

Registrar of Societies

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IN THE MATTER OF NATION BOARD OF ACCREDITATION

Established under section 10(u) read with section 10(r) of the
All India Council for Technical Education Act, 1987
following shall be the

MEMORANDUM OF ASSOCIATION

1. The name of the society shall be "National Board of Accreditation", hereinafter referred to as "NBA".
2. The Registered Office of NBA, in the first instance, shall be at "NBCC Building, 4th Floor, Eastern Tower, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi - 110003", India.
3. NBA shall function through its General Council and the Executive Committee.
4. The objectives of NBA shall be to assess and accredit the colleges and/or institutions of technical and professional education or one or more of their units, i.e. departments, institutions, programmes, etc.

4.1 *The standards and parameters for assessment and accreditation shall be such as may be laid down by the appropriate statutory regulatory authority for co-ordination, determination and regulation of standards in the concerned field of technical or professional education.*

4.2 *The main objectives of assessment and accreditation shall be to:*

- (a) assess and grade colleges and/or institutions of technical and professional education, the courses and programs offered by them, their various units, faculty, department etc.;
- (b) Stimulate the academic environment and quality of teaching and research in these institutions;
- (c) Contribution to the sphere of knowledge in its discipline;
- (d) Motivate colleges and/or institutions of technical and professional education for research, and adopt teaching practices that groom their students for the innovation and development of leadership qualities;
- (e) Encourage innovations, self evaluation and accountability in professional education;
- (f) Promote necessary changes, innovations and reforms in all aspects of the working of the colleges/institutions of technical and professional education for the above purpose; and
- (g) Help institutions realize their academic objectives.

5. *NBA Shall*

- (a) *while carrying out assessment and accreditation follow the standards of academic quality specified by the appropriate statutory regulatory authority;*
- (b) *specify a detailed manual of processes and procedures for carrying out assessment and accreditation through a transparent and accountable mechanism;*
- (c) *define a code of ethics and integrity to be followed by its employees or experts involved in the assessment and accreditation process;*

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POWERS AND FUNCTIONS

6. (a) arrange for the periodic assessment and/or grading and/or accreditation colleges and/or institutions of technical and professional education, or any thereof, or specific academic programmes and/or courses and/or projects,
- (b) communicate the results of assessment and grading to the concerned institution in the prescribed form and suggest appropriate corrective action, rectification for self improvement;
- (c) help and encourage the colleges and/or institutions of technical and professional education in development of their own procedures, techniques and modalities for self evaluation and internal quality assessment;
- (d) initiate research studies, in planning and evaluation of educational institutions and programmes for assessment and accreditation etc.;
- (e) ensure and optimise the use of its resources for the achievement of the identified goals or assessment and accreditation of colleges and/or institutions of technical and professional education;
- (f) establish its regional branches, as and when necessary, to ensure the smooth conduct of assessment and accreditation of technical and professional education;
- (g) *receive, with the prior approval of the Central Government, monetary assistance from foreign sources including international organizations, for training programmes, scientific research, development, experimental facilities and other activities;*
- (h) receive funds and grants from any organization within the country, for training programmes, scientific research, development, experimental facilities and other activities;
- (i) acquire, by gifts, purchase, exchange, lease, hire or otherwise, any property movable and/or immovable and to construct, improve, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying on the activities of the NBA,
- (j) draw, accept, make, endorse, discount and negotiate Government of India and other Promissory Notes, Bills of exchange, cheques and other negotiable instruments;
- (k) *make, amend or rescind Rules, with the prior approval of the Central Government;*
- (l) Determine the number, qualifications and scales of pay of various kind of posts and terms and conditions of services of academic, technical and administrative personnel, and to fix emoluments and other terms and conditions of their services as prescribed in the Rules;
- (m) delegate such of its powers, as it may deem fit, to any Authority or Officer of the NBA; and
- (n) *maintain a Fund to which shall be credited the monetary receipts from any source and deposit them in scheduled banks and invest the surplus as prescribed in the Rules.*

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7. NBA may collaborate with any agency and/or organization, Indian and/or foreign, engaged in work of a similar nature and may also undertake, on request, assessment and accreditation of technical and professional education abroad.
8. All incomes, earnings, movable/immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profits or in any manner whatsoever, to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever, by virtue of the membership.
9. *The Central Government (the competent administrative ministry), shall have the right to cause an inspection or enquiry by person or persons, as it may direct, of the NBA, its buildings, facilities and its working, including administration and finance and submit a report. The Central Government, shall, on receipt of report of enquiry, seek the comments/ views of the General Council of NBA. After obtaining the views of the General Council, the Central Government may take such action and issue such directions as it may consider necessary, on any matter dealt within the report.*
10. The Member Secretary of the NBA shall be authorized to correspond with the Registrar of Firms and Societies.
11. The names, addresses and occupation of the first members of the General Council of the society, to whom the management of its affairs is entrusted, is appended below:
We the eleven persons, whose names and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and form ourselves into a society under the Societies Registration Act, on 24th day of November, 2009, at Delhi.

