

1.3 Procedure followed in Decision Making Process [Section4(1)(b)(iii)]

In the discharge of duties and in the decision making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken at the level of the Director (Admin & Finance), Director (Studies) and Director (Academics) for respective divisions in the NCHMCT and final approvals are given by CEO of the Council.

Timeline in decision making are as under:

1.	Issue of Transcription	15 days
2.	Disposal of RTI Application	30 days
3.	Disposal of Public Grievance	30 days
5.	Student grievance	7 days
6.	Response to ragging complaints	Within 2 days
7.	Result of Term-end-examination	45 days



राष्ट्रीय होटल प्रबन्ध एवं केटरिंग तकनालॉजी परिषद

(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशाही निकाय)

NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(An Autonomous Body under Ministry of Tourism, Govt. of India)

ए-34, सेक्टर 62, नोएडा - 201309 उत्तर प्रदेश)

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अतुल्य भारत
Incredible

Delegation of Administrative Powers:

Sl. No.	Nature of Power		Authority to which the power is delegated		
			Existing	Revision with approval of BOG in its 46 th meeting held on 01.12.2017	Revision with approval of BOG in its 52 nd meeting held on 06.09.2021
1.	Creation/abolition of posts		Chairman, BOG (for all posts in NCHMCT)	As per existing	Unchanged
2.	A	Appointing Authority	Chairman, BOG (for all Group A posts) Chief Executive Officer (for all Group B posts) Director (A&F) (for all Group C posts)	As per existing	Unchanged
	B	Disciplinary Authority	Chairman, BOG (for all Group A posts) Chief Executive Officer (for all Group B posts) Director (A&F) (for all Group C posts)	As per existing	Unchanged
	C	Appellate Authority	President of the Society (for all Group A posts) Chairman, BOG (for all Group B posts) Chief Executive Officer (for all Group C posts)	As per existing	Unchanged
3.	Acceptance of Resignation		President of the Society (for all Group A posts) Chairman, BOG (for all Group B posts) Chief Executive Officer (for all Group C posts)	As per existing	Unchanged
4.	Fixation of Pay		Director (A&F)	As per existing	Unchanged
5.	Approval of Tour Programs		Chairman, BOG (for CEO) Chief Executive Officer (for all Officers of NCHM)	Chairman, BOG (for CEO) CEO (for Directors) Director (A&F) (for all Officers)	Unchanged
6.	Sanction of Air Travel for non-entitled categories on tours		Chairman, BOG (for all Officers of NCHM)	As per existing	Unchanged
7.	Advances (Pay, TA, LTC, Leave Salary)		Director (A&F)	As per existing	Unchanged



8.	Advance to employees for purchase of Car, Motor Cycle, Scooter, Bicycle, Fan, etc. to Entitled Officers Non-entitled Officers		Director (A&F) Chief Executive Officer	As per existing	Unchanged
9.	Grant of Increments		Dy. Director	As per existing	Unchanged
10.	A	Grant of EL, HPL, CL, EOL, Maternity Leave and Leave not Due	Chairman, BOG (for CEO) Supervisory Officers (for rest of staff) <small>Note: Necessary Leave Sanction Order will be issued by Dy. Director as records and service books are maintained by the A&F wing.</small>	As per existing	Unchanged
	B	Special Leave, Study Leave, Special Disability Leave	Chairman, BOG (for all Group A & B posts) Chief Executive Officer (for all other posts) <small>Note: Necessary Office Orders will be issued by Director (A&F) as records and service books are maintained by the A&F wing.</small>	As per existing	Unchanged
11.	Controlling Officer for TA Bills		1) For all Group A posts up to Dy. Director post will be their own Controlling Officer. 2) For rest, Dy. Director.	1) For all Group A posts up to Dy. Director post will be Director (A&F). 2) CEO for Directors.	Unchanged
12.	Leave Travel Concession		i) All LTC claims will be countersigned by authorities as mentioned for TA Bills at S.No.11. ii) Admissibility will be certified by Deputy Director for all claimants.	As per existing	Unchanged
13.	Power to allow medical reimbursement of medical expenses and to countersign the bills and to record prescribed certificates		Director (A&F) (for all officers subject to fulfillment of conditions and procedural requirements laid down in the relevant rules)	As per existing. Exceptional cases to be referred to CEO.	Unchanged
14.	Over-Time Allowance		Chief Executive Officer (for all entitled category of Officers)	As per existing.	Unchanged
15.	Sanction of Advance/ Withdrawal from GPF Account		Chief Executive Officer (full powers for all Group A posts)* Director (A&F) (full powers for all Group B &	As per existing.	Unchanged



