-officio President of the Society.

ii)The Vice-Chairman of the Governing Council, who shall also be the ex-officio Vice-President of the Society.

iii) The Governing Council.

- iv)The **Secretary** of the Society who shall also be the ex-officio secretary of the Society and the Governing Council.
- v)Such other authorities as may be constituted as such by the Governing Council.

49.The Governing Council shall have powers to appoint financial and other committees sub committees for carrying out the objects of the Society, and by resolution delegate to the committees or sub-committee(s) so constituted such of its powers for conduct of business as it may deem necessary.

#### **THE CHAIRMAN**

50. The Chairman of the Governing Council shall be nominated by the Industry Partner.

51. The Chairman shall have the following powers, functions and responsibilities:

- a)The chairman shall provide vision to the Society and lead the IMC for upgradation of the III.
- b)The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency.
- c)The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed.
- d)On such matters ,which the Chairman thinks are of sufficient importance and urgency and can not wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting.
- e)The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body.
- f)The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary.
- g)The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote.
- h)The Chairman shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass necessary orders on the recommendations of the inquiry committee.
- i)The Chairman shall plan, direct and coordinate the overall working, of the Society.

#### **THE MEMBER SECRETARY**

- a) The Secretary shall be the Chief Executive Officer of the Society.
- b)The Secretary will be member secretary to the Society as well as the Governing Council and shall, in consultation with, the Chairman prepare

agenda for the meetings of the General Body and Governing Council, convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.

53. a) The Secretary shall be charged with the responsibility of day to day management and administration of the Society.

b) The Secretary shall perform his duties and functions and exercise his power under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society.

54. In discharge of his functions, duties and powers, the Secretary, shall in particular do the following:

a) plan, direct, co-ordinate, organise and supervise day to day work of the Society.

b) prepare concrete operational plan of action for the year together with the revolving action plan for subsequent period of time to be determined by the Governing Council and budget estimates for the concerned period.

c) report to the Governing Council on policy matters and achievements and delegate responsibilities to other officers, if required.

d) present report of the Governing Council in the annual general meeting of the Society.

e) determine operational targets, measures and methods to achieve such targets and implement them after the approval of Governing Council

f) submit annual budget of the succeeding year at least six months prior to the closing of the Financial Year and furnish the same to State Government for getting funds from them, if any, after approval of Governing Council

g) submit audited statements of accounts of the preceding year not later than three months after the close of the Financial Year.

h) submit all such other reports as may be required by the Governing Council or otherwise.

i) report to the Governing Council on all capital and recurring expenditure.

j) sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegated by the Governing Council

k) sign all deeds and documents for and on behalf of the Society

l) sign all documents and proceedings requiring authentication by the Society.



m)with the approval of the Governing Council delegate any of his powers and functions and duties to any member the staff of the Society III which are not inconsistent with the provisions of these rules.

n)do all such things as may be required for day to day management and administration of the Society

### **FUNDS OF THE SOCIETY**

55. The funds of the Society shall consist of the following :

- i)Fund received from the State Government under the Scheme “Upgradation of Government IIIs of Gujarat State through Public Private Partnership” Mode under State Sponsored Scheme.
- ii)Income from investments and savings.
- iii)Receipts by way of fees and charges for any short term or long term training courses run by the Society in the III
- iv)Income earned by running production service centres by the Society in the III
- v)Charges for consultancy services provided by the III
- vi)Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Undertaking, private parties or any other sources.
- vii)Extra charges allowed to be collected by the State Government to the Society for any paid seats in the III for any training course.

56. a) The bankers of the Society shall be the bank as may be decided by the Governing Council and prescribed by the State Government in the instructions issued from time to time.

b)All funds shall be paid into accounts of the Society which shall be operated upon by such officer(s) as may be duly authorized by the Governing Council.

57. Subject to the provisions of Section..... of the Act ,and with the approval of Governing Council, any portion of the funds of the Society, not immediately required, may be invested or deposited.

- i)in a special account opened by the Society for the purpose in a banking company as defined in the Banking(Regulation)Act,1949 and prescribed by the Central Government.
- ii) in any other mode permitted by the Central Government/State Government in its instructions issued from time to time.

### **PROPERTIES OF THE SOCIETY**

58. All funds and assets transferred to the Society shall be at the disposal of the Society.
59. All the properties of the Society shall be acquired and registered in the name of the Society.
60. All funds and properties of the Society shall be used only for the aims and objects of the Society.
61. No property of the Society shall be disposed of except on the recommendations of the Governing Council. Disposal of any immovable property shall be approved by the Society as well.