The age, designation of the eleven members in the Council is given below:

Sl. No	Name & Address	Designation in the General Council
1.	Prof. S.S. Mantha, Chairman, AICTE, Lok Chander Building, Janpath, New Delhi.	President
2.	Ms. Anshu Vaish, Secretary, MHRD, Shastri Bhawan, New Delhi.	Member
3.	Shri Ashok Thakur, Additional Secretary, Deptt. of Higher Education, MHRD, Shastri Bhawan, New Delhi.	Member
4.	Shri. S.K. Ray, Additional Secretary & Financial Advisor, MHRD, Shastri Bhawan, New Delhi.	Member
5.	Prof. Sukhdeo Thorat, Chairman, University Grants Commission, Bahadurshah Zafar Marg, New Delhi.	Member

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6.	Prof. Mohammad Akhtar Siddiqui, Chairman, National Council for Teacher Education, Hans Bhawan, Bahadurshah Zafar Marg, New Delhi.	Member
7.	Prof. P. Balaram, Director, IIS, Malleshwaram, Bangalore.	Member
8.	Prof. Surendra Prasad, Director IIT, Hauz Khas, New Delhi.	Member
9.	Prof. Devi Singh, Director, IIM, Sitapur Road, Lucknow.	Member
10.	Prof. Ranjit Mitra, Director, School of Planning and Architecture, IP Estate, New Delhi.	Member
11.	Dr. D. K. Paliwal, Member Secretary, AICTE, Chanderlok Building, Janpath, New Delhi.	Member

The occupation and full signature of the above members is given below:-

Sl. No.	Name	Occupation	Signature
1.	Prof. S. S. Mantha	Government Service	Sd/-
2.	Ms. Anshu Vaish	do	Sd/-
3.	Shri Ashok Thakur	do	Sd/-
4.	Shri. S.K. Ray	do	Sd/-
5.	Prof. Sukhdeo Thorat	do	Sd/-
6.	Prof. Mohammad Akhtar Siddiqui	do	Sd/-
7.	Prof. P. Balaram	do	Sd/-
8.	Prof. Surendra Prasad	do	Sd/-
9.	Prof. Devi Singh	do	Sd/-
10.	Prof. Ranjit Mitra	do	Sd/-
11.	Dr. D. K. Paliwal	do	Sd/-

A copy of the Rules of the Society certified to be correct copy is filed along with the Memorandum of Association duly signed by the members.

REGISTRATION ACT 1946

Registrar of Societies

15/04/2013
D.K. Paliwal

RULES OF THE NATIONAL BOARD OF ACCREDITATION**Name:** The National Board of Accreditation (NBA)**Address:** NBCC Building, 4th Floor, Eastern Tower, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi - 110003, India.**TITLE**

1. These Rules shall be called the "Rules of the National Board of Accreditation" (NBA), which has been established under section 10(u) read with section 10(r) of the All India Council for Technical Education Act, 1987.

DEFINITIONS

2. In these Rules, the following words, expressions, and abbreviations shall have the meaning given to them, unless there is anything to the contrary in the subject or context. Words expressed in the singular number shall include the plural number and vice-versa.
 - (a) "All India Council for Technical Education (AICTE)" shall mean the Council established under section 3 of the All India Council for Technical Education Act, 1987.
 - (b) "Academic Advisory Committee" shall mean Academic Advisory Committee of NBA.
 - (c) "Accreditation" shall mean certification granted by NBA for a stated period of time, after an assessment of the technical and professional education and/or the courses/programmes offered by it under the rules approved by the Executive Committee and General Council to a program or course.
 - (d) "Assessment" shall mean evaluation of the performance of technical and professional education, and/or its unit(s)/course/program/department/faculty etc. according to functionally relevant criteria and procedures approved by the Executive Committee.
 - (e) "Central Government" shall mean the Administrative Ministry of the Government of India concerned with Higher and/or Technical Education.
 - (f) "Chairperson" shall mean the Chairperson of NBA.
 - (g) "Executive Committee" shall mean the Executive Committee of NBA.
 - (h) "Finance Committee" shall mean the Finance Committee of NBA.
 - (i) "General Council" shall mean the General Council of the NBA.
 - (j) "Grading" shall mean assignment of a score/rank/category to technical and professional education and/or its unit(s)/department.
 - (k) "Institution" shall mean institution of higher and/or technical and professional education and include University within the meaning of section 2[f] of the University Grants Commission Act, 1956, Institution Deemed to be University under section 3 of the University Grants Commission Act, 1956, autonomous institution, affiliated institution and similar institutions offering post senior secondary education.
 - (l) "Member Secretary" shall mean the Member Secretary of the NBA appointed under the Rules.
 - (m) "Member of General Council" shall mean a person, who has been admitted to the membership of the Executive Committee in accordance with the Rules.
 - (n) "Member of Executive Committee" shall mean a person, who has been admitted to the membership of the Executive Committee in accordance with the Rules.
 - (o) "NBA" shall mean 'National Board of Accreditation'.
 - (p) "Professional Academic Body" shall mean an organisation or association of