		C posts)* * Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules.		
16.	Sanction and Drawl of Pay and Allowances of all employees of the Council	Director (A&F) (full powers for all employees)* * Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	As per existing.	Unchanged
17.	Sanction of non-recurring expenditure on each occasion for purchase of office equipment and furniture, fixtures and fittings, etc.	Chief Executive Officer (above Rs.0.50 lakh) Director (A&F) (up to Rs.0.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	CEO (above Rs.1.00 lakh) Director (A&F) (up to Rs.1.00 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	CEO (above Rs.2.50 lakh) Director (A&F) (up to Rs.2.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.
18.	Procurement & Printing of Stationery	Chief Executive Officer (Above Rs.0.50 lakh) Director (A&F) (up to Rs.0.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Chief Executive Officer (Above Rs.1.00 lakh) Director (A&F) (up to Rs.1.00 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Unchanged
19.	a) Publication of Books and publicity material including journals b) Newsletters	Chief Executive Officer (full powers) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules. ---	As per existing. Director (A&F) (full powers)	Unchanged
20.	Postage and Telegrams	Director (F) (full powers)	As per existing.	Unchanged
21.	Liveries, clothing and other articles for Group C & D employees	Director (F) (full powers) As per norms laid down in the relevant rules/instructions.	As per existing.	Unchanged
22.	Electricity & Water Charges	Director (F) (full powers)	As per existing.	Unchanged
23.	Rent, Taxes of Office Land and Building	Director (F) (full powers)	As per existing.	Unchanged
24.	Maintenance and Running of Staff Cars	Chief Executive Officer (full powers) Director (A&F) (Rs.10,000) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Chief Executive Officer (full powers) Director (A&F) (Rs.50,000) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Unchanged



25.	Incurring of other expenditure recurring in nature	--	Chief Executive Officer (full powers) Director (A&F) (up to Rs.1.00 lakh) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.	Chief Executive Officer (full powers) Director (A&F) (up to Rs.2.00 lakh) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.
26.	Contract Deeds	Director (A&F)/ Secretary of the BOG (All Cases) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.	As per existing.	Unchanged
27.	Power to write off losses, irrecoverable losses not due to theft, fraud or negligence	Chairman, BOG (full powers) Chief Executive Officer (up to Rs.50,000) Subject to confirmation by Board of Governors	Chairman, BOG (full powers) Chief Executive Officer (up to Rs.1.00 lakh) Subject to confirmation by Board of Governors	Unchanged
28.	To declare Stores (including items of dead stock) to be declared obsolete or unserviceable and to order their disposal	Chief Executive Officer (full powers)* Director (A&F) (up to Rs.50,000)* * As per book value in each case subject to fulfillment of procedural requirements.	As per existing.	Chief Executive Officer (full powers)* Director (A&F) (up to Rs.1.00 lakh)* * As per book value in each case subject to fulfillment of procedural requirements.
29.	Assistance to Recreational Club/Canteen	Chief Executive Officer (full powers)* Director (A&F) (up to Rs.25,000)* *As per laid down norms	Chief Executive Officer (full powers)* Director (A&F) (up to Rs.50,000)* *As per laid down norms	Unchanged
30.	Power to verify cases of reimbursement of tuition fee and to allow reimbursement and record prescribed certificate in the bill under normal rules.	Director (F) (for all entitled categories as per laid down norms)	As per existing.	Unchanged



**RULES AND REGULATIONS OF THE NATIONAL COUNCIL FOR
HOTEL MANAGEMENT AND CATERING TECHNOLOGY**

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REGISTRATION ACT, 1860

RULES AND REGULATIONS OF THE NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

SHORT TITLE : 1. THE RULES AND REGULATIONS MAY BE CALLED THE
RULES AND REGULATIONS OF THE NATIONAL COUNCIL
FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY.

DEFINITIONS : 2. In these Rules and Regulations, unless the context otherwise requires:-