### **ACCOUNTS AND AUDIT**

62. a) The Society shall maintain proper accounts and other relevant records and prepare annual statements of accounts for each of the financial year ending 31<sup>st</sup> March in such form as may be prescribed by the auditors appointed by the Society.  
  
b) The audited accounts of the Society shall be placed before General Body within six months from the date of closing of Financial year for approval and the reports shall be filed with the Registrar within three months from the date of conducting the General Body of the Society.
63. Books of accounts of the Society shall be kept at the Registered Office of the Society and shall be open to inspection of any member free of charge during the business hours.
64. The accounts of the Society shall be audited annually by auditors and any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.
65. The audited Statements of Accounts together with the Audit Report shall be placed before the Governing Council for consideration and approval and thereafter the same shall be put up before the General Body for approval.
66. The State Government shall have the right to demand production of books, accounts, connected vouchers and other documents of the Society relating to any accounting year.
67. Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the bye-laws, balance sheet and receipts and expenditure account.

### **ANNUAL REPORT**

68. a) A draft of Annual report and the yearly accounts of the Society shall be prepared by the Secretary for consideration and approval of the Governing Council and shall thereafter be placed before the General Body at its Annual General Meeting for consideration and adoption;
- b) Copies thereof as finally approved by the Society shall be supplied to the members of the Society.
- c) The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

### **ALTERATION OF THE AIMS AND OBJECTS OF THE SOCIETY AND THE RULES AND REGULATIONS**

69. Whenever it appears to the Governing Council that it is advisable to alter, extend or abridge the aims and objects of the Society either wholly or partially, the Governing Council may take necessary action in accordance with the provisions of section ..... of the Societies Registration Act with the prior approval of the State Government.

### **AMALGAMATION WITH OTHER SOCIETIES**

70. If in the opinion of the Governing Council it is desirable to amalgamate the Society either wholly or partially with any other Society having similar aims and objects, it can be done as per provision of section ..... of the Societies Registration Act, ..... and with the prior consent of the Registrar and the State Government.

### **SEAL OF THE SOCIETY**

71. The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the **Secretary** or by some other person appointed by the Council.

### **DISSOLUTION OF THE SOCIETY**

72. The Society shall not be dissolved without the consent of the State Government and upon such dissolution, the assets of the Society shall be dealt within accordance with the provisions contained in the Societies Registration Act as applicable to the State of.

### **SUBMISSION OF ANNUAL LIST**

73. Once in every year a list of members shall be filed with the Registrar of Societies as per provisions of (Section-----) of the Societies Registration Act.

### **LEGAL PROCEEDINGS**

74. The Society may sue or may be sued in the name of the Chairman or the Secretary of the Society as per provisions laid down under (Section----) of the Societies Registration Act.

### **APPLICABILITY CLAUSE**

75. All the provisions of the Societies Registration Act, ----- shall apply to this Society.

### **POWERS OF THE GOVERNMENT**

76. a) The State Government shall have the following powers in the conduct of the affairs of the Society:

i) to issue instructions for bringing about any changes in the Memorandum of association and Rules and Regulation of the Society. i) to issue instructions for bringing about any changes in the Memorandum of association and Rules and Regulation of the Society.

ii) to call for such reports, documents and papers with respect to the activities of the Society as may be required from time to time.

iii) to issue instructions regarding the utilization of the funds of the Society.

- b) The State Government shall have the following powers in the conduct of the affairs of the Society:

i) to give directions as to the exercise of powers and performance of functions of the Society in matters involving substantial public interest, education and training policies.

ii) to evaluate from time to time the relevance, effectiveness, impact and efficiency of the Society in fulfilling its aims and objectives.

- c) The above mentioned powers will be exercised only on the recommendations of the SSC SIC.

**RESTRICTIONS OF THE POWERS OF THE SOCIETY**

77. The Society shall be precluded from making amends, varying or rescinding such Rules and Regulations and byelaws which provide for the prior approval of the Central Government or the State Government for doing or performing any act by the Society.

