



CENTRAL INSTITUTE OF CLASSICAL TAMIL, CHENNAI
(Government of India, Ministry of Human Resource Development,
Department of Higher Education, Languages Division)
No.6, Palaru Illam, Kamarajar Salai, Chepauk, Chennai 5

MEMORANDUM OF ASSOCIATION

Registration No.1/2009

Date of Registration: 21/01/2009

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MEMORANDUM OF ASSOCIATION

CENTRAL INSTITUTE OF CLASSICAL TAMIL

1. NAME OF THE SOCIETY:

CENTRAL INSTITUTE OF CLASSICAL TAMIL SOCIETY

2. REGISTERED OFFICE:

The office of the society shall remain in Chennai, Tamil Nadu.

3. DEFINITION:

‘SOCIETY’ means the CENTRAL INSTITUTE OF CLASSICAL TAMIL

4. AIMS AND OBJECTS:

The aims and objects for which the society is established are as under:

(I) MAIN OBJECTS:

The purpose of the **Central Institute of Classical Tamil (CICT)** is to exclusively concentrate on research works relating to the Classical phase of Tamil (from the early period to 600 AD), which addresses the vital issue of the antiquity and uniqueness of Tamil. There is no institution either in Tamil Nadu or anywhere else, which is fully devoted to researching, documenting, and preserving objects and documents related to the Classical phase of Tamil.

The following will be the major aims and objectives of the Institute:

- i. to organize and offer educational and research programmes at postgraduate level in classical Tamil leading to Ph.D. and Postdoctoral Awards
- ii. to support research projects received from universities and established institutions and also support such field studies as may be relevant to the disciplines mentioned
- iii. to organize national and international conferences, seminars and workshops and support similar efforts in universities and established academic institutions
- iv. to support publication of research studies
- v. to support publication of ancient Tamil works in original and in translation in English and Indian languages
- vi. to promote and encourage studies in the composite nature of Indian culture and Dravidian component in Indian civilization and heritage
- vii. to provide fellowships for doctoral and postdoctoral research in classical Tamil.
- viii. to institute awards for outstanding contributions in the area of classical Tamil.
- ix. to promote Classical Tamil education in India and abroad.
- x. to serve as a clearing house of information pertaining to classical Tamil.

(II) OBJECTS INCIDENTAL TO THE MAIN OBJECTS:

In order to achieve the aims and objectives given above, the following faculties and service units have been established in the Central Institute of Classical Tamil (CICT):

A. Faculties

1. Faculty of Literature
2. Faculty of Linguistics
3. Faculty of Translation

4. Faculty of Lexicography
5. Faculty of School of Languages & Language Education
6. Faculty of History, Sociology and Anthropology
7. Faculty of Archaeology
8. Faculty of Manuscriptology
9. Faculty of Epigraphy & Numismatics
10. Faculty of Art & Architecture
11. Faculty of Overseas Tamils
12. Faculty of Language Technology

B. Service Units

1. Library (including Digital library)
2. Archives
3. Museum
4. Publications
5. Grant-in-Aid

5. SCHEME OF MANAGEMENT

5.1 Overall Structure

The Central Institute of Classical Tamil will be an autonomous institution registered under the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) in Tamil Nadu.

5.2 Management Structure

The Institute will have the following authorities:

- i. Governing Board/Board of Management (16 Members)
- ii. Academic Council (25 Members)
- iii. Finance Committee (9 Members)
- iv. Apex Implementation Committees (5 Member & 8 Member)
- v. All the authorities will function under the overall Supervision of the Chairperson of the Governing Board.

5.3 Apex Implementation Committees

There will be two implementation committees, one called 'Aymperunkuzhu' (Five members) meant for planning and another called Enperayam (Eight members) meant for implementation of the projects of the Institute. The Committees will have the Chief Minister, Tamil Nadu as ex-officio Chairperson, with two Vice-Chair-persons, and the Director, Central Institute of Classical Tamil (CICT), will be its Secretary. In addition, the joint Secretary (Languages) and the Financial Advisor, Ministry of Human Resource Development as their ex-officio members.

5.4 Authorities

The following will be the authorities of the institute:

- (i) Chairperson
- (ii) Vice Chairperson
- (iii) Director
- (iv) Registrar

5.5 Governing Board

A 16-member Governing Board or Board of Management will manage it:

- (i) Hon'ble Chief Minister of Tamil Nadu-Ex officio Chairperson
- (ii) Vice Chairperson to be nominated by Government of India.
- (iii)-(Vii) five nominated members to be nominated by Government of India from among the reputed scholars in Classical Tamil
- (viii-ix) Directors of the International Institute of Tamil Studies, Chennai, and Directorate of Tamil Development, Government of Tamil Nadu.
- (x-xi) the Vice Chancellors of Rashtriya Sanskrit Sansthan and Dravidian University
- (xii) The Member-Secretary-Director of Central Institute of Classical Tamil (CICT).