- a) "Affiliated Institution" means the Institution affiliated to Council in respect of any course or courses of study in accordance with the provision of these Rules and Regulations and Academic Regulations made thereunder;
- b) "Council" means the National Council for Hotel Management and Catering Technology;
- c) "Bye-laws" means the bye-laws made under the authority of the Board of Governors;
- d) "Certificate" means the certificate awarded by the Council to a person for successfully completing in an affiliated Institution, such course or courses of study as may from time to time be prescribed under the Academic Regulations;
- e) "Chairman" means the Chairman of the Board of Governors;
- f) "Chief Executive Officer" means the Chief Executive Officer of the Council;
- g) "Committee" means a Committee appointed by the Board of Governors and includes a sub-committee appointed thereunder;
- h) "Diploma" means a diploma awarded by the Council to a person for successfully completing in an affiliated institution such course or courses of study as may from time to time be prescribed under the Academic Regulations;
- i) "Board of Governors" means the Board of Governors constituted as per these Rules and Regulations;
- j) "Government" means the Government of India in the Administrative Department concerned;
- k) "Head of the Institution" means the Principal of an affiliated Institution or such other officer as may be designated as such by the aforesaid Institution;
- l) "Member" means a member of the Society or the Member of the Board of Governors as the context may imply;
- m) "President" means the President of the Society;
- n) "Regular course of study" means a course of study prescribed by the Board of Governors for the purpose of its examinations;

- o) "Society" means the National Council for Hotel Management and Catering Technology;
- p) "Secretary" means the Secretary of the Society;
- q) "Vice-President" means the Vice-President of the Society;
- r) "Year" means, unless otherwise specified the financial year of the Government of India.

I – SOCIETY

REGISTERED : 3. The registered office of the Society shall be situated in the
OFFICE Union Territory of Delhi.

MEMBERSHIP : 4.(1) The Society shall initially consist of the following members:

- i) Minister-in-charge of the Administrative Department concern in the Union Cabinet : President of the Society.
- ii) Deputy Minister in the Administrative Department concern provided that if there is no such Minister then such other person as may be nominated by the President in this behalf Vice-President of the Society.
- iii) Minister-in-charge of the portfolios of Food, Education and Labour in the Union Cabinet (in case Prime Minister holding any of these portfolios, the Minister of State the Ministry/Department concerned).
- iv) Representatives of the Governments of respective States in which the affiliated Institutes are located.
- v) Chairman of the Boards of Governors of the Societies managing the affiliated Institutions.
- vi) Chairman of the Board of Governors of the National Council for Hotel Management and Catering Technology.
- vii) 5 Representatives of the Government of India.
- viii) Member Finance-Financial Adviser in the Administrative Department concerned.
- ix) Principals of all affiliated Institutions.
- x) 2 Experts in Hotel & Food Management, Catering and Nutrition, to be nominated by Government.
- xi) 4 Persons from the Hotel and Catering industry to be nominated by the Government.

- xii) Chief Executive Officer of the Council to be appointed by the Government.
- xiii) Secretary to the Council – MEMBER/SECRETARY.

- 4.(2) The Government may nominate any other person or persons and the Member or Members so nominated shall have all the rights and privileges of every other Member of the Society.
- (3) The representations may be by names or by designations as may be appropriate provided that the membership of the Society may be changed by the Government of India from time to time.

ROLE OF MEMBER

- 5.(a) The Society shall keep a Roll of Members and every Member of the Society shall sign the Roll and state therein his full name, designation 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.
- (b) If a Member of the Society changes his address, he shall notify his new address to the Secretary, but if he fails to notify his new address the address as given in the Roll of Members shall be deemed to be his correct address.

TENURE OF MEMBERS

- 6.(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) The tenure of every other person and any non-official shall ordinarily be 3 years from the date of his nomination unless terminated earlier under Sub-Rule (iii) below;
- (iii) Notwithstanding anything contained in Sub-Rules (i) and (ii) above, the President may at any time terminate the membership of any Member/all the Members of the Society without assigning any reason.

CESSATION OF MEMBERSHIP

- 7.(i) A member of the Society shall cease to be member of the Society if he resigns, becomes of unsound mind, be adjudged or adjudicated as 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 CEO or the Secretary) accepts a full time appointment in the Society or does not attend three consecutive meetings of the Society without obtaining leave of absence from the President.

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

SUBSTITUTED
MEMBERS

8. Should any member of the Society, nominated by virtue of his office, be unable to attend the meeting of the Society, he shall be at liberty to appoint any person as his substitute to take his place at that meeting of the Society. Such substitute(s) shall have all the rights and privileges of a member of the Society for that meeting only.

VACANCIES AND
VALIDATION OF
ACTS BY
MEMBERS

9. The Society shall function notwithstanding any defect in the appointment or nomination or 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 or any irregularity in its procedure, not affecting the merits of the case.

AUTHORITIES
OF THE
SOCIETY

10. (1) The following shall be the authorities of the Society:
- i) President
 - ii) Vice-President
 - iii) Board of Governors
 - iv) Chief Executive Officer
 - v) Secretary
 - vi) An Executive Committee, and
 - vii) Such other persons/bodies/Committees or panels as may/shall be constituted or appointed by Govt. of India, the Society or the Board of Governors.
- (2) The Chief Executive Officer shall be the Principal Executive Officer of the Society.