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professionals, set up by the Government or established voluntarily in respect of any discipline, and declared to be such, by the General Council, from time to time, on the recommendation of Executive Committee.

- (q) "Prescribed" shall mean as prescribed in the Bye-laws and/or Rules of the NBA.
- (r) "Society" shall mean the National Board of Accreditation Society hereinafter referred to as NBA.
- (s) "Unit" shall mean any course, program, centre, department, and/or such other facility like library, laboratory etc. of the college/institution.

AUTHORITIES OF THE NBA

3. The following shall be the authorities of the NBA

- (i) The General Council;
- (ii) Executive Committee; and
- (iii) Such other authorities as may be constituted and/or declared by the General Council.

GENERAL COUNCIL

4. The General Council shall be the principal authority of NBA and shall be over all responsible for its activities and affairs. It shall give policy directions/guidelines to Executive Committee, which shall take steps for managing the activities & affairs of NBA, accordingly.

5. The General Council shall consist of the following members:

- (i) Chairperson of NBA appointed as per Rules of the Rules of NBA
- (ii) The Secretary of the Department dealing with Higher and Technical Education, Govt. of India or his/her nominee; -ex-officio
- (iii) Two Chairpersons of Statutory Authorities established by law for coordination, determination and regulation of standards of higher and/or technical and professional education in their respective fields or his/her nominee by rotation;
- (iv) The President of the Association of Indian Universities (A.I.U) of his/her nominee; -ex-officio
- (v) Four members of the Executive Committee nominated by the Executive Committee.
- Resignation from the membership of General Council shall be tendered to the Chairperson and shall take effect from the date of acceptance.*
- (vi) Director of an institution of national importance in the field of technical education to be nominated by the Chairperson of NBA;

Vice Chancellor of a Central University offering programmes in technical or professional education, to be nominated by Chairperson, NBA

Vice Chancellor of two Universities which are established and maintained by State Governments, to be nominated by Chairperson NBA, from a panel of names

recommended by a Search Committee to be constituted by Chairperson NBA.

- (vii) Director of a Indian Institute of Management to be nominated by Chairperson NBA;

Director of a School of Planning and Architecture to be nominated by Chairperson NBA;

Three Principals of affiliated/autonomous colleges, including polytechnics, one each from discipline of Engineering or Technology, Pharmacy and Applied Arts and Crafts to be nominated by Chairperson, NBA from a panel of names recommended by a Search Committee to be constituted by Chairperson NBA.

- (viii) Two Representatives from Industry/ professionals to be nominated by the Central Government

Members of General Council shall be members of the NBA.

A Member of the General Council shall cease to be member in case he/she:-

- (a) resign (to be effective from the date of acceptance by the Chairperson);
 - (b) dies;
 - (c) is declared of unsound mind;
 - (d) is declared insolvent;
 - (e) is convicted of criminal offence involving moral turpitude and/ or any other criminal offence attracting imprisonment of seven years or more;
 - (f) is not permitted by his/her employer to serve on Executive Committee;
 - (g) Proceeds abroad for a continuous period exceeding six months;
 - (h) Fails to attend three consecutive meetings.
- (ix) Member Secretary of the NBA shall be the Member Secretary of the General Council.

The term of the nominated members shall be of three years.

CONDUCT OF MEETING

- 6.
- (a) The General Council shall hold at least one meeting in a year at such time, date and place as may be determined by the Chairperson, to consider the Annual Report of the Society, the Audited Statement of Accounts together with the Auditor's Report thereon.
 - (b) For the purpose of Rule 6(i) each year shall be deemed to commence on the 1st day of April and terminate on 31st day of March of the following calendar year
 - (c) The other details regarding conduct of meeting of General Council may be prescribed under the Bye-Laws.
7. The Chairperson may convene a special meeting of the General Council as and when he/she thinks fit and direct the Member Secretary to issue notice for calling such a meeting.