The Board will also have the following four ex-officio members:

- a) Financial Advisor (Ministry of Human Resource Development)
- b) Joint Secretary (Languages), Ministry of Human Resource Development
- c) Director, Central Institute of Indian Languages
- d) Secretary, Tamil Development, Government of Tamil Nadu

5.6 Academic Council

The Vice-Chairperson will chair the Academic Council, and the Director will be the Member-Secretary. It will have the Deputy Director and the Heads of 12 faculties under the Institute (at the Professorial level), two Readers and two Lecturers by seniority as internal members. There will be three nominated members of the Council as the Chairperson's nominees, and following three ex-officio members:

- (i) Director, Central Institute of Indian Languages
- (ii) Director, International Institute of Tamil Studies
- (iii) Vice Chancellor, Tamil University, Thanjavur

5.7 Finance Committee

The 9-member Finance Committee will have:

- (i) Vice Chairperson – Chairperson of the Finance Committee.
- (ii) Director of the Institute.
- (iii) Joint Secretary (Languages), Ministry of Human Resource Development.
- (iv) Financial Advisor, Ministry of Human Resource Development or his representative
- (v) Director, Directorate of Tamil Development, Govt. of Tamil Nadu, and
- (vi to viii) three members of the Governing Board nominated by the Chairperson.
- (ix) The Registrar will be the Member-Secretary.

5.8 Apex Implementation Committees

There will be two Apex implementation Committees; One, a five member (Aymperunkuzhu) and another eight member committee (Enperayam). The two Vice-Chairpersons and the members of these two committees will be nominated by the Chairperson of Central Institute of Classical Tamil(CICT) from among reputed scholars in the field of Classical Tamil. Director, Central Institute of Classical Tamil (CICT) will be an ex-officio member Secretary of these committees, {Until a Director/Central Institute of Classical Tamil (CICT)is appointed, an officer from Ministry of Human Resource Development will be the member-convener}. The Joint Secretary (Languages), Ministry of Human Resource Development and the Financial Advisor, Ministry of Human Resource Development will be ex-officio members. The Chairperson of Central Institute of Classical Tamil (CICT) or one of the members of the Apex Implementation Committees as may be nominated by the Chairperson in his absence, will chair the meetings of the committees.

The tenure of Apex Implementation Committees will be three years.

6. OPEN ACCESS & ADMISSION

- 6.1** The society and the Institute shall be open to all persons irrespective of sex, race, religion, creed, caste or class.
- 6.2** It is agreed that no test or conditions shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers, workers or any other connection whatsoever.
- 6.3** The Institute will adhere to the reservation policies of the Government of India as may be in vogue from time to time.

7. BENEFACTION

- 7.1** The Society will endeavour to attract extra-mural funding, benefaction, endowments from individuals, organizations, agencies, councils, foundations and institutions, subject to conditions and restrictions that may be imposed by the Government of India on such grants or donations from time to time;

7.2 No benefaction shall be accepted by the Society which in its opinion involves conditions or obligations that opposed the spirit and objectives of the Society and/or is against the national interest.

8. DISPOSAL & DISSOLUTION

8.1 No immovable property of the Society shall be disposed off in any manner whatsoever without the approval of the Government of India.

8.2 If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among the members of the Society or any of them but shall be dealt with in such a manner as Government of India may determine.

9. GOVERNANCE

9.1 The income and property of the Society, howsoever, derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject to such limitations as may be imposed by the Government of India from time to time

9.2 No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration of any members thereof or other persons in return for any services and consultations rendered to the Society and its different projects and programmes.

10. GENERAL

10.1 The Government of India may, from time to time, issue to the Institute such directions as it may think necessary in the interest of sovereignty and integrity of India, the security of the State, and friendly relations with foreign States, public order and morality or decency or public interest.

- 10.2** Without prejudice to the foregoing provisions, the institute shall, in exercise of its powers or the performance of its functions, be bound by such directions on questions of policy as the Central Government may give in writing to it from time to time.
- 10.3** Provided that the institute shall, as far as practicable, be given an opportunity to express its views before any direction is given under this sub-section.
- 10.4** The decision of the Central Government whether a question is one of policy or not shall be final.