POWERS OF
THE SOCIETY

11. The Society shall have, subject to such restrictions as the Govt. of India may impose and subject to such instructions as the Govt. of India may issue from time to time in this behalf, full authority to perform all acts and issue such directions as may be considered necessary, incidents or conducive to the attainment of the aim and objectives enunciated in the Memorandum of Association of the Society.

REVIEW OF

12. The Society shall review in its meetings or atleast once a

PERFORMANCE
AND PROGRESS

year the progress and performance of all of its constitute units and/or the affiliated institutions and give such policy guidelines as it may deemed fit to the Board of Governors and its constituent units and/or the affiliated institutions.

NOTICE OF
MEETINGS ETC.

13. (a) A notice or any other information may be served upon a member of the Society either personally or by sending it through post in an envelope addressed to such member at his address as noted in the Roll of Members.
- (b) Any notice or other communication issued through post shall be deemed to have been served on the date following the date on which the letter, envelope or wrapper containing the said notice or communication is posted. For proving such service it shall be sufficient to prove that the cover containing such material was separately addressed and put into the post box or delivered to the postal authorities for onward transmission.

II – PRESIDENT

POWERS

14. The President shall exercise such powers for the conduct of the business of the Society as may be vested in him by the Society. In addition the President shall have power to:-
- i) Review periodically the work and progress of the Society;
- ii) Appoint Committee or Commissions to inquire into a report on the affairs of the Society and pass such orders thereon as he considers proper.

DELEGATION
OF POWERS

15. The President may, in writing, delegates such of his powers as he may consider necessary, to the Vice-President, Chairman of the Board of Governors, the Chief Executive Officer, the Secretary, the Head of the affiliated Institutions or to any other Officer of the Council.

III – VICE-PRESIDENT

POWERS AND

16. Besides the powers hereinafter enumerated in these Rules

FUNCTIONS

and Regulations, the Vice-President shall exercise such powers as may specifically be delegated to him by the President.

IV – CHIEF EXECUTIVE OFFICER

POWERS AND FUNCTIONS

17. (a) Subject to any instructions that may be issued by the President, the Vice-President, and the decisions of the Board of Governors, the Chief Executive Officer as the Principal Executive Officer of the Society, shall be responsible for :-
- i) The proper administration of the affairs and office of the Society;
 - ii) Prescribing the duties of the all employees of the Council;
 - iii) Exercising supervision and disciplinary control over the work and conduct of all employees of the Council;
 - iv) Coordinating and exercising general supervision over all activities in the field of hotel management, catering and nutrition and other activities of the Council; and
 - v) Advising the Govt. of India and other concerned authorities connected with the food service management, catering and nutrition.
- (b) The Chief Executive Officer may, in writing delegate such of his powers as he may consider necessary to any officer of the Council.

V – SECRETARY

POWERS

18. (a) The Secretary shall exercise all administrative and financial power as have been conferred on him under these Rules & Regulations and such of the powers as may be delegated to him from time to time.
- (b) The Secretary, if so authorised by a resolution passed in that behalf by the Board of Governors, may execute all contracts and other instruments on behalf of the Society of Board of Governors.
- (c) For the purpose of Section 6 of the Societies Registration Act (21 of 1860) the Secretary shall be considered as the Principal Secretary of the Society and the Society may sue or be sued in the name of Secretary. The Secretary may authorise any other

officer of the Society in writing, to sign and verify pleadings on his behalf.

- (d) The Secretary may in writing delegate such of his powers as he may consider necessary to any officer subordinate to him.

FUNCTIONS

- 19. (a) The Secretary shall function under the direction of the Society, the Board of Governors, the President, the Vice-President and the Chief Executive Officer.
- (b) The Secretary shall keep or cause to be kept minutes of the proceedings of the Society and the Board of Governors and take necessary action in connection herewith.
- (c) The Secretary shall keep or cause to be kept all records of the Society at its office nor any other place to be determined by the Board of Governors.

VI – MEETING OF THE SOCIETY

ANNUAL GENERAL MEETING

- 20. The Annual General Meeting of the Society shall be held on such date, time and place as may be determined by the President.

SPECIAL GENERAL MEETING

- 21. (a) The President may convene a special general meeting of the Society whenever he thinks fit.
- (b) At all Special General Meetings, no subject other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorised by the President.
- (c) The President shall convene a special general meeting of the Society on the written requisition of not less than eleven members of the Society.
- (d) Any requisition so made by the members of the Society shall express the object of the meeting proposed to be called and shall be left at the address of the Secretary.