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- 8. On the requisition of at least four members of the General Council, the President shall convene a requisition meeting of the General Council. At such requisitioned meeting, no matter, other than that stated in the notice for the meeting, shall be discussed.
- 9. *The Chairperson or the Member Secretary shall issue notices of all meetings to members of the General Council, at least before fifteen clear days from the appointed date for such meeting. The notice will specify the time and place of the meeting and can be served personally or by post, or electronically.*
- 10. *Provided that if the Chairman, NBA is not in office for any reason, the Central Government may nominate a person to act as the Chairperson of NBA initially for a period of six months, which may be extended further, as the case may be.*

The Chairperson, NBA shall preside at all meetings of the General Council. In his / her absence, the senior-most academic member of the General Council will act as the protem Chairperson.

- 11. One-third of members of the General Council, shall form quorum for any meeting of the General Council.
- 12. *Each member of the Council shall have one vote. In case of equality of vote, the Chairman shall have the right of deciding.*

Any business, which may be necessary for the General Council to conduct may be conducted by a Resolution in writing circulated among all its members by Member Secretary and any such Resolution, so circulated and approved by a majority of the members by giving their consent in writing, shall be as effective and binding as if such resolution had been passed at a meeting of the General Council provided that at least one-third of the members of the General Council have recorded their approval to the resolution.

- 13. All matters voted on shall be determined by a majority of votes of the members present and voting.
- 14. The accidental omission to give notice to, or non-receipt of notice by, any member, shall not invalidate the proceedings of the meeting.

POWER AND FUNCTIONS OF THE CHAIRPERSON OF THE GENERAL COUNCIL

- 15. *The Chairperson shall preside over the meetings of the General Council,*
- 16. *The Chairperson shall perform such other duties, as may be specified under the Rules and/ or Bye-Laws.*

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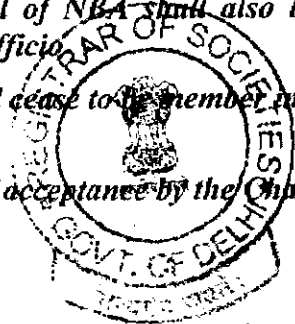
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EXECUTIVE COMMITTEE

17. *The affairs of the NBA shall be managed, administered, directed and controlled as per Rules and Bye-laws approved by Executive Committee and ratified by the General Council.*
18. *The Executive Committee of the NBA for the purpose of Societies Registration Act shall consist of the following members:*
 - (i) *Chairperson-appointed as per the procedure given under Rule Thirty Seven - ex-officio*
 - (ii) *Chairperson of the All Indian Council for Technical Education -ex-officio*
 - (iii) *Additional Secretary/Joint Secretary in Department of Higher Education of Central Government dealing with Technical Education or his/her nominee. -ex-officio*
 - (iv) *Chairperson or President of one of the Statutory Authorities established by Act of Parliament for coordinating, determining and regulating the standards of higher and/ or technical and professional education in their respective field, to be nominated by Central Government or his/her nominee; -ex-officio*
 - (v) *Four Secretaries of Higher & Technical Education of State Governments to be nominated by the Chairperson-ex-officio*
 - (vi) *Four Academicians to be nominated by the Chairperson, from a panel of names approved by the General Council;*
Four experts from Industry to be nominated by Chairperson, from a panel of names approved by the General Council.
 - (vii) *Two experts from professional bodies or industry to be nominated by the Central Government.*
 - (viii) *The Executive Committee may co-opt maximum two experts in the field of accreditation from India and/or abroad.*
 - (ix) *Member Secretary of the General Council of NBA shall also be the Member Secretary of the Executive Committee -ex-officio*
A Member of the Executive Committee shall cease to be member in case he/she:-
 - (a) *resign (to be effective from the date of acceptance by the Chairperson); or*
 - (b) *dies; or*
 - (c) *is declared of unsound mind; or*
 - (d) *is declared insolvent; or*
 - (e) *is convicted of criminal offence involving moral turpitude and/ or any other criminal offence attracting imprisonment of seven years or more; or*
 - (f) *is not permitted by his/her employer to serve on Executive Committee; or*
 - (g) *proceeds abroad for a continuous period exceeding six months; or*
 - (h) *fails to attend three consecutive meetings of Executive Council.*



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Each nominated member of the Executive Committee shall be deemed to have relinquished his/her membership on the expiry of three years from the date on which he/she is nominated as a member of the Executive Committee unless his/her membership is terminated by the nominating authority earlier. In case of a casual vacancy, the person appointed to fill the vacancy, shall hold office for the full term of three years with effect from the date of nomination.

Whenever a member holds the membership of the Executive Committee by virtue of an office held by him/her (ex-officio), his/her membership shall terminate when he/she ceases to hold that office and vacancy so caused shall be filled by his/her successor to that office.

Resignation from the membership of Executive Committee shall be tendered to the Chairperson and shall take effect from the date of acceptance.