11. CERTIFICATION

- 11.1** A copy of the Articles of Association, including all Articles, Rules, Regulations and bye-laws of the Society certified to be a correct copy by four members of the Governing Board is filed with the Registrar of Societies, Chennai Central District, Tamil Nadu along with the Memorandum of Association.
- 11.2** The Director of the Institute as the Member-Secretary of the Governing Board is authorized to correspond on behalf of the Society.

12. FIRST CHAIRPERSON AND MEMBERS

The names, addresses, occupations and designations of the first Chairperson and first members of the Institute to whom the management of the Society is entrusted as required under section 16 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) are as follows:

S.No	Name and Address	Occupation	Designation
1.	Thiru M. Karunanidhi, Chief Minister of Tamil Nadu, Secretariat, Chennai.	Public Service	Chairperson
2.	Smt. D. Purandeswari, Minister of State for Human Resource Development, Shastri Bhawan, New Delhi.	Public Service	Vice-Chairperson

S.No	Name and Address	Occupation	Designation
3.	Shri. R.P. Agrawal, Secretary (Higher Education), Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Government Service	Member
4.	Dr. Anita Bhatnagar Jain, Joint Secretary (Languages), Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Government Service	Member
5.	Shri. S.K. Ray, Financial Advisor, Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Government Service	Member
6.	Smt Rita Chatterjee, Director (Languages), Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Government Service	Member
7.	Sri. V. Kannapurakkannan Director i/c of Tamil Development, Government of Tamil Nadu, Chennai- 600 008	Government Service	Member

13. A copy of the Rules of the Institute certified to be a correct copy by three of its members is filed with the Registrar of Societies alongwith the Memorandum of Association.

14. DECLARATION BY FIRST MEMBERS

We, the several persons, whose names and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association, do hereby subscript our names to this Memorandum of Association and set our several and respective hands herein to and form ourselves into

society (under the Tamil Nadu Act 27 of 1975), this day 2008 at

S.No	Name and Address	Occupation	Designation	Signatures
1.	Thiru M. Karunanidhi, Chief Minister of Tamil Nadu, Secretariat, Chennai	Public Service	Chairperson	
2.	Smt. D. Purandeswari, Minister of State for Human Resource Development, Shastri Bhawan, New Delhi.	Public Service	Vice-Chairperson	
3	Shri. R. P. Agrawal, Secretary (Higher Education), Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Government Service	Member	
4	Dr. Anita Bhatnagar Jain, Joint Secretary (Languages), Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Government Service	Member	
5	Shri. S.K. Ray, Financial Advisor, Ministry of Human Resource Development, Shastri Bhawan, New Delhi	Government Service	Member	
6	Smt. Rita Chatterjee, Director (Languages), Ministry of Human Resource Development, Shastri Bhawan, New Delhi.	Government Service	Member	
7	Sri. V. Kannapurakkannan, Director i/c of Tamil Development Governement of Tamil Nadu, Chennai 600 008	Government Service	Member	

Witness (1)

Dr. K. Ramasamy
S/o R. Kandasamy
Officer-in- charge
Central Institute of Classical Tamil
Chepauk, Chennai – 5

Witness (2)

D. Senthil Kumar
S/o K.P. Dharmalingam
Programmer
Central Institute of Classical Tamil
Chepauk, Chennai - 5.

RULES & REGULATIONS OF CENTRAL INSTITUTE OF CLASSICAL TAMIL

CENTRAL INSTITUTE OF CLASSICAL TAMIL hereinafter referred to as the society shall be governed by its Memorandum of Association and these Rules and Regulations.

1. APPLICATION OF ACTS: All the provisions of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) will apply to this society.

2. DEFINITIONS

2.1. Institute means the Central Institute of Classical Tamil, Chennai under the Central Institute of Classical Tamil (CICT) – Society.

2.2. ‘Governing Board’ (GB) means the Governing Board of the Central Institute of Classical Tamil (CICT) – Society.

2.3. ‘Chairperson’ means the Chairperson of the Governing Board.

2.4. ‘Vice Chairperson’ means the Vice Chairperson of the Governing Board (GB).

2.5. ‘Director’ means the Director of the Central Institute of Classical Tamil, Chennai, and Member – Secretary of the Governing Board of the Central Institute of Classical Tamil (CICT) – Society.

2.6. ‘Academic Council’ (AC) means Academic Council of the Central Institute of Classical Tamil (CICT) – Society.

2.7. ‘Finance Committee’ (FC) means Finance Committee of the Central Institute of Classical Tamil (CICT) – Society.

2.8. Implementation Committee (IC) means Implementation Committee of the Central Institute of Classical Tamil (CICT) – Society.