CALLING OF THE MEETINGS

- 22. All meetings of the Society shall be called by notice in writing by and under the hand of the Secretary.

NOTICE FOR

- 23. Every notice calling a meeting of the Society shall state the

MEETINGS

date, time and place of the meeting and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.

VALIDATION OF MEETING DUE TO LATE OR NON-RECEIPT OF NOTICE

24. Any inadvertent omission to give notice to or the non-receipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.

CHAIRMAN OF THE MEETINGS AND HIS SELECTION

25. (a) The President shall preside over all meetings of the Society. In his absence the Vice-President shall preside over the meetings of the Society. In the absence of the President and Vice-President, the members present shall choose one from amongst themselves to be the Chairman of the meeting.
- (b) No business shall be discussed at any meeting of the Society except the election of a Chairman, whilst the Chair is vacant.

QUORUM

26. One third of the total membership of the Society present in person shall form a quorum at any meeting of the Society.

DETERMINATION OF DISPUTED QUESTIONS BY VOTE

27. (a) All disputed questions at a meeting of the Society shall be determined by vote of the members present and voting.
- (b) Each member of the Society shall have one vote.
- (c) In case of equality of votes the Chairman of the meeting shall have a casting vote.

VII – BOARD OF GOVERNORS

MEMBER

28. The Board of Governors shall have the following members from amongst the members of the Society:
- i) A Chairman to be nominated by the Government.
 - ii) The representatives of the Govt. of India on the Society.
 - iii) Member Finance-Financial Adviser in the Administrative Department concerned.
 - iv) 2 of the nominees of the Governments of States in which the affiliated institutions are located, to be specified by the Government.
 - v) Principals of the affiliated Institutions.

- vi) One of the experts in Hotel & Food Management, Catering and Nutrition, to be specified by Government.
- vii) Two of the persons from the hotel and catering industry to be specified by the Government.
- viii) Chief Executive Officer.
- ix) Secretary of the Board.

Once in every year a complete list of the members of the Board of Governors shall be filed with the Registrar of Societies, Delhi Administration, as required under Section 4 of the Societies Registration Act, (XXI of 1860).

FUNCTIONS AND SCOPE

29. (a) The affairs and funds of the Society shall be managed, administered, directed and controlled by the Board of Governors subject to rules, bye-laws and orders of the Society.
- (b) The Board of Governors shall generally pursue and carry out the aims and objects of the Society as set forth in its Memorandum of Association and in doing so shall follow and implement the policy, directions and guidelines laid down by the Society.

POWERS

30. (a) The Board of Governors shall exercise all executive, financial and academic powers of the Society subject nevertheless in respect of grants given by the Government of India, to such limitations as the Government may from time to time impose.
- (b) In particular and without prejudice to the generality of the foregoing provisions, the Board of Governors shall have the power, subject to the provisions of these Rules and Bye-laws framed thereunder, to:-
- 1) consider the annual and supplementary budgets placed before it from time to time, and pass them with such modifications as may be deemed necessary, establish, maintain, amalgamate, affiliate and/or close or deaffiliate institutions, laboratories, offices and or hostels, etc. and prescribe sub conditions in this regard as it may consider necessary.
 - 2) encourage the pursuit of learning particularly relating to food management, catering and nutrition and for the purpose found scholarships, prizes, medals etc. and other academic titles.
 - 3) to conduct such examinations, publish results and award such diplomas or certificates, subject

to such stipulations as it may specify from time to time in connection with the furtherance of and incidental to the aims and objects of Society.

- 4) to institute and award fellowships (including travelling fellowships), scholarships, studentships and to award/prizes and distinction certificates.
- 5) to inspect any affiliated or any other institutions seeking affiliation.
- 6) create posts, categorise costs and personnel in the Council.
- 7) determine the conditions of service of the employees of the Council, fix their remuneration and define their duties.
- 8) prescribe the ratio of posts in different grades or groups of grades in scientific and technical posts.
- 9) enter into arrangements with the Government of India and through the Government, with foreign and international agencies and organisations, the State Governments, and other public or private bodies or organisations or individuals for securing and/or accepting grants-in-aid, endowments, donations or gifts to the society or mutually agreed terms and conditions provided that such terms and conditions shall not be contrary to or inconsistent with the aims and objects of the society, or the policies of the Government of India.
- 10) takeover, acquire (by purchase, gift, exchange, lease or hire or otherwise from Govt. of India and through the Govt. from foreign and international agencies and organisations, the State Govts. and other public or private bodies or organisations, or individuals, institutions, libraries, laboratories), museum, collections, immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions where under it is concluded, is inconsistent with the aims and objects of the Society or the policies of the Government of India.