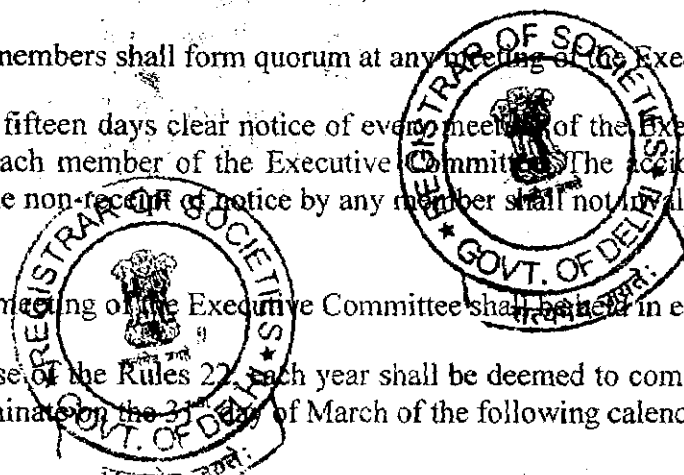
CONDUCT OF MEETINGS

- 19.
 - (i) *Every meeting of the Executive Committee shall be presided over by the Chairperson, NBA and in his/her absence by the senior-most academic member of the Executive Committee.*
 - (ii) *When the Chairperson, NBA is not available for more than two months senior-most academic member of the Executive Committee shall act as Chairperson of Executive Committee.*

PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- 20. *One-third of members shall form quorum at any meeting of the Executive Committee.*
- 21. *Not less than fifteen days clear notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.*
- 22. *At least, two meetings of the Executive Committee shall be held in each year.*
- 23. *For the purpose of the Rules 22, each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.*
- 24. *The Chairperson may himself/herself call or by a requisition in writing signed by him/her may require the Member Secretary to issue notice for calling such a meeting.*
- 25. *Four members of the Executive Committee may requisition in writing duly signed by them require the Member Secretary to call a meeting of the Executive Committee at an time and on receipt of such a requisition, the Member Secretary shall forthwith call such a meeting in consultation with the Chairperson*

The Chairperson or the Member Secretary of the Executive Committee shall issue notices of all meetings to members of the Executive Committee, at least before fifteen clear days from the appointed date for such meeting. The notice will specify the time and place of the meeting and can be served personally or by post, or electronically.



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26. Each members of the Executive Committee shall have one vote and in case of equal division of votes on any question to be decided by the Executive Committee, the Chairperson shall have the right of a deciding vote.
27. *Any business, which may be necessary for the Executive Committee to conduct may be conducted by a Resolution in writing circulated among all its members by Member Secretary and any such Resolution, so circulated and approved by a majority of the members by giving their consent in writing shall be as effective and binding as if such resolution had been passed at a meeting of the Executive Committee provided that at least one-third of the Executive Committee have recorded their approval to the resolution.*
28. *In case of a difference of opinion amongst the members of the Executive Committee on a question of sufficient importance, the opinion of the majority shall prevail.*

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

29. *The Executive Committee shall generally carry out and pursue the objectives of the NBA, as set forth in its Memorandum of Association. The power to oversee the management of all the affairs and funds of the NBA shall for this purpose, vest in the Executive Committee*
30. In Particular and without prejudice to the generality of the foregoing provisions, the Executive Committee shall have the power subject to the provisions of these Rules to:
- (i) *Manage, administer and review the affairs of the NBA and also to oversee the conduct of administrative affairs of the NBA not otherwise provided for*
 - (ii) *Consider the annual and supplementary budgets placed before it from time to time and pass them with such modifications as they may think fit;*
 - (iii) *Create and abolish posts, decide, pay-scale, pay-structure/emoluments, allowances and their revision thereof and service conditions for various posts.*
 - (iv) *appoint various academic, technical, administrative and other officers and staff of the NBA for those posts for which the Executive Committee is the appointing authority, to fix their remuneration, term and conditions of service, to enforce discipline and to impose penalty in accordance with the Rules and the Bye-Laws.*
 - (v) *Enter into arrangements with the Central Government, the State Governments, and other public or private organizations or individuals within the country, for securing and accepting grants-in-aid, endowments, donations or gifts to NBA on mutually agreed terms and conditions, provided that such terms and conditions, if any, shall not be contrary or inconsistent or in conflict with the objects of NBA, provided, for any such arrangement with foreign and/or international agencies or organizations, the prior approval of the Central Government shall be obtained;*
 - (vi) *Take over, acquire by purchase, gifts, exchange, lease or hire, or otherwise, form Central Government, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowment or other funds together with any attendant obligations and engagements not inconsistent with the objects of the NBA, provided, for any such activity involving foreign and/or international agency or organisation, the prior approval of Central Government through AICTE shall be obtained;*
 - (vii) *Appoint Committees or Sub-Committees for such purposes, and with such powers and for such periods and on such terms as it may deem fit and to dissolve any of them;*

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- (viii) Entertain, adjudicate upon or redress grievances of the employees of the NBA, who may feel aggrieved; and
- (ix) *Transfer or accept transfers of any immovable property on behalf of the NBA;*

31. The members of the General Council as well as of the Executive Committee shall not be entitled to any remuneration from the NBA except the full time Member Secretary of the NBA.