2.9. ‘Ordinances’ mean special rules and provisions which may be introduced by the authorities of the Institute from time to time.

2.10. ‘Registrar’ means the Registrar of the Central Institute of Classical Tamil, Chennai.

3. POWERS & FUNCTIONS OF THE GOVERNING BOARD

3.1 to lay down the general policy of the Society from time to time;

- 3.2 to consider and pass the annual report, the audited statement of accounts and balance sheet of the society;
- 3.3 to review the work done by the Institute;
- 3.4 to create all regular academic, administrative, technical and ministerial posts at the Institute and lay down eligibility and other conditions for different categories of posts in accordance with Government of India rules and procedures.
- 3.5 to ratify all appointments against regular posts made by the Institute and approved by the Governing Board;
- 3.6 to consider all matters relating to the duties and conduct of the employees of the Institute;
- 3.7 to alter and amend any of the rules of the Institute provided that no alteration or addition to any rules shall be made without the approval of the Government of India;
- 3.8 to introduce ‘Academic Ordinances’ and append them to the rules, regulations and bye – laws of the Institute as and when necessary.
- 3.9 to decide on the method of appointment of various teaching, research, technical and administrative staff and project personnel of the Institute, based on rules and regulations of Government of India.
- 3.10 to determine terms and conditions of all employees and project personnel of the Institute.
- 3.11 to ensure that reservation of posts in the Institute is in accordance with the orders of the Government of India for various categories of persons.’
- 3.12 to ensure relaxation of age and other restrictions for the purposes of appointment and promotion, etc. in accordance with the orders issued by the Government of India from time to time.
- 3.13 to ensure that the scales of pay, allowances and retirement benefits for the employees of the Institute are on par with similar personnel in the autonomous academic institutions under the Government of India.
- 3.14 to ensure compliance with all directives / instructions as may be received from the Government of India from time to time;

- 3.15 to regulate and enforce discipline among the employees, students and participants of the Institute and to take such disciplinary measures in this regard as per the government rules and regulations;
- 3.16 to address all grievances that the employees, students and participants may have in respect of discrimination of any kind based on caste, class, sex or communities;
- 3.17 to make arrangements for promoting the general welfare of the employees of the Institute:

4. POWERS & FUNCTIONS OF THE ACADEMIC COUNCIL

- 4.1 to prepare and adopt courses of studies and frame and approve curriculum;
- 4.2 to formulate and adopt schemes and projects to be implemented for the maintenance and expansion of the activities to be carried on for the fulfillment of the objectives of the Society.
- 4.3 to institute certificates, diplomas, degrees, and create awards, prizes, and medals, etc.;
- 4.4 create Schools, Departments, Centers, Units and Research Groups and special chairs for teaching and learning of Indian languages and linguistics and allied disciplines.
- 4.5 to decide on fee structure for various courses and academic programmes of the Institute;
- 4.6 to decide on Project and Consultancy overheads to be charged;
- 4.7 to determine standards for admission to the Institute's programmes which may include examination, evaluation or any other method of testing and to ensure compliance of Constitutional provisions in respect of reserved categories;
- 4.8 to accept Donations, Contributions and Endowments from organizations and / or individuals for furtherance of academic objectives of the Institute.
- 4.9 to approve the Memorandum of Understanding (MoUs)/ Intents of Collaboration / Agreements (academic) with other organizations and Institutions:

4.10 to institute fellowships, scholarships, awards, prizes, and special chairs.

5. POWERS AND FUNCTIONS OF FINANCE COMMITTEE

5.1 There will be a finance Committee consisting of 9 members.

5.2 The finance Committee shall have the following responsibilities:-

- (i) To scrutinize the account and budget estimates of the Institute and to make recommendations to the Governing Board;
- (ii) To consider and make recommendations to the Governing Board. No proposals for new expenditure on account of major works and purchases shall be referred to the Governing Board for opinion before they are considered by the Finance Committee.
- (iii) To scrutinize re-appropriation statements and audit notes and make recommendations there on to the Governing Board.
- (iv) To review the finances of the Institute from time to time and have concurrent audit conducted whenever necessary; and;
- (v) to give advice and make recommendations to the Governing Board and Academic Council on any other financial questions affecting the affairs of the Institute.

6. POWERS AND FUNCTIONS OF THE APEX IMPLEMENTATION COMMITTEE(S)

The Chairperson of the Institute will chair the Implementation Committees. The erstwhile Tamil Language Promotion Board will be subsumed in these Committees, which will guide Central Institute of Classical Tamil (CICT) on matters pertaining to the development of Classical Tamil language including research in historical – comparative linguistics, manuscriptology, inscriptions / epigraphy, literature, philosophy as well as art and architecture.