- 11) appoint committees, sub-committees and panels consisting of persons who may or may not be members of the Board of Governors or employees of the Council for such purposes and periods and with such powers and on such terms as it may deem fit.
 - 12) dissolve and/or substitute all or any committee, sub-committee or panel functioning or set up under Sub-Rule 11 above under the Society, and to issue such directions to them as it may deem fit and necessary.
 - 13) delegate such administrative, financial and other powers to the Chairman, Secretary, Executive Committee, any other Committee/ Sub-Committee, and any other office of the Council as it may consider necessary and proper.
 - 14) to exercise such other powers and to perform such other duties as may be conferred or imposed on it by or under these Rules & Regulations or as may be necessary for carrying out the objects contained in Society's Memorandum of Association.
- (c) without prejudice to the generality enunciated in Rule 30(a) above, the Board of Governors may make such academic regulations as it may deem fit and such academic regulations may be provided for:-
- 1) the admission of students to affiliated institutions;
 - 2) the courses of study and training to be provided by affiliated institution;
 - 3) the award of diplomas, certificates and other academic distinctions and the requirements which the students should fulfil for obtaining the same;
 - 4) holding of professional and craft examinations as may be considered necessary for furtherance of the aims of the Memorandum of Association;
 - 5) conferring professional recognition and laying down of criteria therefore.

- 6) the fees to be charged for admission to the examinations leading to diplomas and certificates of the Council;
- 7) the conditions for the award of fellowships, scholarships, studentships and academic distinctions;
- 8) the conduct of examinations, including the terms of office, manner of appointment and duties of the examining bodies, examiners and moderators;
- 9) the remuneration to be paid to examiners, moderators, supervisors, invigilators and tabulators who assist in the conduct of the examinations;
- 10) the manner of recognition of the courses of study and the type of training and examinations to be conducted by affiliated institutions for the diplomas, certificates and other academic distinctions;
- 11) the collaboration with Universities with a view to effecting coordination and avoiding conflict;
- 12) any other matter which may be connected with, or incidental to any of the matters aforesaid.

DELEGATION
OF POWERS
TO INSTITUTES

31. The Board of Governors may also delegate any of its powers to the Principal of an affiliated Institute, Laboratories etc. to facilitate its smooth functioning.

POWERS TO
FRAME, AMEND
OR REPEAL
BYE-LAWS ON
CERTAIN MATTERS

32. Subject to the provisions of these Rules and Regulations, Board of Governors shall have the power to frame, amend or repeal bye-laws for the administration and management of the affairs and funds of the Society and in particular to provide for the following matters:-
 - i) preparation and sanction of budget estimates, sanctioning expenditure, execution of contracts, investment of funds of the Society, purchase, sale or change of such investments, and maintenance of accounts and their audit;
 - ii) procedures for recruitment and training, examination, assessment, clearance of probation, confirmation and

promotion of personnel to and in the service of the Council;

- iii) terms and tenures of appointments and assignments, emoluments, allowances, rules of discipline and other conditions of service of the employees of the Council;
- iv) terms and conditions governing:-
 - a) the grant of scholarships, fellowships, etc.;
 - b) deputations within the country and abroad;
 - c) grants-in-aid for research centres.
- v) such other matters as may be necessary or incidental to the administration of the affairs and funds of the Society.

FREQUENCY
OF MEETINGS
DATE, TIME
AND PLACE
OF MEETINGS

- 33. The Board of Governors shall meet as often as necessary, and in any event at least once in each half year.
- 34. The meeting of the Board of Governors shall be held on such date, time and place as may be determined by the Chairman of the Board of Governors.

NOTICE FOR
MEETINGS &
ITS SERVICE

- 35. i) All meetings of the Board of Governors shall be called by notice in writing by and under the hand of the Secretary.
- ii) Every notice calling a meeting of the Board of Governors shall state the date, time and place of the meeting and shall be served upon every member of the Board of Governors not less than fifteen clear days before the day appointed for the meeting.

VALIDATION
OF PROCEEDINGS
OF MEETINGS

- 36. Any inadvertent omission to give notice to or non-receipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.

CHAIRMAN OF
THE MEETINGS

- 37. Meetings of the Board of Governors shall be presided over by the Chairman of the Board of Governors. In his absence the members present shall choose a member to be the Chairman of the meeting.

QUORUM

- 38. One third of total membership of the Board of Governors present in person shall constitute the quorum for meeting of the Board of Governors.