The members of the General Council as well as of Executive Committee or any Committee appointed by it, shall be paid by the NBA, such travelling and daily allowances and honorarium as may be provided for in the Bye-laws.

32. A person holding the membership of the General Council as well as of the Executive Committee by name cannot nominate another person and shall attend the meeting himself/herself.

OFFICERS OF THE NBA

- 33.
- (i) Chairperson
 - (ii) Member Secretary; and
 - (iii) Such other officers as may be declared by the Executive Committee.

APPOINTMENT OF CHAIRPERSON OF THE EXECUTIVE COMMITTEE

- 34.
- (i) *The Chairperson of the NBA shall be an eminent academician, in the areas of relevance to the NBA, appointed by the Central Government.*
 - (ii) *The General Council shall constitute a Selection Committee consisting of three eminent academicians, which shall submit a Panel of three names, to the Central Government.*
 - (iii) *The process of appointment of Chairperson shall start at least nine months before the expiry of his/her term.*
 - (iv) *The tenure of the Chairperson shall be for a period three years, which can be extended by another term of two years.*
 - (v) *The terms and conditions of the service of the Chairperson shall be as prescribed in the Bye-Laws.*

However, the terms and conditions of the first Chairperson shall be decided by the General Council.

However, the first Chairperson shall be appointed by the President with the approval of the Central Government.

POWERS AND FUNCTIONS OF THE CHAIRPERSON OF THE EXECUTIVE COMMITTEE

35. (i) *The Chairperson shall exercise such powers for the conduct of the affairs of the NBA as may be delegated to him/her by the Executive Committee.*

If, in the opinion of the Chairperson, any emergency has arisen which requires immediate action to be taken, the Chairperson shall take such action as he/she deems necessary and shall report the same for approval at the next meeting of the

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Executive Committee. In case Executive Committee do not approve it, the action shall be null and void from prospective effect.

- (ii) The Chairperson, may, with the approval of the Executive Committee delegate such of his/her powers, as may be considered necessary, to the Member Secretary of NBA.
- (iii) Executive Committee shall nominate the members of the Academic Advisory Committee from the panel recommended by the General Council of the NBA. However, any other expert from outside the country may be co-opted by the Academic Advisory Committee, subject to the concurrence of the Chairperson, Executive Committee.

MEMBER SECRETARY

36.

- (a) *The Member Secretary of the NBA shall be appointed by the General Council on the recommendation of Executive Committee. The Executive Committee shall constitute Selection Committee with at least three eminent Academicians, at least nine(9) months before the expiry of the term of Member Secretary. However, first Member Secretary shall be appointed by the President with the approval of the Central Government.*
- (b) *The Member Secretary shall be appointed for a term of five years or till he/she attains the age of sixty years, whichever is earlier, and shall be eligible for re-appointment for one more term.*
- (c) *The terms and conditions of the service of Member Secretary shall be prescribed in the Bye-Laws.*

However, the terms and conditions of the first Member Secretary shall be decided by the General Council.

POWERS AND FUNCTIONS OF THE MEMBER SECRETARY

37.

- (a) The Member Secretary shall be the executive authority of the NBA and shall have all power needed for the administration of the NBA and shall be responsible for proper administration and control over funds of the NBA.
- (b) The Member Secretary shall be vested with such executive powers as may be necessary or incidental for the purpose of proper administration subject to the Rules and the Bye-laws.
- (c) *When the Member Secretary has to leave station for short periods, the routine duties will be performed by the next senior most officer of the NBA.*
- (d) *When the Member Secretary's office is vacant or when the Member Secretary is on long leave exceeding two months, the work of the Member Secretary will be looked after by the next senior most officer of the NBA.*
- (e) The Member Secretary shall, subject to the provisions of the Rules and the Bye-laws and decisions of the Executive Committee, exercise general supervision and disciplinary control over the officers and the staff of the NBA and prescribe their duties and functions.
- (f) The Member Secretary shall co-ordinate and exercise academic leadership and administrative supervision of all the activities of the NBA.

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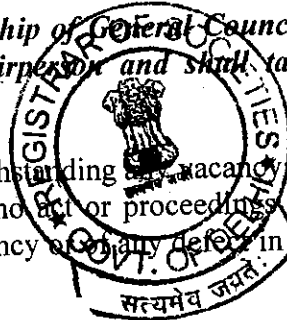
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The Member Secretary of the NBA shall act as the Secretary of the Society. For the purpose of the Societies Registration Act. The Secretary shall be considered as the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society

MEMBERS OF THE NBA

38.