**GENERAL**

78. The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

**CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.**

**Witnesses:**

**Members**

**Governing**

**Council**

## **QUARTERLY PROGRESS REPORT**

**(for quarter ending ----- 200 )**

### **Upgradation of** **Government ITIS of Gujarat State through Public Private Partnership** **Mode** **under State Sponsored Scheme**

#### **A. GENERAL INFORMATION**

1. Name and address of ITI :  
with District
2. Year of release of Fund :
3. Industry Partner :
4. Name of IMC Chairman :  
Contact no., e-mail ID
5. Name of ITI Principal :  
Contact no., e-mail ID
6. Dates of the IMC meetings :  
held during the quarter

#### **B. FINANCIAL INFORMATION**

S.No.	Description	During the Quarter	Cumulative during the Financial Year	Total since beginning of the scheme
1.	Expenditure incurred			
2.	Interest received			
3.	Revenue received (other than interest)			
4.	Other funds received			

5. SB ac no. and Bank Branch : -----

6. Balance in SB ac at the end of the quarter : -----


#### **7. Details of revenue collection**

S.No.	Description	During Quarter	Cumulative during the FY	Total since beginning of the scheme
i)	Regular Training			

	Courses			
ii)	Short term Training Courses			
iii)	Training-cum-Production Center			
iv)	Consultancy			
v)	Others			
	<b>Total</b>			

### **C. EXPENDITURE INFORMATION**

S. No.	Type of Expenditure	Description of Expenditure	Expenditure during the Fin. Quarter (Rs.)	Cumulative Expenditure during the year (Rs.)	Total since beginning of the scheme
1.	Civil Works				
2.	Tools, Machinery & Equipment				
3.	Furniture & furnishing				
4.	Books and Learning Resources				
5.	Additional man Power				
6.	Consumables, maintenance and Training Material				
7.	Miscellaneous expenditure.				
<b>Total Expenditure</b>					

### **D. INFORMATION ABOUT ADMISSIONS**

Intake capacity:

Trainees on roll:

1. Admissions in existing trades taken up for Upgradation under the scheme

Sl. No.	Name of Trade	Date of Commencement of the course	No. of applications received	No. of Trainees admitted	Remarks
i)					
ii)					

2. Admissions in new trades opened under the scheme

SI No.	Name of Trade	Date of Commencement of the course	No. of applications received	No. of Trainees admitted	Remarks
i)					
ii)					

3. Admission in CoE courses opened under the scheme

SI No.	Name of Trade Sector	Date of Commencement of the course	No. of applications received	No. of Trainees admitted	Remarks
i)					
ii)					
iii)					

4. Other admissions in the ITI (in coursestrades not directly covered under the scheme)

S. No.	Name of Trade Sector	Date of Commencement of the course	No. of applications received	No. of Trainees admitted	Remarks
i)					
ii)					
iii)					

**E. INFORMATION ABOUT PASS %, PLACEMENT%, ETC.**

1. For existing trades taken up for Upgradation under the scheme

[For academic year 200\_\_ - \_\_\_\_ ]

S. No.	Name of the Trade	No. of the trainees studied	No. of trainees passed	Pass %	Remarks
i)					
ii)					

2. For new trades opened under the scheme [For academic year 200\_\_ - \_\_\_\_ ]

S.No.	Name of the Trade	No. of the trainees studied	No. of trainees passed	Pass %	Remarks
i)					
ii)					

3. Admission in CoE courses opened under the scheme[For academic year 200\_\_ - \_\_\_\_ ]

S. No.	Name of the Trade	No. of the trainees studied	No. of trainees passed	Pass %	Remarks
--------	-------------------	-----------------------------	------------------------	--------	---------



i)					
ii)					

4. For tradescourses not directly covered under the scheme [For academic year 200 - ]

S. No.	Name of the Trade	No. of the trainees studied	No. of trainees passed	Pass %	Remarks
i)					
ii)					

5. Please provide information about the percentage of the passed out trainees employedself employed within next one year and the range of income being earned by them.

#### **F. MISCELLANEOUS INFORMATION**

1. Details of the revenue generation activities carried out during the quarter.

-----  
---

2. Details of the short term courses run during the quarter.

3. Details of instructors in the ITI

a) For trades taken up for Upgradation under the scheme

Sl. No.	Trade	Sanctioned Strength	Filled up	Vacant
1				
2				

Remarks: -----  
-----

b) New trades opened under the scheme

Sl. No.	Trade	Required Strength	Filled up by regular appointment by State Govt.	Vacant
1				

Remarks: -----  
-----

c) New trades sector opened on CoE pattern under the Scheme

Sl. No.	Trade Sector	Required Strength	Filled up by regular appointment by State Govt.	Vacant
1				
2				

Remarks: -----  
-----

#### 4.Details of the contract faculty engaged by the IMC

Sl. No.	Trade/Courses	No. of persons engaged	Period of engagement	Remuneration
1.				

#### 5. Any other information which the IMC Society may like to Submit.

Chairman

Secretary

IMC Society

Society)

(Signature)

(Signature)

(IMC

Note : The above QPR is to be submitted by the IMC to the SIC by 5<sup>th</sup> day after the end of each quarter. The SIC should collect QPRs from all the ITIs in the State and submit to SSC by 10<sup>th</sup> day after the end of each quarter].