DETERMINATION
OF MATTERS BY
MAJORITY VOTE

39. Each member of the Board of Governors shall have one vote. The matters to be determined by the Board of Governors shall be decided by the majority vote, provided that in the event of there being equality of votes on any questions to be decided by the Board of Governors, the Chairman shall have a casting vote.

CONDUCT OF
BUSINESS BY
CIRCULATION
OF RESOLUTION

40. Any business, which it may be necessary for the Board of Governors to perform, except such as may be placed before the annual meeting of the Society, may be performed by a resolution in writing circulated among all its members, and any such 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 of Governors provided that at least 7 members of the Board of Governors have recorded their views on the resolution.

APPROVAL OF
PROCEEDINGS

41. The proceedings of all meetings of the Board of Governors and resolution passed referred to in Rule 40 above, shall be submitted by the Secretary to the Chairman of the Board of Governors for approval.

ACTION ON
PROCEEDINGS

42. The proceedings of the meetings of the Board of Governors shall be submitted to the President at the earliest who may, if he considers expedient to do so, annul any part(s) of the proceedings so annulled by him shall be treated as "Null and Void".

VIII – EXECUTIVE COMMITTEE

CONSTITUTION

43. (1) Subject to the control of the Board of Governors, and from amongst its members there shall be an Executive Committee which consists of:-
- a) Chairman of the Board of Governors – Chairman.
 - b) Chief Executive Officer.
 - c) 6 Members of the Board of Governors (including the expert on Hotel & Food Management, Catering and Nutrition) to be specified by the Government.

d) Secretary of the Board of Governors – Secretary.

- (2) The membership of the Executive Committee shall be regulated, *mutatis mutandis*, in accordance with the provisions of Rules 6 to 10.

POWERS &
FUNCTIONS

44. The powers and functions of the Executive Committee shall include:-
- i) consideration of all administrative financial and academic and other matters as may be entrusted to it by the Board of Governors;
 - ii) making all arrangements in the conduct and supervision of examinations (including moderation of papers and publications of results and for appointment of examiners);
 - iii) such disciplinary jurisdiction over the employees of the Council in all matters as may be conferred on it under the rules;
 - iv) in relation to the students, to impose any of the following punishments after making due inquiry and after giving an opportunity to show cause, namely:-
 - (a) debarring from appearing for examinations conducted by the Board of any of its authorities for such period as it may deem appropriate but not exceeding three years;
 - (b) admonishing in writing;
 - (c) making such remarks in the diploma or certificate, if any, held by a student as may seem appropriate to the executive committee having regard to the nature of misconduct committed by the student.

FREQUENCY
OF MEETINGS

45. The Executive Committee shall meet as often as necessary and in any event at least once in each quarter.

QUORUM

46. One third of total membership of the Executive Committee shall constitute the quorum.

NOTICE FOR MEETINGS

47. The provisions of Rules 34 and 35 shall apply, mutatis-mutandis, to the Executive Committee.

ACTION ON THE PROCEEDINGS

48. (i) The proceedings of the Executive Committee shall be forwarded to the Chairman, Board of Governors immediately.
- (ii) The Chairman, Board of Governors shall have the power to review/cause to be reviewed any decision of the Executive Committee where he considers the same is not in consonance with the Rules and Regulations, general policy, practices of the priorities of the Board, provided that an order on the basis of such a review shall be passed within a period to be specified by the Board of Governors.

IX – GENERAL

ESTABLISHMENT AND MAINTENANCE OF OFFICES

49. The Society shall establish and maintain its own office or offices or research centres / institutes as it considers necessary or expedient.

RECRUITMENT RULES

50. Recruitment and appointment to various posts in the Council shall be made in accordance with the Recruitment Rules to be framed for the purpose and duly approved by the Board of Governors of the Society.

FUNDS OF THE SOCIETY

51. (1) The Society shall have its own funds, and the following moneys shall be credited thereto:-
- a) amounts placed at its disposal, from time to time, by the Government by way of grants, loans etc.;
 - b) the fees and other charges leviable under these Rules and Regulations; and
 - c) any other moneys received by or on its behalf.
- (2) The fund shall be kept in the State Bank of India and its subsidiaries and/or scheduled/nationalised banks.

- (3) Unless otherwise authorised by the Chairman of the Board of Governors, no new account shall be opened.
- (4) No amount shall be withdrawn from the Society's account in bank except by cheque signed and countersigned by such officer(s) as may be duly empowered in this behalf by the Chief Executive Officer or the Secretary.