- (a) The NBA shall consist of all members of the General Council setup under the Rules.
- (b) NBA shall maintain a register of members of General Council and Executive Committee giving their names, addresses and the same will be open to inspection by the members. Every member of the General Council and Executive Committee shall sign the register
- (c) a member of the General Council, shall cease to be a member:
 - i. on death;
 - ii. on resignation;
 - iii. upon being declared insolvent or of unsound mind;
 - iv. on conviction of criminal offence involving moral turpitude; and
 - v. on his/her failure to attend three consecutive meetings of the General Council
- (d) Resignation from the membership of General Council and Executive Committee shall be tendered to the Chairperson and shall take effect from the date of acceptance.
- (e) The NBA shall function, notwithstanding any vacancy in its General Council and/or its Executive Committee, and no act or proceedings of the NBA shall be invalid merely by reasons of such vacancy or any defect in the appointment of any of its members.



COMMITTEES

39. NBA shall, in addition to Executive Committee, have following committees:

- (i) Finance Committee;
- (ii) Academic Advisory Committee;
- (iii) Appellate Committee
- (iv) Evaluation and Accreditation Committee(s) and their Sub Committees in different disciplines;
- (v) Code of Ethics Committee.
- (vi) Any other Committee as may be constituted by the Executive Committee.



FINANCE COMMITTEE

40. The Finance Committee of the NBA shall consist of the following members:

- (i) Chairperson NBA shall be the Chairperson of the Finance Committee
- (ii) Financial Adviser, Ministry of HRD or his nominee
- (iii) Member Secretary, NBA

D.K. Bhalwal

Registrar of Society

- (iv) One member each of General Council and Executive Committee nominated by the Chairperson, NBA
- (v) An external member nominated by the Chairperson, NBA, from a panel of names recommended by the General Council.
- (vi) An Officer of NBA, nominated by the Member Secretary, NBA, as Convenor.

Finance Committee shall meet to consider the Revised Estimates and the Budget Estimates for the following financial year August and December of the calendar year respectively.

No proposal for creation of posts or amending the pay structure or terms and conditions of service shall be considered by the Finance Committee unless the Financial Advisor of the Ministry of HRD is present and has assented to the consideration of the proposal.

One-third of the members shall form a quorum at any meeting of the Finance Committee. In the absence of the Chairperson, the Member Secretary, NBA will act as the protem Chairperson in the Finance Committee meeting.

The Finance Committee shall meet at least thrice in a year. It shall make recommendations to the Executive Committee on;

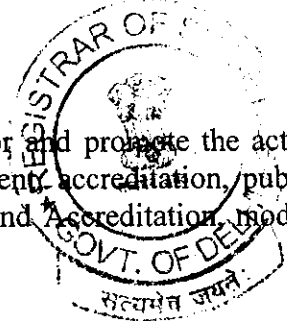
- a) Budget Proposal of the NBA;
- b) Scrutiny of the Audited Accounts and reply to the Annual Audit Report;
- c) Creation of post[s]; and
- d) Any other matter on which the Executive Committee seeks its recommendations.

The recommendations contained in the minutes of the Finance Committee shall be considered and approved by the Executive Committee.



ACADEMIC ADVISORY COMMITTEE

- 41. The Academic Advisory Committee of NBA shall monitor and promote the activities of NBA with reference to its various activities like assessment, accreditation, publications, selection and shaping of instruments for for Assessment and Accreditation, modalities of operation in-charge, the Rules, Regulation and Guidelines.



The Academic Advisory Committee shall have at least 30% of its members each from industry and professional bodies.

The nominations on the Academic Advisory Committee shall be made by Executive Committee. The Chairperson of the Executive Committee would be Chairperson of the Academic Advisory Committee. The Member Secretary of the NBA will be ex-officio member of the Academic Advisory Committee.

D. K. Bhatnagar

Amended as on..... *[Signature]*

SUB-COMMITTEE

Registrar of Society

- 42. *Sub-Committees of Academic Advisory Committee shall have Sub-Committees on each discipline, such as Engineering, Management, Pharmacy and Architecture etc., which shall function separately to evolve standard for Assessment and Accreditation in their respective field, it shall form Assessor's panel, to lay down guidelines for Assessor's and to evaluate and approve the recommendations of the evaluation and accreditation committee. These Sub-Committees will meet frequently as required. The appeals filed against the decision of the Sub-Committees of Academic Advisory Committee regarding Accreditation of the programmes shall be considered and disposed of by the Academic Advisory Committee taking into consideration the recommendations of the Appellate Committee.*
- 43. *Academic Advisory Committee & its Sub-Committee shall undertake such other functions, duties, as assigned by the General Council and/or Executive Committee.*