7. OFFICE BEARERS

The following shall be the office bearers of the Institute, viz(i) Chairperson (ii) Vice – Chairperson (iii) Director (iv) Registrar

8. CHAIRPERSON OF THE INSTITUTE

- (a) Chairperson shall be Ex-officio Chief Minister of Tamil Nadu.
- (b) Chairperson shall have the meetings convened and will preside over the meetings of the Governing Board.
- (c) Chairperson shall have all the financial and administrative powers of the Governing Board when it is not in session.

9. VICE CHAIRPERSON OF THE INSTITUTE

- (a) Vice Chairperson shall be nominated by the Government of India for a term of 3 years. However, the Government of India may nominate an outgoing Vice Chairperson for a second term of equal duration.
- (b) The Vice Chairperson shall discharge the functions of the Chairperson in the absence of Chairperson.

10. VICE CHAIRPERSON AND MEMBERS OF THE INSTITUTE

- (a) shall cease to be such members if they die, resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude; or
- (b) shall be issued show cause notice as to why their membership should not be cancelled if they do not attend two consecutive meetings of the Institute without proper leave of the Chairperson.

11. APPOINTMENT AND DUTIES OF DIRECTOR

The Director of the Institute shall be a salaried officer and shall be appointed by the Government of India for a period of 5 years. He shall be the principal Executive Officer of the Institute. He shall be appointed in accordance with the Recruitment Rules framed for the purpose. It shall be the duty of the Director:

- (a) to be the custodian of the records and such other properties of the Institute as the Governing Board may commit to his charge.
- (b) to conduct official correspondence on behalf of the authorities of the Institute.

- (c) to convene meetings of the Institute and its authorities on directions of the Chairperson and of all committees appointed by any of these authorities;
- (d) to keep the minutes of the meetings of the Institute, the Governing Board, and the Finance Committee.
- (e) to maintain accounts of the Institute.
- (f) subject to the control of the Governing Board to manage the property and investments of the Institute.
- (g) subject to the powers of the Governing Board, to be responsible for seeing that all moneys are expended on the purposes for which they are granted or allotted;
- (h) to sign all contracts made on behalf of the Institute and to sue and be sued on behalf of the Institute;
- (i) to frame the budget of the Institute every year and forward it through the Finance Committee to the Governing Board for scrutiny; and,
- (j) to exercise such administrative and financial powers as may be assigned to him by the Governing Board.

Notwithstanding anything contained in para 10 above, the Government of India may, at any time after a Director has entered upon his office, by order in writing, remove the Director from office on grounds of misconduct.

12. MEMBERSHIP AND CASUAL VACANCIES

- 12.1.** The members will hold office during the pleasure of the Government of India.
- 12.2** The membership of the Institute, other than the ex-officio members, shall be normally for 3 years except in the case of casual vacancies referred to in the clause relating to vacancies.
- 12.3** The tenure of the members will automatically terminate if they cease to hold office by virtue of which they were nominated as members and a casual vacancy will arise in such eventuality.
- 12.4** The term casual vacancy shall be as referred to in subrule 12.2 of the Rules.

12.5 Vacancy

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

12.6 Membership Roll

The Institute shall keep a roll of members and every member of the Governing Board shall sign the roll and state therein his rank or occupation and address.

12.7 Change Of Address

If a Member of the Governing Board changes his address he may notify his new address in the Roll of Members but if he fails to notify the new address, the address, in the Roll of Members shall be deemed to be his address.

13. MEETINGS

- 13.1 The **Governing Board** will meet at least twice a year, and as and when exigencies arise, or if the Chairperson decides to call for special meetings;
- 13.2 The **budget meeting** of the **Finance Committee** of the Institute shall be held before 31st August of every year in which the **audited annual accounts** for the preceding year and the **budget estimates** for the ensuing year shall be considered.
- 13.3 The **Academic Council** of the Institute will meet at least twice a year.
- 13.4 The two Implementation Committees will meet as often as is necessary.
- 13.5 The **Annual Report**, to be tabled before the Parliament, shall be considered at a meeting of the **Governing Board** to be held by 31st July every year.

13.6 A notice of 15 days shall ordinarily be given for a meeting of Governing Board.

13.7 A quorum of the meeting shall be four. For discussion of and decision on proposals relating to financial matters the quorum for the meeting will not be deemed to be complete unless a representative of the Ministry of Human Resource Development Finance Wing is present.