BUDGET
ACCOUNTS
AUDIT AND
REPORTS

- 52. (i) The Council shall from time to time prepare its budget estimates in such form and manner and shall transmit copy of the same to the Government by such dates, as the Government may direct.
- (ii) The Society shall submit to the Government an Annual Report on its working and an audited statement of accounts showing its income & expenditure for each financial year within five months after the closing of the year or on such earlier date it may prescribe.
- (iii) The Government may, after scrutiny of the budget estimates, the statement of accounts and the report referred to in sub-rules (i) and (ii) of this Rule, refer them back to the Society with comments and the Society shall comply with such comments or otherwise explain the matter to the satisfaction of the Government.
- (iv) The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by it with the concurrence of the Government.
- (v) The Society shall have the account of the Society audited by a recognised body of Auditors unless otherwise directed by the Government and to forward annually to Government, the accounts certified by the auditors together with the audit report thereon.

BYE-LAWS

- 53. Every authority of the Council may make its own bye-laws, not in consistent with the provisions of these Rules and Regulations for the following matters namely:-
 - (a) the procedure to be followed at its meetings;
 - (b) the number of members required to constitute a quorum at its meetings;

- (c) the manner in which decision shall be taken at any of its meetings on any subject coming before it for decision;
- (d) the period of notice to be given to the members regarding the dates fixed for meetings and the agenda for the same;
- (e) the manner of keeping record of the proceedings of the meetings;
- (f) any other matter solely concerning the conduct of its proceedings and matters connected therewith;
- (g) any matter which is required to be laid down in the bye-laws in accordance with the provisions of the Rules and Regulations.

CONTROL OF
GOVERNMENT
OVER THE
SOCIETY

54. (1) The Government may at any time arrange for an inspection of or inquiry into the affairs of the Society, by such authority or person as it may specify, to satisfy itself about the proper and effective functioning of the Society and also upon any matter connected with the administration and finances of the Society.
- (2) On receipt of the report of inspection or inquiry arranged under sub-section (1), the Govt. may examine it and give such instructions to the Society as it may deem appropriate and any such instructions shall be binding on the Society.
- (3) Without prejudice to the generality of the powers conferred on it under these Rules and Regulations, the Govt. may by order in writing, annul any proceedings of the Society, or of any of its authorities, which in the opinion of the Government are not in conformity with the Memorandum of Association and the Rules and Regulations or bye-laws made thereunder.

INSTRUCTIONS
BY THE GOVT.

55. In the discharge of its functions, the Society shall comply with such instructions as the Government may issue from time to time for proper functioning and control.

LEGAL

56. For the purpose of Section 6 of the Societies Registration

PROCEEDINGS

Act, 1860 (XXI of 1860), the Secretary shall be considered the Principal Secretary and the Society may sue or be used in the name of the Secretary of the Society.

SIGNING OF CONTRACTS DEEDS, ETC.

57. All contracts, deeds and other instruments for an on behalf of the Society and the members of the Board of Governors, shall be executed by the Secretary of the Society, if the value of the contract deed or instrument is Rs.10,000/- or less and by the Secretary of the Society and the Chief Executive officer, if the value thereof exceeds Rs.10,000/-. The Board of Governors 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.

INTERPRETATION OF RULES & REGULATIONS

58. All such matters as the interpretation of these Rules and Regulations shall be referred to the Government whose decision shall be final and binding on the Society.

DISSOLUTION OF THE SOCIETY

59. (i) The Society may be dissolved in accordance with the provisions of the Sections 13 and 14 of the Societies Registration Act, (XXI of 1860) after obtaining the previous consent of the Central Government.
- (ii) If on the winding up or dissolution of the Society, there shall remain, after the satisfaction of the debts or liabilities, any property, the same shall not be paid to any of its Members or distributed amongst them but subject to the provisions of Section 4 of the Act, shall be disposed of such manner as the Government may determine.

ALTERATION ETC. OF PURPOSES & OF RULES

60. (1) Subject to the prior approval of the Central Government, the Society may alter extend or abridge any purpose, purposes for which it is established in the manner laid down in the Societies Registration Act, (XXI of 1860).
- (2) These Rules and Regulations may be altered with the consent of the Central Government, by a Resolution passed a majority of two-thirds of the Members present at any meeting of the Society which shall have been duly convened the purpose.

APPLICABILITY OF SOCIETIES REGISTRATION ACT.

61. All the provisions of the Societies Registration Act of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi, will apply to this Society.

We the following members of the Board of Governors certify that the above is a correct copy of the Rules and Regulations of the Society.

Sl.No.	Name, Designation and Address of Member	Signature of Member	Name, Designation and Address of witness	Signature of witness
1	2	3	4	5

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