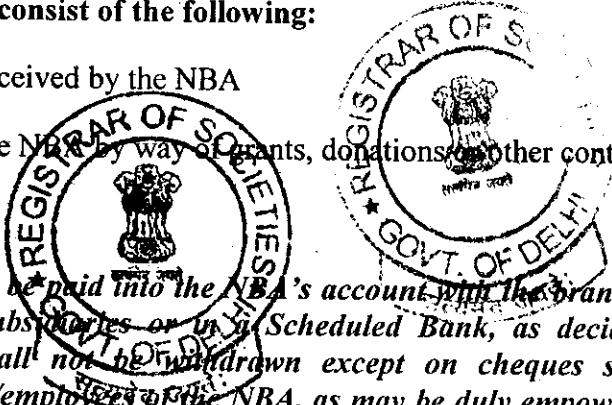
STAFF

- 44. *The manner of recruitment and conditions of service, emoluments and benefits, service conditions, etc. to employees shall be as prescribed in the Bye-Laws.*

FUND OF THE SOCIETY

- 45. **The funds of the Society shall consist of the following:**

- (i) Fees and other charges received by the NBA
- (ii) All money received by the NBA by way of grants, donations or other contributions.
- (iii) Miscellaneous receipts.



- 46. *All the funds of the NBA shall be paid into the NBA's account with the branches of the State Bank of India or its subsidiaries or in a Scheduled Bank, as decided by the Executive Committee and shall not be withdrawn except on cheques signed and countersigned by such officers/employees of the NBA, as may be duly empowered by the Executive Committee.*
- 47. *The income and property of the NBA, however derived, shall be applied towards the promotion of the objectives thereof, as set forth in the Memorandum of Association. No portion of the income and property of the NBA shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit to the persons, who shall at any time and/or have been members of the NBA 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 member thereof or other persons in return for any service rendered to the NBA.*
- 48. *The Powers for the creation/utilization/disposal of assets and funds of the society shall vest in Executive Committee with prior approval of G.C.*

ACCOUNTS AND AUDIT

- 49. *The Accounts of the NBA shall be audited annually by a Chartered Accountant or Accountants as defined, in the Chartered Accountants Act, 1949 (XXXVII 1949) to be appointed by the Executive Committee. The nature of audit to be applied, and the*

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Handwritten signature and date: 11/04/2013

detailed arrangements to be made in regard to form of accounts and their maintenance and presentation for audit, shall be prescribed by the Bye-Laws framed by EC and approved by GC.

ANNUAL REPORT

50. An Annual Report of the NBA, and of all work undertaken during the year, shall be prepared by the NBA and submitted to the Executive Committee and General Council for approval and then forwarded to the Central Government for information. The report and the audited accounts of the NBA along with the Auditor's report thereon shall be placed before the General Council.

ALTERATIONS AND AMENDMENTS

51. (a) Subject to the provisions of the Societies Registration Act, the Rules and Bye-Laws of the NBA may be altered at any time by the Executive Committee and for General Council by a resolution passed by at least two - third majority of the members present at any meeting.

Any resolution on proposed changes in Rules/Bye-laws approved in a Executive Committee meeting shall be circulated to the members of General Council or placed before General Council members for passing by a majority.

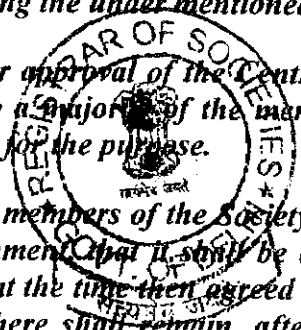
- (b) With prior approval of the Central Government, the NBA may alter or extend the purpose for which it was established or be amalgamated either wholly, or partially with any other society by following the under mentioned procedure:
- (c) The Society, may, with the prior approval of the Central Government, change its name by a resolution passed by a majority of the members of the Society at any meeting of the Society convened for the purpose.
- (d) Not less than three-fifths of the members of the Society may determine, with prior approval of the Central Government that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon, 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 manner as the Central Government may determine.

52. All provisions contained in the Societies Registration Act, as applicable shall apply to this Society.

ESSENTIAL CERTIFICATE

53. We the following, do hereby certify that this is the true copy of the Rules and Regulations of the NBA:

- 1. _____
- 2. _____
- 3. _____



Amended as on.....

Registrar of Societies

[Signature]
11/04/2013

संस्थापक निदेशिका
संस्थापक नं०.....
संस्थापक का.....
दिनांक.....

[Signature]
11/04/2013



[Signature]
11/04/2013

संस्थापक के समक्ष प्रस्तुत पत्रों
संस्थापक (नं०) के सम्बन्ध में
दिनांक

संस्थापक

[Signature]
15/04/2013
Registrar of Societies