

(Model)

**Memorandum of Association
and
Rules & Regulations**

of the

“IMC of ITI-----”

**Registered as a Society under
---- Societies Registration
Act -----**

(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 Central Government, 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 utilised 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 interest free loan received from the Central Government under the Scheme 'Upgradation of 1396 Government ITIs through Public Private Partnership', 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 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.
- xix) To determine admissions in the ITI to the extent provided in the Memorandum of Agreement referred to in para 3B(i) above.

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 & SCVT.
- v) To maintain a fund to which the funds provided by Central Government / 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.
- xi) To arrange and provide sufficient amount as corpus fund so that the Society may proceed for achieving its aims and objects confidently.
- 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 may be 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.

4. 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.

5. 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 **Annex-I**.

Annexure-I

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