14. VOTE

Each member of the Governing Board or any of its committees, as the case may be, including the Chairperson shall have one vote. If there be any equality of votes on any question, the Chairperson shall in addition have and exercise a casting vote. In case of difference of opinion among the members, the majority shall prevail.

15. CIRCULATION

Any business which may be necessary for the Governing Board to perform except such as may be placed before its meetings, may be carried out by circulation of papers among all its members, and any resolution so circulated and approved by a majority of the members signing shall be as effective and binding as if such resolution had been passed at a meeting of the Governing Board provided that at least the number of members equivalent to that of the quorum as the case may be, have recorded their views on the resolution.

16. EMOLUMENTS STRUCTURE / PAY SCALES

The emoluments structure i.e. adoption of pay scales, allowances and revision there of would need the prior approval of Government of India, Ministry of Human Resource Development, Department of Education in consultation with Integrated Finance Division.

17. APPOINTING AUTHORITY

- (i) The appointing authority for the post of Director shall be the Government of India, Ministry of Human Resource Development – Department of Education.

- (ii) The appointing authority for other Group A and B posts shall be the Governing Board.
- (iii) The appointing authority for the posts in Group C and D shall be the Director.

18. APPOINTMENT OF STAFF

- (i) Recruitment to all posts in the Institute shall be made on the recommendation of a duly constituted selection / promotion committee as specified in the Regulations of the Institute.
- (ii) The selection / promotion committee shall consider and submit to the Appointing Authority recommendations as to the appointments referred to it.

19. CLASSIFICATION OF STAFF

19.1 The staff of the Institute shall be classified as:-

- (a) Group A which shall include all posts carrying a pay or a scale of pay with a maximum of not less than Rs. 13,500/ (Prerevised)
- (b) Group B which shall include all posts carrying a pay or a scale of pay with a maximum of not less than Rs. 9,000/- But less than Rs. 13,500/- (Prerevised)
- (c) Group C which shall include all posts carrying a pay or a scale of pay with a maximum of over Rs. 4,000/- but less than Rs. 9,000/- (Prerevised)
- (d) Group D which shall include all posts carrying a pay or a scale of pay with a maximum of which is Rs. 4,000/- or less (Prerevised)

19.2 Staff Structure

The staff structure of the Institute will be as per posts approved for creation by the Ministry of Human Resource Development in consultation with Ministry of Finance. {These will be over and above the authorities mentioned in para 3 of this MOA}

19.3 Fellowships:

Besides the regular staff, the Central Institute of Classical Tamil (CICT) will provide research opportunities to faculty members and post PhD scholars from India and abroad, and will offer Postdoctoral fellowships on par with the University Grants Commission (UGC). In addition, it will offer Junior Research Fellowships (on par with University Grants Commission) to scholars who will be engaged in research on Classical Tamil in any Indian university. It will be generally ensured that half of these go to the deserving candidates in other institutions and the rest to the doctoral scholars who will be working directly in the Central Institute of Classical Tamil (CICT), Chennai.

20. ADMINISTRATION

20.1 General

The affairs of the Society will be managed by its Governing Board and its other authorities such as Academic Council and Finance Committee.

20.2 Administration

- 20.2.1** to institute academic, administrative, technical and ministerial posts and to make appointments thereto in accordance with its rules, regulations and bye-laws;
- 20.2.2** to establish, maintain and manage all kinds of academic units, including its various schools, centres, research & service groups;
- 20.2.3** to establish halls of residence and hostels for students, trainees, internees and participants;
- 20.2.4** to supervise and control the halls of residence, hostels and to regulate the discipline of students, trainees and participants of the Institute and its constituent units, and to look after their welfare;
- 20.2.5** to regulate the duties, conduct, and establishment matters of the employees of the Institute;

- 20.2.6** to regulate and enforce discipline among the employees, students and participants of the Institute and to take such disciplinary measures in this regard as per the rules and regulations of the Society to be framed from time to time;
- 20.2.7** to address all grievances that the employees, students and participants may have in respect of discrimination of any kind based on caste, class, sex or communities;
- 20.2.8** to make arrangements for promoting the general welfare of the employees of the Institute;
- 20.2.9** to determine standards for admission to the Institute's academic programmes which may include examination, evaluation or any other method of testing;
- 20.2.10** to make rules and bye-laws for the conduct of the affairs of the Society and to add to, amend, vary or rescind them from time to time as well as to introduce academic ordinances;
- 20.2.11** to acquire and hold property, including landed property, with the approval of the Government of India.
- 20.2.12** to deal with any property belonging to or vested in the Society in such manner as it may deem fit for advancing the objectives and functions of the Institute;
- 20.2.13** to do all such things as may be necessary, incidental or conducive to the attainments of all or any of the objectives of the Society;
- 20.2.14** to constitute such committee or committees as it may deem fit;
- 20.2.15** to take suitable disciplinary action against the employees, students, trainees, etc. as may be necessary;
- 20.2.16** to delegate all or any of its powers of the Governing Board to the Director, or to any committee or committees constituted by it.

21. SOURCES OF INCOME AND UTILISATION

- 21.1** Grants-in-aid from the Central Govt., subscriptions, donation, and gifts from members and general public shall be the source of income of the Institute. All the income of the Institute shall be utilized

towards the aims and objects of the society. The Institute can also generate revenue by other legal means and after obtaining the necessary approvals/ permissions, as required under law.

- 21.2** No expenditure other than that provided for in the budget shall be incurred without the approval of the Governing Board.
- 21.3** The Bankers of the Institute shall be any of the Nationalized Banks. All funds shall be paid into the Council's account with the Bank and shall not be withdrawn except through a cheque signed by such officers as may be duly empowered in this behalf by the Director. The Director shall intimate to the Manager of the accredited nationalized bank. The name(s) with specimen signature (s) of the officers of the Institute so authorized for signing of the cheques. It shall also be the duty of the Director to keep the Bank informed from time to time of any change whatsoever in this regard.

22. FINANCE

- 22.1** to receive grants directly from the Government of India for its teaching and research programmes, and for projects, programmes, and other activities as approved by the appropriate authorities;
- 22.2** to raise and receive additional grants from any other funding authorities including State Governments and Union Territories, or from agencies and institutions other than the government sources, from India or abroad, with permission from the Government of India wherever necessary as per the Finance Committee's directives, for projects, programmes, and other academic activities;
- 22.3** to fix and demand such fees and other charges from students, participants, trainees and other learners, as may be laid down by the Rules and Bye-laws, and as may be revised from time to time;
- 22.4** to maintain appropriate funds and accounts to which shall be credited
- a. all moneys provided by the Central Government and State Governments / UT administration;
 - b. all fees and other charges received by the Society;

- c. all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests and transfers, or contributions to its extra – mural funds.
 - d. all moneys received by way of sale proceeds of products of the Institute, including books, audio and video materials, software, services (such as library and information services) and journals, and periodical subscriptions, etc., and
 - e. all moneys received by the Society in any other manner or from any other source.
- 22.5** to deposit all moneys credited to the funds in any nationalized banks or to deposit them in Government Financial Institutions in such manner as the Governing Board may decide from time to time, on the advice of the Finance Committee;
- 22.6** to meet the expenses of the Society including expenses incurred in the exercise of its powers and discharge of its functions, out of the abovementioned funds;
- 22.7** to create and maintain a Corpus Fund of the Society for future development plans as well as for furtherance of its academic objectives, and to transfer a part of extra – mural funds to the said corpus fund;
- 22.8** to 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 the government;
- 22.9** to forward annually to the Central Government and the State Governments / Union Territories administration or to such other funding authorities, for the relevant parts of their grants, the accounts of the Society as certified by the agency prescribed by the government of India;

23. FINANCIAL ADVISER

- 23.1.** The person representing the Integrated Finance Division in the Department of Education on the Executive Board of the Institute shall be the Financial Adviser of the Institute.

23.2 Matters concerning the financial aspects of the policy of the Institute shall be referred to the Financial Adviser for his advice.

23.3 If the advice tendered by the financial Adviser on any matter referred to him is not accepted, on the financial matter, the matter may be referred to the Government for a decision.

24. FINANCIAL YEAR

For accounting purpose, the financial year of the society will be coterminous with that of the Govt. of India.

25. ACCOUNTS AND AUDIT

(i) The Institute shall maintain proper accounts and other relevant records and prepare annual comprising the Receipt and Payment Accounts, Income & Expenditure Accounts, Statement of Liabilities & Assets in such form as may be prescribed by the Government of India in consultation with the Comptroller and Auditor General of India.

(ii) The accounts of the Institute shall be audited annually by the comptroller and Auditor General of India or any other person appointed by him in this behalf and any expenditure incurred in connection with the audit of accounts of the Institute shall be payable by the Institute.

(iii) The Comptroller and Auditor General of India or any other person appointed by him in this behalf shall have the same rights, privileges and authority in connection with the audit and accounts of the Institute as the Comptroller and Auditor General of India or any other person appointed by him in this behalf has in connection with the audit of Government accounts and in particular, shall have the right to demand the production of books account, connected vouchers and other documents and papers, and to inspect any of the offices of institutions of the Institute.

(iv) The accounts of the Institute as certified by the comptroller and Auditor General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the government of India and the Government shall cause

the same to be laid on the Table of both the Houses of Parliament within nine months of the close of the accounting year of the Institute.

26. REVIEWS & MONITORING

- 26.1** The Government of India shall have the right to cause an inspection to be made of the Society and / or the Institute, its building, libraries, archives, laboratories and equipments, and also get formal review of examination, teaching and other work conducted or done by the Institute and its constituent units, by such persons as it may direct, and to cause an inquiry to be made in like manner in respect of any matter connected with the administration or finances of the Institute;
- 26.2** The Government may address the Chairperson/ Vice Chairperson of the Society or the Director of the Institute as the case may be with reference to the result of such inspection or inquiry, and the Chairperson / Vice Chairperson / Director shall communicate to the governing Board the views of the Government with such advice as the Government may be pleased to offer upon the action to be taken thereon;
- 26.3** The governing Board shall communicate through the Chairperson/Vice Chairperson of the Society or the Director of the Institute as the case may be, to the Government such action, if any, as it proposes to take or has taken upon the result of such inspection or inquiry;
- 26.4** Where the Governing Board or authorities appointed by the same do not, within a reasonable time, take action to the satisfaction of the Government, the Government of India may, after considering any explanation furnished or representation made by Governing Board or its representative, issue such directions as it may think fit, and the Governing Board shall comply with such directions;
- 26.5** Without prejudice to the foregoing provisions of this section, the Government of India may, by order in writing, annul any proceedings of the Institute which is not in conformity with the Rules, Regulations and bye-laws of the Society.

- 26.6** Provided that before any such direction and order, the Government shall call upon the Institute to show cause as to why such a directive or order should not be made, and if any cause is shown within a reasonable time, the Government shall consider the same.

27. LEGAL PROCEEDINGS (SECTION 20 OF THE ACT)

The society may sue or be sued in the name of the Director, Central Institute of Classical Tamil (CICT), as per provisions laid down under Section 20 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975)

28. AMENDMENT (SECTION 12 OF THE ACT)

- 28.1** Any amendment in the Memorandum or by-laws will be carried out in accordance with the procedure laid down in Section 12 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975).
- 28.2** Subject to the provisions of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act of 1975), the Society may alter or extend the purposes for which it is established with the prior concurrence of the Central Government.
- 28.3** The Society may be dissolved in accordance with the provisions of Section 41 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) after obtaining the prior consent of the Central Government in that behalf.
- 28.4** If upon the dissolution of the Society, there shall remain after the satisfaction of all its debts and liabilities or any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by majority of the votes of the members present personally or by proxy at the time of dissolution of the Society that such property shall be given to the Central Government to be utilized or any of the purposes referred to in Section 42 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975).

29. DISSOLUTION AND ADJUSTMENT OF AFFAIRS (as per Section 41 and 42 of the Tamil Nadu Societies Registration Act, 1975) (Tamil Nadu Act 27 of 1975)

If the Institute needs to be dissolved, it shall be dissolved as per provision laid down under Section 41 and 42 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) as applicable to the State of Tamil Nadu.

30. APPLICABILITY OF GOVERNMENT RULES

Till such time as the Institute frames its Regulations, the Financial Rules, Fundamental and Supplementary Rules and such other Rules as applicable to Central Government employees would be applicable, mutates mutandis, to the employees of the Institute also.

31. INDEMNITY

Subject to the provisions of the Tamil Nadu Societies Registration Act, 1975, (Tamil Nadu Act 27 of 1975), the Chairperson, Vice-Chairperson and other office bearers for the time being of Institute being acting in relation to any of the affairs of the Institute and their heirs and their executors shall be indemnified out of the assets and funds of the Institute from and against all bonafide suits, proceedings, costs, charges, loss, damages and expenses which they or any of them shall or may incur or sustain by reason of any act done or committed in or about the execution of their duties in their respective offices except those done through their wilful neglect or default.

32. RESIDUARY MATTERS

Any matter not covered by these Rules shall be disposed of or settled as per the Rules applicable in the Government of India

33. ESSENTIALITY CERTIFICATE

Certified that this is the correct and authentic copy of the Rules of the Society.

(Sri. V. Kannapurakkannan)
Director i/c of Tamil Development
Government of Tamil Nadu

(Rita Chatterjee)
Director (Languages)
Ministry of Human Resource
Development

(Dr. Anita Bhatnagar Jain)
Joint Secretary (Languages)
Ministry of Human Resource Development